

# TECHNICAL MANUAL

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**TITLE 3 – LANDSCAPE**  
**[Revised 8/2023]**

**3.A LANDSCAPE-RELATED PLANS**

The types of plans include: Planting Plan, Landscape Plan, and Alternative Landscape Plan. The Applicant shall submit the applicable plans based on the type of request. These plans shall be prepared pursuant to the requirements of the Palm Beach County Unified Land Development Code (ULDC) and Title 2, Plans, where applicable.

**3.A.1 Landscape-Related Plans**

The following information shall be provided to graphically illustrate the design of the proposed planting scheme and to demonstrate compliance with the ULDC. The approved Zoning Plan shall serve as the base for the creation of the Planting, Landscape, or Alternative Landscape Plan(s) to ensure the approved layout of site or design elements (including but not limited to buildings, amenities, easements, outdoor lighting, parking, vegetative preserves, signs, etc.) are consistent.

**Table 3.A.1.A – Design and Utility Elements**

Elements	Description
<b>a.</b> Easements	Identify all overhead and underground utilities, retention and detention areas, fire hydrants, ex-filtration trenches, water/sewer components, and drainage structures and easements, where planting may be impacted by these elements.
<b>b.</b> Fences and Walls	Dimension (height) and label types of wall (concrete block or panel) or fence (wood, chain link).
<b>c.</b> Foundation Planting	Define, dimension (length and width), and label applicable foundation planting.
<b>d.</b> Gradients	Identify existing and proposed gradients around vegetation preserve areas. Add contour lines and spot grades for berms.
<b>e.</b> Interior Landscaping	Define, dimension (length and width), and label applicable interior landscaping (landscape island, median, screening for equipment/loading, dumpster) or any area designated for planting.
<b>f.</b> Pedestrian Amenities	Label and dimension planting around amenities, where applicable.
<b>g.</b> Perimeter Buffers	Define, dimension (width), and label applicable buffers (R-O-W, Compatibility, and Incompatibility).
<b>h.</b> Planting Notes	Provide applicable Planting Notes in accordance with Section 3.A.1.D, Notes on Landscape-Related Plans of this Title.
<b>i.</b> Preservation of Upland or Wetland	Define graphically the boundary of the required vegetation preserve areas.
<b>j.</b> Recreation	Define, dimension, and label planting around all recreation areas, tot lots, and neighborhood parks
<b>k.</b> Trees, Palms, and Shrubs	The symbols that are used to show existing and proposed plant materials on the plan must be consistent with those indicated on the Plant List Table or on the Legend.
<b>l.</b> Screening	Identify ground-mounted mechanical, air-conditioning, and electrical equipment.
<b>m.</b> Signs	Define, dimension (width and length), and label planting around bases of signs.

**3.A.1.B Plant Legend**

The Plant Legend shall be depicted in table format listing the proposed and existing vegetation, where applicable, and shall include the following:

1. Graphic symbol or acronym of botanical name;

2. Quantity;
3. Native or non-native;
4. Botanical name;
5. Common name; and,
6. Height; clear trunk or gray wood; container size.

**3.A.1.C Landscape Requirements Chart**

The Landscape Requirements Chart shall be provided on all Landscape Plans and shall include the following applicable information, and in this order. [8/2023]

**Table 3.A.1.B – Example of Landscape Requirements Chart [8/2023]**

Perimeter Buffers									
Buffer Location	North			East		South		West	
Buffer Width/Type	X' R-O-W			X' X Buffer		8' Compatibility Buffer		20' Incompatibility Buffer	
Buffer Length	X'			X'		X'		X'	
Canopy Tree Requirement	Required	Provided	Required	Provided	Required	Provided	Required	Provided	
1 per 20 linear feet									
1 per 25 linear feet									
Palm/Pine Replacements (< 25%)									
Palms or Pines (When Required)	Required	Provided	Required	Provided	Required	Provided	Required	Provided	
1 per 30'									
Shrubs Requirement	Required	Provided	Required	Provided	Required	Provided	Required	Provided	
Large 1 per 4'									
Medium 1 per 4'									
Small 1 per 2'									
Ground Cover 1 per 1'									
Landscape Barrier Requirement	Required	Provided	Required	Provided	Required	Provided	Required	Provided	
6' Opaque Barrier: Hedge, fence, or wall									
Interior Plantings									
Development Square Footage	Type of Development			Tier					
Interior Planting Requirement					Trees		Shrubs		
1 tree per 3 shrubs per 2,000 sq. ft. (10% of vehicular use area)					Required	Provided	Required	Provided	
Foundation Planting Requirement			Location (Percent Required)	Length	Trees		Shrubs		
1 tree, palm, or pine per 20'			North Front (40%)		Required	Provided	Required	Provided	
			East Side (40%)						
1 shrub per 10 sq. ft. of foundation planting area			South Side (40%)						
			West Rear (0%)						
Parking Island Requirement			Parking Islands Provided		Trees, Palms, or Pines				
1 tree, palm, or pine per parking island					Required		Provided		
Mitigation/Replacements					Trees		Palms		
ERM					Required	Provided	Required	Provided	
(mitigation criteria/notes)									
Zoning					Trees		Palms		
(mitigation criteria/notes)					Required	Provided	Required	Provided	

### 3.A.1.D Notes on Landscape-Related Plans

All planting notes and specifications shall be in compliance with the Florida Grades and Standards for Nursery Plants, as amended.

**Table 3.A.1.D – Standard Notes on Landscape-Related Plans**

	<b>Elements</b>	<b>Description</b>
<b>a.</b>	Mulch	All planted areas shall contain a three-inch layer of shredded mulch;
<b>b.</b>	Final Grade	All existing asphalt and compacted base materials shall be removed from the planting areas and replaced with clean topsoil prior to planting. The final grade within the planting areas shall be two inches below the adjacent paved areas or top of curb;
<b>c.</b>	Drainage	All planting beds shall be shaped and sloped to provide proper drainage;
<b>d.</b>	Pruning	All plant material shall be pruned, if needed, to achieve the shape and form characteristic to their design intent. Pruning shall be in strict accordance with ISA standards;
<b>e.</b>	Ground Cover	All sod or seed shall be certified (if applicable), and weed and insect-free;
<b>f.</b>	Ground Cover	Landscape and/or sod shall be placed to the edge of pavement from vehicular areas, adjacent canal banks, lakes, or other landscape areas;
<b>g.</b>	Planting Pit	All planting areas shall be excavated to a depth of thirty inches minimum and backfilled with a soil mix consisting of one-third native soil, one-third clean sand, and one-third composted cow manure or comparable composted organic material;
<b>h.</b>	Root Barrier	Root barriers shall be installed where required by local utility company or other regulating agencies;
<b>i.</b>	Root Barrier	Where <i>Ficus</i> species are used, appropriate setbacks and safeguards (root barriers) shall be required;
<b>j.</b>	Utilities	Contractor shall be responsible for locating existing utilities or other obstructions which may interfere with plant installation;
<b>k.</b>	Utilities	Call Sunshine One-Call service for underground utility locations 48 hours prior to any excavation or digging at 1-800-432-4770.

## 3.B GUIDELINES

### 3.B.1 [Palm Beach County Pruning Guidelines](#)

### 3.B.2 FP&L Guidelines – [“Right Tree, Right Place”](#)

### 3.B.3 Environmental Resources Management – Best Management Practices

ERM's website is found at: <https://discover.pbcgov.org/erm/Pages/Permitting-Regulation.aspx>

### **3.C EXISTING NATIVE VEGETATION – PRESERVATION**

This Title of the Technical Manual corresponds to ULDC Article (Art.) 7.E, Existing Native Vegetation, Prohibited, and Controlled Plant Species, and ULDC Art. 14.C.7.C, Development of Other Uses and Improvements. For the purpose of this Title, trees, palms, pines, or any types of vegetation that are subject to preservation, mitigation, relocation on site, relocation off site, and removal are referred to as **Vegetation**. The Applicant is required to review the Environmental Resources Management (ERM) Department's Best Management Practices (see above link) and ULDC Art. 14.C, Vegetation Preservation and Protection for applicable requirements or guidelines. **[8/2023]**

For Variance and Waiver applications that are related to landscaping, the Applicant shall submit an Alternative Landscape Plan (ALP). The Applicant may provide the Vegetation Disposition Chart on the ALP, if applicable. For all other applications, the Applicant may provide the Vegetation Disposition Chart on the Regulating Plan.

#### **3.C.1 Vegetation Survey**

The Vegetation Survey shall show all existing native vegetation on the subject property, and shall include a Vegetation Disposition Chart with information indicated in Section 3.C.2 listed below. Where applicable, Staff may also require the same for non-native specimen or champion trees. The Vegetation Survey and Vegetation Disposition Chart shall be signed and sealed by either a Florida-licensed Landscape Architect or an Arborist certified by the International Society of Arboriculture (ISA) to ensure accurate information is included for submittal of Zoning applications.

##### **3.C.1.A Vegetation Survey Alternatives**

Alternatively, the Development Review Officer (DRO)/ERM may allow the surveyed vegetation be identified and consolidated on a Zoning Plan (Site or Subdivision) with the Vegetation Disposition Chart instead of submitting a separate Vegetation Survey, if the quantity of existing vegetation is *de minimis*, and can be clearly shown on the Site or Subdivision Plan. **[8/2023]**

##### **3.C.1.B Prior Approved Landscape Plan(s)**

When a property has a previously approved Landscape Plan, and the Applicant is proposing a new request to modify the approved Site/Subdivision Plan, the DRO may allow the Applicant to submit a revised Landscape Plan, and not a Vegetation Survey with a Vegetation Disposition Chart, and shall amend the Landscape Plan to show the proposed revisions.

#### **3.C.2 Vegetation Disposition Chart**

The Vegetation Disposition Chart is prepared based on the information from a Vegetation Survey. The Vegetation Disposition Chart shall include the following information for each existing native or non-prohibited tree, palm, or pine:

- A.** Tag # – Assign a number to each tree, palm, or pine;
  - 1. Shall be sequentially numbered; **[8/2023]**
  - 2. Shall start with a maximum of three digits; **[8/2023]**
  - 3. Shall remain the same; **[8/2023]**
  - 4. Shall be consistent on all documentation and plans through the duration of the project. **[8/2023]**
- B.** Species – common and botanical names; **[8/2023]**
- C.** Size
  - 1. Trees and pines shall be measured using diameter at breast height (DBH) in inches (DBH is measured at four and one-half feet above grade); and
  - 2. Palms shall be measured by height of trunk in feet, either clear trunk or grey wood depending on the species of the palm.
- D.** ERM Vegetation – that are under the jurisdiction of ERM pursuant to ULDC Art. 14.C, Vegetation Preservation and Protection;
- E.** Zoning Vegetation – that are under the jurisdiction of Zoning pursuant to ULDC Art. 7.E, Existing Native Vegetation, Prohibited, and Controlled Plant Species;

F. Disposition

1. Preserve (could be ERM and/or Zoning trees. Credit for preservation is calculated using ULDC Table 7.E.3.C, Vegetation Credit and Replacement);
2. Relocate on site (vegetation to remain but to be relocated within site, could be ERM and/or Zoning trees);
3. Relocate off site (vegetation to be relocated to a site designated by ERM, could be ERM vegetation);
4. Mitigate on site (ERM vegetation. Vegetation is to be removed and vegetation is mitigated on the site using ULDC Table 14.C.7.C, Native Vegetation Mitigation); **[8/2023]**
5. Mitigate off-site (ERM Vegetation. Vegetation are to be removed and Vegetation are mitigated off site using ULDC Table 14.C.7.C, Native Vegetation Mitigation. ERM must designate a location for the off-site mitigated Vegetation); **[8/2023]**
6. Replace on site (Zoning vegetation. Vegetation is to be removed and is replaced on the site using ULDC Table 7.E.3.C, Vegetation Credit and Replacement).

**Table 3.C.2 – Example of Vegetation Disposition Chart [8/2023]**

Tag #	Species	Size (1)	ERM	Zoning	Proposed Disposition	ERM Mitigation	Zoning Replacement	Credit	Notes
						Calculated per ULDC Table 14.C.7.C, Native Vegetation Mitigation	Calculated per ULDC Table 7.E.3.C, Vegetation Credit and Replacement		
1	Laurel oak	6"	Yes	-	Preserve	-	-		Tree barricade (See Landscape Note 6)
2	Royal palm	12'	-	Yes	Relocate on site	-	-	1	Location TBD on FLP
3	Sabal palm	16'	Yes	-	Relocate on site	-	-		Location TBD on FLP
4	Live oak	23"	Yes	-	Relocate on site	-	-		Specimen tree; see Arborist Report; general relocation area shown on FRP
5	Slash pine	6"	Yes	-	Mitigate on site	2 trees	-		Mitigated with different species
6	Slash pine	10"	Yes	-	Mitigate on site	3 trees	-		Mitigated with different species
7	Sand pine	12"	Yes	-	Preserve	-	-	3	Located in landscape buffer
8	Silver buttonwood	7"	-	Yes	Replace on site	-	2		Replace with different species
<b>Notes:</b>									
1.	Canopy tree or pine – Use DBH.								
2.	Palms – Use clear trunk or grey wood to calculate height depending on species.								
3.	Fractional measurements shall be rounded in accordance with ULDC Art. 1.C.1.A.2, Interpretation and Application. <b>[8/2023]</b>								

### 3.C.3 Vegetation Calculation

The Applicant shall use the following Table to demonstrate the quantity of vegetation by listing the applicable items. This Table only applies to those sites where existing vegetation are subject to preservation.

**Table 3.C.3 – Vegetation Calculation (Example) [8/2023]**

	<b>Requirements</b>	<b>Quantity</b>
<b>a.</b>	Total existing vegetation on site (surveyed and tagged)	100
<b>b.</b>	Total existing vegetation to be preserved and remain in their original location	25
<b>c.</b>	Total existing vegetation to be relocated on site	38
<b>d.</b>	Total existing vegetation to be mitigated	37
<b>e.</b>	Total mitigated vegetation per ULDC Table 14.C.7.C, Native Vegetation Mitigation	16
<b>f.</b>	Total replacement vegetation per ULDC Table 7.E.3.C, Vegetation Credit and Replacement	40
<b>g.</b>	Total proposed vegetation required by ULDC Article 7 (e.g., perimeter buffers and interior landscaping)	45
<b>h.</b>	Total no. of vegetation to be preserved/relocated/mitigated/replaced and ULDC Article 7 (= b + c + e + f + g).	<b>164</b>

### 3.C.4 Vegetation Tagging

- A.** All applicable vegetation shall be tagged using etched metal tags attached to trunks. The numbers shown on each tag shall correspond to the number identified on the Vegetation Disposition Chart and/or Vegetation Survey. **[8/2023]**
- B.** Prior to site clearing and tree removal, vegetation to be preserved, mitigated, replaced, relocated on site, relocated off site, or removed shall be identified using different color plastic ribbon or tags. **[8/2023]**

### 3.C.5 Vegetation Barricades

- A.** Vegetation to be preserved shall be barricaded with a minimum three-foot-high plastic mesh (orange OSHA) supported by six-foot-long T-posts or two-inch by four-inch wood stakes or equivalent. The contractor is responsible to use the support system that shall remain in place throughout the duration of construction activities. **[8/2023]**
- B.** Vegetation to be preserved at a lower final grade may be protected with a 24-inch-high silt fence around the preserve area or vegetation with the addition of a three-foot-high plastic mesh, if needed.
- C.** If hand clearing is necessary within the preserve area or under the vegetation canopy, vegetation to be preserved can initially be delineated by plastic ribbon affixed to survey stakes (to avoid putting up and taking down fencing) and then protected with either plastic mesh and/or a silt fence.
- D.** Vegetation to be relocated can usually be delineated by plastic ribbon affixed to survey stakes unless their relocation is delayed due to root pruning. If root pruning is required, the vegetation shall be protected with either plastic mesh and/or a silt fence.