

# DPD

## Director's Rule 6-2009

<b>Applicant:</b>  City of Seattle Department of Planning & Development	<b>Page</b> 1 of 16	<b>Supersedes</b> 13-92
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### BACKGROUND AND PURPOSE

This rule provides information for permit applicants who are required to submit a landscape plan. It supplements and interprets the provisions for landscaping that are required pursuant to the City's Land Use Code, Seattle Municipal Code (SMC) Title 23, or by the City's State Environmental Policy Act (SEPA) Chapter, SMC Ch. 25.05. This rule applies to areas where landscaping is required, including zones or planning areas subject to Green Factor requirements. In the event of a conflict between the requirements of the Seattle Municipal Code and this rule, code requirements prevail.

Landscaping required pursuant to the City's Land Use Code and SEPA accomplishes multiple goals: it mitigates adverse impacts of a proposed development project (such as height, bulk and scale), buffers incompatible uses, provides screening and privacy, reduces headlight and reflective glare, and improves urban aesthetics. Landscape elements also provide ecological services, reducing stormwater runoff, improving air and water quality, decreasing the urban heat island effect, improving energy efficiency, and creating habitat and food for wildlife.

## **A. LANDSCAPING STANDARDS**

### **1. Drought-tolerant plants.**

In required landscape areas, at least 25% of all plantings must be drought-tolerant. This requirement can be calculated across an entire lot; that is, 25% of each individual planting area need not be drought-tolerant, but the plantings as a whole must achieve 25% drought tolerance. Drought-tolerant plants are species that can thrive without supplemental watering after establishment. A list of drought-tolerant plants is available from Department of Planning and Development (DPD) at <http://www.seattle.gov/dpd/Permits/GreenFactor/>. Other drought-tolerant plants can be used, provided that the applicant provides two references showing that the plant is both drought-tolerant and appropriate for Seattle's climate.

Drought-tolerant plants must be separated from non-drought-tolerant plants by setting them at least two feet apart, using a physical barrier, or separating the irrigation system's grouping and circuiting. DPD's Director has the authority to reduce the requirement for use of drought-tolerant plants when a site is unsuitable to support drought-tolerant vegetation, such as a boggy or marshy site, upon documentation from the applicant of the site conditions. Establishment of all plants, including drought-tolerant species, requires supplemental water for at least two growing seasons.

### **2. Species selection.**

Plant species shall be selected and sited to ensure their compatibility with site conditions and enhance long-term survival. Choice of species shall also take into account the specific purposes of the plantings in their particular locations (e.g., visual screening vs. physical buffering of incompatible uses etc.). Plants identified by King County as "weeds of concern" or "noxious weeds" (including English ivy), are prohibited for new plantings, and must be controlled in the process of installing and maintaining required landscaping (lists are available at <http://dnr.metrokc.gov/wlr/LANDS/weeds/laws.htm>).

### **3. Landscape elements in the right-of-way.**

All landscape elements in the right-of-way, including street trees, require a Street Improvement Permit and must be installed pursuant to planting procedures promulgated in the Seattle Department of Transportation's (SDOT's) Right-of-Way Improvement Manual. In the event of a conflict between SDOT requirements and this rule, the SDOT requirements prevail. SDOT approval is required for landscape elements in the right-of-way to meet the Green Factor. If SDOT does not approve right-of-way landscape elements, Green Factor credits must be obtained through other means.

### **4. Trees.**

- a. *Size at the time of installation.* On private property, deciduous trees with one trunk must be at least 1.5 inches in diameter, measured 6 inches above the ground; multi-stemmed deciduous trees must have at least 3 stems and the tree must be at least 6 feet tall; and evergreen trees must be at least 4 feet in height above the ground. Because street trees face more difficult growing conditions, SDOT requires larger trees at time of installation:

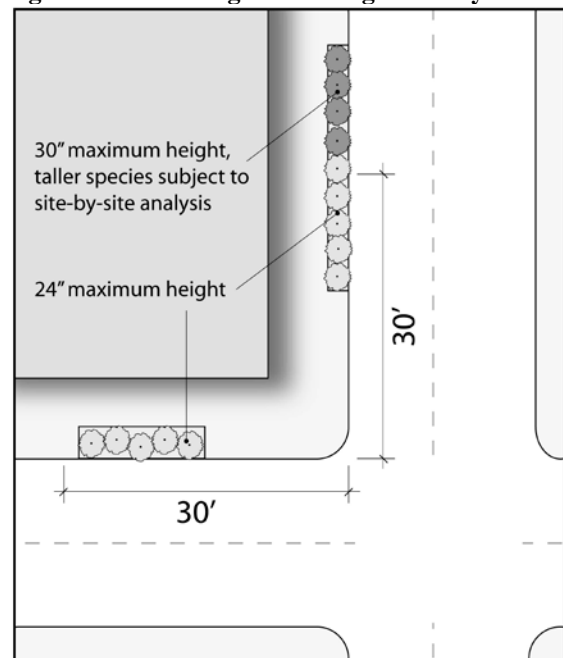
in the right-of-way, deciduous trees with one trunk must be 2 to 2.5 inches in caliper, measured 6 inches above the ground.

- b. *Mature height.* Trees shall have a mature height of at least 20 feet for small trees, 25 feet for medium/small trees, 30 feet for medium/large trees and 40 feet for large trees.
- c. *Right-of-way.* Trees can only be planted in the right-of-way after a Street Improvement Permit has been issued by SDOT. Existing street trees must be retained and protected unless permitted for removal by SDOT.
- d. *Identification.* The species identification nursery tag shall remain on at least two trees per species until the final Certificate of Occupancy has been issued. After issuance, the owner must remove the tags to prevent damage to the trees.
- e. *Spacing.* To maximize tree canopy and reduce competition between street trees, SDOT approves layout of trees based on tree selection, generally according to the following spacing: 20-25 feet between small trees, 25-30 feet between small/medium trees, 30-35 feet between medium/large trees, and 35-40 feet between large trees.
- f. *Preservation.* All trees in the right-of-way must be preserved unless permitted for removal by SDOT. Whether in the right-of-way or on private property, trees with a trunk diameter of 6 inches or more at breast height (4.5 feet above grade) are eligible for Green Factor credit. The root zone inside each preserved tree's drip line must be protected from excavation or compaction during construction. If disturbance in this area cannot be avoided, consultation with a qualified tree care professional (as defined in Director's Rule 16-2008) is necessary prior to construction. For the Green Factor tree preservation credit, add up the total inches of diameter at breast height for all preserved trees (i.e., if preserving three trees 6", 10", and 12" in diameter, enter 28" on the score sheet).

## 5. Shrubs.

Shrubs that are required for the purpose of screening, such as those planted around parking lots, loading areas, and trash or recycled materials storage, must be evergreen and at least 30 inches high when planted. All other required shrubs must be at least 9 inches high when planted. Shrubs should be spaced at least 18" apart. SDOT limits shrub height in rights-of-way. Within 30 feet of an intersection (as measured from the edge of the curb at the street corner), plant selection in the right-of-way is limited to species with a mature height at or below 2 feet. For areas not within 30 feet of an intersection, shrubs are allowed up to 30 inches tall. Taller species are subject to approval on a site by site basis to ensure sight distance, pedestrian safety, and accessibility. For many species, pruning is required to comply with these standards – note in the Landscape Management Plan if applicable (see Subsection A.12 of this Rule).

**Figure 1: Shrub height in the right-of-way**



Within 30 feet of an intersection, SDOT limits shrub height to 24". Elsewhere in the right-of-way, they may be 30". Taller shrubs are subject to review.

## **6. Ground covers.**

- a. *Description.* Ground covers include low, spreading plants typically less than 12 inches in height. While mulch does not count as landscaping under general landscaping requirements, it does count for credit on the Green Factor score sheet, provided that mulch is coarse, maintained at a depth of 3 to 4 inches, and planted with shrubs and trees with appropriate spacing. In the Green Factor, areas covered with perennials or shrubs less than 2 feet in height are awarded the same credit as areas covered with ground cover.
- b. *Spacing.* In order to accomplish complete coverage of bare soil by ground cover within three years, spacing of ground cover plants shall be as follows: plants transplanted from 4-inch containers shall be spaced no more than 12 inches apart on center, and plants transplanted from 1-gallon containers shall be spaced no more than 24 inches apart on center. Different spacing of particular species to accomplish complete coverage within three years is acceptable if documentation is submitted by a landscape expert, as defined in Subsection C.1 of this Rule. At maturity, ground cover is expected to extend to the drip line of coniferous trees and to within 24 inches of the trunk of broadleaf trees.

## **7. Containers.**

Containers must be sized to meet the demands of the species to be planted, and must have a soil depth of at least 30 inches for trees and 12 inches for shrubs, ground covers, or perennials. Applicants should be aware of the special design issues involved in container landscaping: structural weight, drainage, soil mix, irrigation and maintenance, and appropriate plant selection. Irrigation and drainage are required for all container-landscaped open spaces and amenity areas.

## **8. Protection.**

Plants on private property bordering driveways and parking areas shall be protected from vehicles by wheel stops, curbs or similar devices, which shall be shown on the landscape and site plans.

## **9. Clearance and access for maintenance.**

Clearance shall be provided so that plants will have access to sufficient light, taking into account foreseeable changes on adjacent property. All landscaping must also be designed so that there is sufficient space and access for the owner or owner's agent to perform the maintenance specified in the Landscape Management Plan (see Subsection A.12 of this Rule).

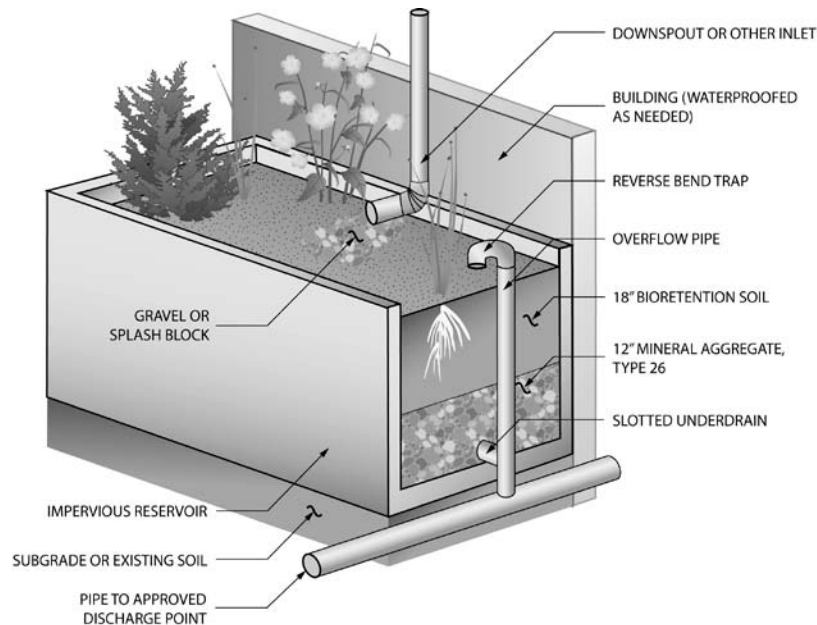
## **10. Standards for Green Factor landscape elements.**

The Green Factor establishes minimum landscaping thresholds and provides a menu of landscape elements to reach those thresholds. Landscaping provided to meet other requirements (including Land Use Code, Stormwater Code, and ecological mitigation requirements) can be counted towards meeting the Green Factor score. A Green Factor score sheet and other tools are available for download at <http://www.seattle.gov/dpd/Permits/GreenFactor/> (see Attachments C and D). As written in the Land Use Code, the Green Factor requirement encourages layering of vegetation; each planting must be counted as one of the "landscaped area" categories in the Green Factor score sheet, but shrubs and differently sized trees in that landscaped area may each be counted separately.

This and the following section provide standards for landscape elements particular to the Green Factor.

- a. *Bioretention facilities.* Bioretention facilities, also known as rain gardens, use carefully designed soils and plantings to manage stormwater runoff. These shallow depressions can provide: flow control through detention and attenuation; losses through infiltration, interception, evaporation, and transpiration; and water quality treatment through sedimentation, filtration, and biodegradation of pollutants. They often infiltrate stormwater into the native soil, but may have an underdrain to collect and discharge infiltrated water. Bioretention planters are bioretention facilities designed with an impervious bottom preventing infiltration to the surrounding soils.

**Figure 2: Bioretention planter**



*Illustration from the City of Seattle Stormwater Manual*

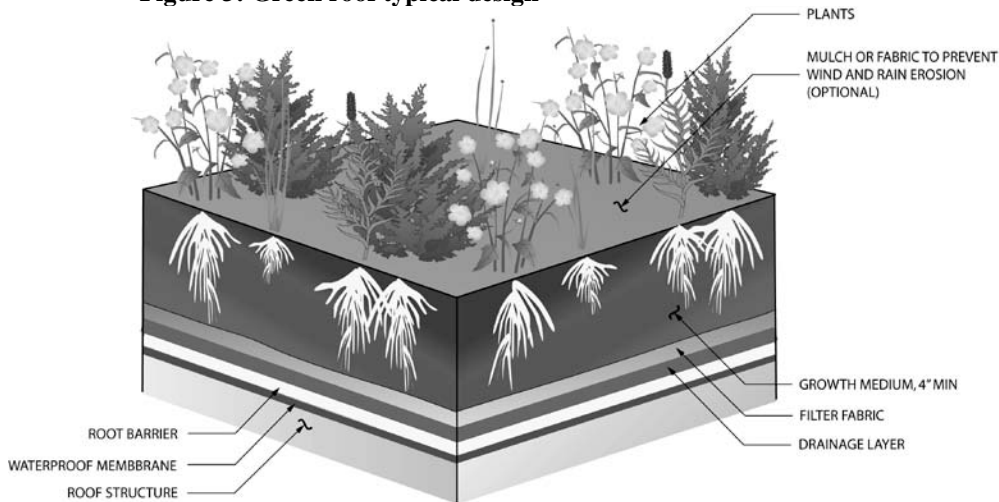
Green Factor applicants receive credit for the total area of all bioretention facilities meeting standards of the City of Seattle Stormwater Manual. Bioretention facilities in the right-of-way must meet the standards of the Right-of-Way Improvement Manual (<http://www.seattle.gov/transportation/rowmanual/manual/>). Bioretention facilities will be subject to review by SDOT and Seattle Public Utilities (SPU) if they are located in the right-of-way. If located on private property, they will be reviewed by DPD following SPU standards.

Note that bioretention facilities and other select Green Factor credits may also count toward meeting stormwater requirements contained in the Stormwater Code. Eligibility for stormwater credit is determined according to SMC 22.800-22.808 and associated Director's Rules.

- b. *Green roofs.* Green roofs are any plantings on top of a structure at least 10 feet above grade, including extensive green roof systems and rooftop gardens. Designs must include plans to provide supplemental water for a minimum of two growing seasons, and green roof specifications must be approved by a licensed architect or landscape architect. Assuming that green roofs are planted with drought-tolerant plants, they are eligible for the drought-tolerance bonus credit. When a green roof is specified in the Master Use

Permit (MUP) application, it is important that the applicant has considered cost implications including engineering costs. If the green roof is removed from the design after the MUP is issued, the required minimum Green Factor score must be met through the use of other landscape elements.

**Figure 3: Green roof typical design**



*Illustration from the City of Seattle Stormwater Manual.*

Since low-growing vegetation is an integral part of a functioning green roof, it has already been factored into the score for this feature. Green roof vegetation is not eligible for groundcover credits, but taller rooftop vegetation (shrubs and trees) may be counted as separate credits. If counted as a green roof, an area may not be counted in score sheet Section A (landscaped areas).

- c. *Vegetated walls.* Vegetated walls are vertical or near-vertical surfaces covered by plants. Vegetated walls include walls or screens with climbing vines, trailing plants, espalier trees, or modular “green wall” planting systems. For Green Factor credit, measure the height and width of area expected to be covered by vegetation within five years. Maximum calculated vertical dimension must not exceed 30 feet unless the vegetated wall features built-in growth medium. Plantings must not encroach within City Light safety setbacks (see CAM 122 for details at <http://web1.seattle.gov/DPD/CAMs/CamList.aspx>). Both sides of a vegetated wall are eligible to be counted for Green Factor credit if the wall is freestanding and planted on both sides.

To establish successfully and thrive over time, vegetated walls need light like any other planting. Consequently, they are only eligible for credit where they are 5 or more feet from adjacent, facing structures. When side or rear lot lines abut zero-lot-line parcels with unused development potential, credit for vegetated walls is only allowed for walls 5 or more feet from the property line. This setback does not apply to lot lines abutting streets, alleys, or lots with structures already extending to the minimum setback line.

- d. *Water features.* Water features include fountains, pools, or other constructed water amenities. To qualify for Green Factor credit, water features must use harvested rainwater for at least 50% of the annual flow, and must recirculate water to reduce water use and guard against breeding of mosquitoes. This can be demonstrated by drainage or plumbing

documents indicating that rainwater is a major source of water for the water feature. To achieve Green Factor credit, the applicant is only allowed to calculate those areas of the feature that are under water at least six months of the year.

- e. *Permeable paving.* Permeable pavements are surfaces that allow water to pass through voids in the paving material or between pavers while providing a stable, load-bearing surface. Permeable asphalt and concrete mixes have been developed to allow water infiltration. Interlocking paving units can also be used if they are designed to infiltrate through gaps. Green Factor applicants receive credit for the total area of all permeable paving meeting standards of the City of Seattle Stormwater Manual. Permeable paving within the right-of-way must meet the standards in the Right-of-Way Improvement Manual.

Grass pavers are eligible for both permeable paving credit and ground cover credit if used in areas with low traffic volume, such as fire lanes or event parking. Grass pavers cannot be counted for credit in any area with anticipated traffic or parking more than three times a week.

- f. *Structural soil systems.* Structural soil systems are installed to promote tree and plant health in highly constrained urban areas. These technologies, including CU-Structural Soil, Silva Cells, and their performance equivalents, are able to support pavement while maintaining soil pore spaces, allowing air and water infiltration and contributing to larger, healthier plants. To receive Green Factor credit, structural soil systems must be at least 24 inches deep, under pavement, and adjacent to planting areas. Credit is calculated by the square footage of ground overlaying the porous soil. Structural soil systems in the right-of-way must be approved by SDOT.

Credits for permeable paving (e) and structural soil (f) together cannot add up to more than one third of a site's Green Factor numerator.

## **11. Standards for Green Factor bonuses.**

Any landscape feature that has claimed credit under the regular Green Factor categories can also count for one or more bonus credits if it meets the criteria below. Bonus credits can apply to all landscaping, including elements provided in the right-of-way.

- a. *Drought-tolerant or native plant species.* To receive bonus credit for this category, all plants in the specified area must be either: drought-tolerant and meeting the standards outlined in A.1; or native to the Pacific Northwest. Native plants can range from ground covers (kinnikinnik) to trees (Douglas fir, hemlock, etc.). A plant list including drought-tolerant and native species is provided at <http://www.seattle.gov/dpd/Permits/GreenFactor/>. Other plants are eligible for this credit, provided that the applicant provides two references showing that the plant is drought-tolerant or native. Square footage for this credit is calculated as the area covered by drought-tolerant/native ground covers and the equivalent square footage of drought-tolerant/native shrubs and trees as calculated on the Green Factor score sheet – for example, a single native shrub would count for 16 square feet.
- b. *Irrigation with harvested rainwater.* For each area claimed under this bonus, 50% of annual irrigation needs must be met through the use of harvested rainwater. This can be

demonstrated by drainage or plumbing documents showing a water storage system sized according to the "Rainwater Harvesting Calculation Tool" available at <http://www.seattle.gov/dpd/Permits/GreenFactor/>. Square footage for this credit is calculated as the area plumbed for irrigation with rainwater.

- c. *Landscaping visible to passersby*. To earn this credit, landscaping must be adjacent to the right-of-way or on building façades visible from the right-of-way or public open spaces. Landscaping is considered visible to the public if reasonable sight corridors allow viewing from public areas. Square footage for this credit is calculated as the area covered by visible groundcovers together with the equivalent square footage of all shrubs and trees, as calculated on the Green Factor score sheet – for example, a single shrub would count for 16 square feet of bonus credit.
- d. *Food cultivation*. Food cultivation areas are designed for the growing of edible plants by the residents or occupants of a building. They can be planted with annual fruits and vegetables; fruit-producing perennials, shrubs, and trees; herbs; and/or nut-bearing plants. All food cultivation areas must be easily accessible to at least some residents or occupants of a building and must have a source of water that can reach all portions of the food cultivation area. Food cultivation areas in the right-of-way are subject to approval by SDOT. Square footage for this credit is calculated as the area covered by food cultivation landscaping together with the equivalent square footage of all food-producing shrubs and trees, as calculated on the Green Factor score sheet – for example, a single blueberry shrub would count for 16 square feet of bonus credit.

## **12. Landscape Management Plan (Green Factor projects only).**

For each site required to comply with the Green Factor, the landscape expert (as defined in Subsection C.1 of this Rule) must prepare a Landscape Management Plan. This Landscape Management Plan shall provide direction on the care and maintenance of plantings, including soil preparation, use of compost, plant replacement, irrigation, weed and pest control, control of noxious or invasive species, and care and maintenance of water or hardscape features. The document is not submitted directly to DPD, but the project's landscape expert must sign the Landscaping Checklist for Green Factor Projects (Attachment B to this Rule) verifying that a Landscape Management Plan has been prepared and submitted to the owner or owner's agent.

A sample Landscape Management Plan can be downloaded at [www.seattle.gov/dpd/Permits/GreenFactor/](http://www.seattle.gov/dpd/Permits/GreenFactor/), and additional information on best management practices and organic landscaping can be found at [www.seattle.gov/util/Services/Yard/For\\_Landscape\\_Professionals/](http://www.seattle.gov/util/Services/Yard/For_Landscape_Professionals/).

## **B. REQUIREMENTS FOR SPECIFIC AREAS**

### **1. Outdoor amenity areas.**

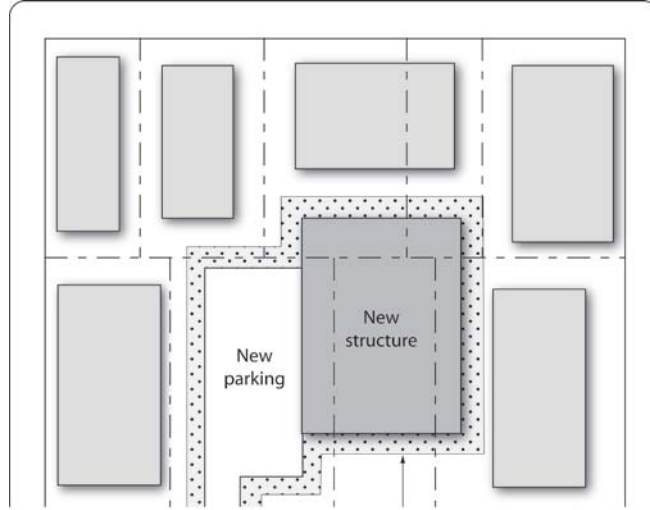
When outdoor common areas are used to fulfill amenity area requirements, at least 30% of these areas must feature landscaping. The remainder of these areas may be made up of benches, play areas, garden features, or similar design elements encouraging use by residents; these spaces are intended for use by the residents of a building, not employees or customers.

When private decks and balconies for individual units are provided to satisfy residential amenity requirements for a project, they are not required to be landscaped.

## 2. Green Factor projects on campuses or sites with combined parcels.

When partial redevelopment of combined parcels triggers the Green Factor requirement, confusion may arise over how to delineate the affected area. For example, construction of a new building on an educational or medical campus may cross into several parcels containing additional facilities not affected by the new development. In this scenario, what should be entered in the "Parcel Size" box on the Green Factor score sheet? Similarly, redevelopment of one building on a large parcel containing many buildings may cause confusion.

**Figure 4: Project impact area**



If lot lines do not accurately delineate the new development in either of these contexts, Green Factor "parcel size" calculations can be based on the new construction's impact area (Figure 4). Project impact area shall include all new and replaced structures and impervious surfaces, as well as any areas disturbed during construction (typically a 10 foot buffer around the planned construction perimeter). Staging areas must also be included in the project impact area unless they are already paved and will remain unchanged. The Director determines the boundaries of the project impact area.

*For Green Factor calculations on partial redevelopment projects, the project impact area may be used in place of parcel size.*

## C. PROCESS REQUIREMENTS

### 1. Landscape plan preparation.

If the proposed project (a) contains 20 or more residential units, (b) contains 20 or more new parking spaces, (c) contains 12,000 or more square feet of commercial or industrial space, or (d) contains more than 500 square feet of landscaping in containers, landscapes accessible to the public must be designed by a licensed landscape architect. In any of these cases, the landscape architect must sign the Landscaping Checklist confirming that the project has been installed according to plans (Attachments A and B).

All landscape plans for Green Factor projects, regardless of size, must be prepared by a "landscape expert," defined as a landscape architect currently registered in the State of Washington or a Certified Professional Horticulturist with current certification from the Washington State Nursery and Landscape Association ([www.wslnla.org](http://www.wslnla.org)).

### 2. Landscape plan submittal.

Three sets of landscape plans must be submitted to DPD as part of MUP and/or construction applications.

The following information must be provided on all landscape plan sets:

- a. Lot dimensions and size;

- b. Location and areas of all landscaping (and dimensions where required);
- c. Location, size, and species of all plants used to meet requirements;
- d. Both common and botanical names of all plant material;
- e. If existing trees are required to be preserved, show location, trunk diameter at breast height (4.5 feet above grade), canopy radius, and species;
- f. Plans indicating how preserved trees and other plants will be protected during demolition and construction;
- g. For parking lots and all other required landscaped areas adjacent to driveways: location and dimensions of wheel stops, curbs, or other devices to protect landscaping;
- h. For rooftop or container landscaping or areas to be irrigated with rainwater: a schematic irrigation and drainage plan; size and depth of plant containers;
- i. For street trees: width of planting strip; location of existing utility lines, poles, meters or other structures located in the planting strip; and species and diameter of the trees;
- j. Location and size of any trees to be removed;
- k. Specifications for soil improvement;
- l. Signature of landscape expert (defined in Section C.1) if required, verifying that plantings and other landscape elements are appropriately sited and specified, and that landscape elements meet the requirements of this Director's Rule; and
- m. Total square footage of required open space/residential amenity area, as well as provided open space/residential amenity area.

Where the Green Factor does not apply, the following must also be provided:

- a. Total square footage of required landscaped area and provided landscaped area; and
- b. Number of trees, number of shrubs, and quantity of ground cover required and provided.

Where the Green Factor applies, the following must also be provided:

- a. Landscape plan with Green Factor elements called out by category and area – may be provided as part of the landscape plan or as a separate document;
- b. Green Factor Score Sheet (Attachment C); and
- c. Green Factor Worksheet (Attachment D).

When landscaping in the right-of-way is used to meet Green Factor requirements, plans must be approved by both SDOT and DPD. For projects requiring a MUP, landscaping plans for the right-of-way must receive SDOT concept approval before DPD will approve a MUP application. SDOT concept approval through Design Guidance is a preliminary analysis to determine whether the Green Factor elements are generally acceptable under right-of-way improvement standards (see SDOT Client Assistance Memo 2211 for more details on the Street Improvement Permit Design Guidance process). Projects requiring building permits, but not MUPs, must initiate the Street Improvement Permit application with SDOT (not just Design Guidance) before submitting building permit plans to DPD.

### **3. Substitutions and other landscape plan revisions.**

Revisions to the following features of a landscape plan require a plan revision and approval by DPD: number of trees, shrubs, or groundcovers; location of required plantings or landscape features; substitution of species; or revisions to any feature that could decrease planting area or lower the Green Factor score (if applicable).

To be approved, any substituted plant species must be of similar size, appearance, and drought-tolerance as the approved species, must meet the requirements of this Rule, and must be

consistent with any applicable MUP conditions. Revisions to any feature identified in a MUP condition can only be made once the applicant has submitted a revised plan and received approval from DPD. A change in street tree species from an approved Street Improvement Permit requires a revision to that permit and approval by SDOT Urban Forestry. For general information call (206) 684-TREE [8733].

#### **4. Installation.**

Except as provided below, landscaping shall be installed in accordance with the approved plan prior to issuance of a Certificate of Occupancy.

- a. *Temporary Certificate of Occupancy.* Applicants may request that the Director grant an exception to this requirement and issue a temporary Certificate of Occupancy. In order to grant this exception, the Director must find that installation of the required landscaping is not currently possible (for example, due to drought conditions, the season or the phasing of the project). When a temporary Certificate of Occupancy has been issued, all required landscaping must be installed within four months. The Director may grant an extension if the reasons for the delay still exist.
- b. *Bond.* In the Director's sole discretion, the Director may grant an exception to this requirement if the installation of required landscaping will not be possible within four months of occupancy and if the applicant submits a bond or other financial instrument deemed appropriate by DPD to insure that landscaping requirements are met. The landscape bond form can be obtained from the Construction Inspector, and shall be for an amount covering the cost of installing the required landscaping. An additional amount may be charged to cover administrative costs.

Prior to issuance of the final Certificate of Occupancy, a Landscaping Checklist must be signed and submitted to the Construction Inspector, verifying that landscaping was installed according to the permit approved by DPD. If Section C.1 of this Rule requires a given non-Green Factor project to be designed by an architect or landscape architect, that designer must sign the Landscaping Checklist for Non-Green Factor Projects (Attachment A). Otherwise, this checklist may be signed by the property owner or project designer. The Landscaping Checklist for Green Factor Projects (Attachment B) must be signed by the landscape expert of record.

#### **6. Maintenance.**

All plantings and landscape elements required as part of a land use permit or construction permit must be maintained for the life of the project. If any alteration or failure takes the landscaping below the minimum required planting area or Green Factor score, new features must be added to compensate. This requirement also applies to landscaping in the right-of-way if that landscaping meets part of a project's Land Use Code requirements.

### **D. ENFORCEMENT**

The property owner is responsible for proper landscape installation and maintenance according to approved landscape plans, including but not limited to replacement of dead or dying plants. Property owners may be subject to legal action, as with any other violation of Land Use Code and SEPA conditions, if landscape elements are not installed per approved plans or not maintained for the life of the project (SMC 23.40.002). Enforcement is the responsibility of the Construction Inspection Division of DPD, at 206-684-8950, prior to issuance of the Certificate of

Occupancy. The Code Compliance Division of DPD, at 206-615-0808, is responsible for responding to complaints about noncompliance after the Certificate of Occupancy is issued.

SDOT requires the preservation and protection of existing trees in the street right-of-way unless otherwise permitted based on inspection and approval. A street use permit is required for installation, pruning, or removal (when allowed) of street trees and other landscape elements in the right-of-way.

## **Landscaping Checklist for Non-Green Factor Projects**

I, \_\_\_\_\_, declare as follows:

I am the designer or property owner responsible for the approved landscape plan for development located at \_\_\_\_\_, Seattle, WA, and developed pursuant to:  
Master Use Application Number \_\_\_\_\_  
Building Permit Number \_\_\_\_\_

The approved landscape plan meets or exceeds minimum landscaping requirements for this property.

The landscape features shown on the approved landscaping plan for this property have been installed as approved and in a manner consistent with the standards of the Landscaping Director's Rule. This includes the number, size, and approximate location of plantings.

I understand that changes to any of the following aspects of the approved landscape plan require a revision to the plans and approval by the Department of Planning and Development (DPD):

- a) Number of trees or shrubs
- b) Location of required plantings or planting area
- c) Substitution of species required by permit conditions
- d) Amount or type of any required landscape feature

Any changes or species substitutions (if applicable) have been approved by DPD. Revised permit number \_\_\_\_\_

A Street Improvement Permit has been obtained from the Seattle Department of Transportation (SDOT) for any landscaping in the right-of-way, any changes have been approved by SDOT, and all plants in the right-of-way have been planted according to SDOT standards.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

\_\_\_\_\_  
**Signature of property owner or designer**

\_\_\_\_\_  
**Date**

**NOTE:** If any landscape features have been changed during installation, DO NOT SIGN OR SUBMIT this checklist until a revised landscape plan has been approved by DPD. If you provide false information in this document, you will subject yourself to criminal liability. You may also subject the property owner to a penalty of \$150-\$500 per day for each day that the landscaping is out of compliance with Land Use Code requirements (SMC 23.90.018).

## **Landscaping Checklist for Green Factor Projects**

I, \_\_\_\_\_, declare as follows:

I am a landscape expert, as defined in Subsection C.1 of Director's Rule 6-2009, responsible for the approved landscape plan for development located at \_\_\_\_\_, Seattle, WA, and developed pursuant to:

Master Use Application Number \_\_\_\_\_

Building Permit Number \_\_\_\_\_

The approved landscape plan meets or exceeds this project's required minimum Green Factor score.

The landscape features shown on the approved landscaping plan for this property have been installed as approved and in a manner consistent with the standards of the Landscaping Director's Rule. This includes the number, size, and approximate location of plantings.

I understand that changes to any of the following aspects of the approved landscape plan require a revision to the plans and approval by the Department of Planning and Development (DPD):

- a) Number of trees or shrubs
- b) Location of required plantings or planting area
- c) Substitution of species required by permit conditions
- d) Amount or type of any required landscape feature

Any changes or species substitutions (if applicable) have been approved by DPD. Revised permit number \_\_\_\_\_

A Street Improvement Permit has been obtained from the Seattle Department of Transportation (SDOT) for any landscaping in the right-of-way, any changes have been approved by SDOT, and all plants in the right-of-way have been planted according to SDOT standards.

A completed Landscape Management Plan has been submitted to the owner.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

\_\_\_\_\_  
**Signature of landscape expert**

\_\_\_\_\_  
**Date**

**NOTE:** If any landscape features have been changed during installation, DO NOT SIGN OR SUBMIT this checklist until a revised landscape plan has been approved by the Department of Planning and Development. If you provide false information in this document, you will subject yourself to criminal liability. You may also subject the property owner to a penalty of \$150-\$500 per day for each day that the landscaping is out of compliance with Land Use Code requirements (SMC 23.90.018).

**Attachment C**

The interactive Excel version of this score sheet is available at <http://www.seattle.gov/dpd/Permits/GreenFactor/>.


Project title:		enter sq ft of parcel	minimum score determined by zone	
Parcel size (enter this value first) *		0	SCORE	#DIV/0!
<b>Landscape Elements**</b>		Totals from GF worksheet	Factor	Total
<b>A Landscaped areas (select one of the following for each area)</b>				
1	Landscaped areas with a soil depth of less than 24"	enter sq ft 0	0.1	-
2	Landscaped areas with a soil depth of 24" or greater	enter sq ft 0	0.6	-
3	Bioretention facilities	enter sq ft 0	1.0	-
<b>B Plantings (credit for plants in landscaped areas from Section A)</b>				
1	Mulch, ground covers, or other plants less than 2' tall at maturity	enter sq ft 0	0.1	-
2	Shrubs or perennials 2'+ at maturity - calculated at 16 sq ft per plant (typically planted no closer than 18" on center)	enter number of plants 0	0	0.3
3	Tree canopy for "small trees" in the Green Factor tree list or equivalent (canopy spread of 15') - calculated at 50 sq ft per tree	enter number of plants 0	0	0.3
4	Tree canopy for "small/medium trees" in the Green Factor tree list or equivalent (canopy spread of 20') - calculated at 100 sq ft per tree	enter number of plants 0	0	0.3
5	Tree canopy for "medium/large trees" in the Green Factor tree list or equivalent (canopy spread of 25') - calculated at 150 sq ft per tree	enter number of plants 0	0	0.4
6	Tree canopy for "large trees" in the Green Factor tree list or equivalent (canopy spread of 30') - calculated at 200 sq ft per tree	enter number of plants 0	0	0.4
7	Tree canopy for preservation of large existing trees with trunks 6"+ in diameter - calculated at 15 sq ft per inch diameter	enter inches DBH 0	0	0.8
<b>C Green roofs</b>				
1	Over at least 2" and less than 4" of growth medium	enter sq ft 0	0.4	-
2	Over at least 4" of growth medium	enter sq ft 0	0.7	-
<b>D Vegetated walls</b>				
		enter sq ft 0	0.7	-
<b>E Approved water features</b>				
		enter sq ft 0	0.7	-
<b>F Permeable paving***</b>				
1	Permeable paving over at least 6" and less than 24" of soil or gravel	enter sq ft 0	0.2	-
2	Permeable paving over at least 24" of soil or gravel	enter sq ft 0	0.5	-
<b>G Structural soil systems***</b>				
		enter sq ft 0	0.2	-
		sub-total of sq ft =	0	
<b>H Bonuses</b>				
1	Drought-tolerant or native plant species	enter sq ft 0	0.1	-
2	Landscaped areas where at least 50% of annual irrigation needs are met through the use of harvested rainwater	enter sq ft 0	0.2	-
3	Landscaping visible to passersby from adjacent public right of way or public open spaces	enter sq ft 0	0.1	-
4	Landscaping in food cultivation	enter sq ft 0	0.1	-
		Green Factor numerator =		

\* Do not count public rights-of-way in parcel size calculation.

\*\* You may count landscape improvements in rights-of-way contiguous with the parcel. All landscaping on private and public land must comply with the Landscape Standards Director's Rule (DR 6-2009)

\*\*\* Permeable paving and structural soil together may not qualify for more than one third of the Green Factor score.

The interactive Excel version of this worksheet is available at <http://www.seattle.gov/dpd/Permits/GreenFactor/>.

Revised 4/8/09		SEATTLE <i>× green factor</i> 					
Green Factor Worksheet*		Planting Area					TOTAL**
		1	2	3	<i>keep adding columns as needed</i>		
A1	<i>square feet</i>						0
A2	<i>square feet</i>						0
A3	<i>square feet</i>						0
B1	<i>square feet</i>						0
B2	<i># of plants</i>						0
B3	<i># of trees</i>						0
B4	<i># of trees</i>						0
B5	<i># of trees</i>						0
B6	<i># of trees</i>						0
B7	<i># of trees</i>						0
C1	<i>square feet</i>						0
C2	<i>square feet</i>						0
D	<i>square feet</i>						0
E	<i>square feet</i>						0
F1	<i>square feet</i>						0
F2	<i>square feet</i>						0
G	<i>square feet</i>						0
H1	<i>square feet</i>						0
H2	<i>square feet</i>						0
H3	<i>square feet</i>						0
H4	<i>square feet</i>						0

\* See Green Factor score sheet for category definitions

\*\* Enter totals on the Green Factor score sheet