

## DESIGN MEMO

To: Designers, Contractors, and City Departments  
Date: January 10, 2023  
Subject: Landscape Plan Representation  
Category: CAD Standards

---

1. Existing trees shall be shown on plan & profile sheets. Tree symbols should be consistent with a solid small circle centered in the symbol to indicate the trunk location. Tree symbols shall be scaled to represent approximate tree canopy spread. Place tree caliper in inches next to trunk.
2. Existing trees should be labeled either DND (do not disturb) or TBR (to be removed). "Save" will not be accepted. Any trees that are to be removed shall be shown as (TBR) and identified with an "X".
3. The extents of existing landscape beds should be indicated with a dotted line (.....). Larger shrubs or landscape boulders can be shown if they are to be removed. Where applicable, a separate demo sheet or detail, inclusive within the construction plan set, should be provided to clarify the intent and to assist City staff during evaluations with property owners. Pending the complexity of the area and number of features impacted, the City may request additional details if required during the right-of-way acquisition process. Consult the City PM during the initial plan preparation prior to stage 1 submittal for any additional input.
4. Landscape walls, and any other structural elements, should be identified and labeled "DND" or "TBR" as applicable.
5. Proposed ground level plantings are not to be shown on plan & profile sheets. Proposed plants are to appear on the landscape plans.
6. Proposed trees are to be shown on plan and profile sheets. Symbol will be shown in the legend.
7. Plan & profile sheets are to show all edge of pavements, bollards, and landscape bed walls/curbing (if applicable) and refer to the landscape sheets for additional details as applicable.
8. Any existing irrigation mainline and/or above ground appurtenances should be shown on plan & profile sheets if it is to remain and/or to be protected during construction.
9. Any proposed irrigation sleeves (or conduit) that cross below walks or pavements and/or above ground appurtenances should be labeled on the plan and profile.
10. All other proposed irrigation (if applicable) should appear on a landscape or irrigation sheet, not plan & profile.
11. The Consultant is required to submit a separate water service plan for proposed irrigation systems within the right-of-way.

