



## Administrative Site/Architectural Plan Review Application Guide & Checklist

Economic & Community Development Department  
 101 W. 8<sup>th</sup> Street  
 Glenwood Springs, CO 81601  
 (970) 384-6411

### **DEFINITION**

The Municipal Code contains the following thresholds for administrative, minor and major site/architectural plan reviews:

Architectural Plan Review Thresholds <sup>[1]</sup> (Municipal Code 070.060.050(a))			
Type of Development	Administrative Site/Architectural Plan (Director) <sup>[2]</sup>	Minor Site/Architectural Plan (Planning Commission)	Major Site/Architectural Plan (City Council)
<b>Residential</b>	1 to 8 new dwelling units	9 to 24 new dwelling units	Any new development on site larger than 10 acres; 25 or more new dwelling units
<b>Nonresidential</b>	Less than 10,000 square feet gross floor area	At least 10,000 and no more than 30,000 square feet gross floor area	Any new development on site larger than 10 acres; development of greater than 30,000 square feet gross floor area
<b>Mixed-Use</b>	1 to 8 new dwelling units and less than 10,000 square feet nonresidential gross floor area	9 to 24 new dwelling units or at least 10,000 and no more than 30,000 square feet nonresidential gross floor area	Any new development on site larger than 10 acres; 25 or more new dwelling units or greater than 30,000 square feet nonresidential gross floor area
<b>Parking as a Principal Use, or Parking Structure</b>	Up to 25 vehicle spaces	26 or more spaces	Parking structure

**Notes:**

[1] Notwithstanding the thresholds above, any development requiring dedication of land to the City shall be processed as a major site/architectural plan.

[2] Administrative Site/Architectural Review involving five or more units is required to follow public noticing procedures in 070.060.030(f)(3).

### **REVIEW PROCESS**

All Administrative Site/Architectural Plans are reviewed and decided upon by the Community Development Director. Reviews shall follow the procedures outlined below.

**Exemptions:** The following are exempt from the site/architectural plan review procedure, but are subject to the standards of the Municipal Code:

- A change in use that does not involve or require other development (such as new or expanded buildings, additional parking, etc.);

- Conversion of non-residential building area into up to five dwelling units, or mixed-use building area into up to five dwelling units, without changing the existing building footprint or increasing the building area;
- Alteration, repairs, or additions to existing buildings that increase the gross floor area by less than 25 percent;
- Tenant improvements that do not increase gross floor area or building height, increase the density or intensity of use, or affect other development standards (such as parking or landscaping requirements);
- Construction of a single-family detached or two-family dwelling, additions to such dwellings, and structures accessory to such dwellings; and
- Construction or erection of accessory buildings, fences, hedges, or walls.

**1. Pre-application Conference.** Contact one of the planners in the Community Development Department prior to submitting your Administrative Site/Architectural Plan Review application. We will discuss the administrative review procedures, application requirements, decision timelines, and the City’s goals, policies, and development standards as they relate to your proposed project.

At least 10 days prior to your scheduled conference, please submit one electronic copy of the following items:

- a. A completed Planning Application. The application is available [here](#), or on the City’s website at [www.cogs.us](http://www.cogs.us). It is in “Forms, Permits & Applications” on the Community Development Department page.
- b. A written description of the proposed project.
- c. Conceptual drawings showing the location, layout, and primary elements of the proposal.
- d. Proposed uses, location of uses, and densities.

If your project involves more than one administratively-reviewed development action for the same property, your applications can be processed concurrently. Community Development Department planners will discuss the concurrent review process and application requirements with you during your pre-application conference.

**2. Prepare Your Application.** During the pre-application conference you will receive a checklist of information that we will need to process your request. This information constitutes your application and may include any, or all the information found on page 7 of this guide.

Please be aware that city staff will evaluate your application based on how well it demonstrates compliance with the Municipal Code, and the City's goals, policies, and plans, as well as the Engineering Standards. You may review the Municipal Code on the City's website at [www.cogs.us](http://www.cogs.us). The Engineering Standards are located [here](#), or on the Engineering home page. Other approved plans also can be found on the City's website under the individual department pages. Community Development staff will help guide you to plans and policies that may be applicable to your project.

- 3. Submit Your Application.** Submit an electronic copy of your completed application to the Community Development Department on or before the 8-week application deadline. Within 5 business days of your submission, Community Development Department staff will review your application to determine whether it is complete. If it is incomplete, we will contact you with a list of the information needed to complete your application. You are encouraged to submit your application well in advance of the application deadline to allow you time to supply any missing information. Submissions after the deadline will delay your review and decision. Note: you must submit missing information within 6 months of staff's completeness notification or your project will be considered abandoned.
- 4. Provide Additional Copies.** After Community Development Department staff deems it complete, you will be asked to supply a final, complete electronic set of your application materials as well as paper copies for distribution to the City's reviewing departments and outside agencies. The number of paper copies can vary depending upon the scope of your application. The paper format of your submission may vary. If your application includes any full-sized plan sheets, we may request submission on 11" x 17" or 24" x 36" size paper.

**Referral and Call Up.** If your project involves the addition of three or more new residential units, your application may be referred to, or called-up by the Planning and Zoning Commission. Once staff deems your application complete, we will notify the Community Development Director and the Planning and Zoning Commission of your pending application. The Director may refer your application to the Planning and Zoning Commission for decision and action. Similarly, if at least three Commissioners request to hear your application, your project will be scheduled on the next regularly scheduled Planning and Zoning Commission agenda. Refer to the Minor Site/Architectural Guide and Checklist for information about meeting review procedures.

- 5. Complete Public Notices.** If your application involves the construction of 5 or more residential units, you are required to formally notify the public of the purpose of your project. You are required to post your property with a placard, submit a legal notice for publication in the local newspaper, and mail your notice to property owners within 300 feet of the outside boundary of your proposed development parcel. You are also required to provide notice by certified mail to all mineral owners and lessees on your property in accordance with Colorado Revised Statutes 24-65.5-103. Staff will review these requirements and will provide you with a packet of information that includes the deadlines

for completing each form of public notice. This is a time-sensitive process. Deficient public noticing may delay a decision on your application.

- 6. Development Review Committee Referral and Review.** Prior to rendering a decision on your project, your application may be referred to the Development Review Committee which consists of various City departments, City boards and commissions, and outside agencies such as the Colorado Department of Transportation, and gas and telephone companies. Community Development Department staff relies on these agencies to review your application and comment on any issues or concerns that they may have relating to your project. In some instances, review committee comments may cause you to redesign your project.
- 7. City Department/Applicant Development Review Committee Meeting.** If your application is referred to the Development Review Committee, you will meet with the committee to review and discuss their comments about your project. In some cases, the committee may request revisions or additional information. You will need to submit your revised materials or additional materials prior to receiving a decision on your project. Staff will distribute your additional information to the committee and will generally allow 2 weeks for their further review and comment.
- 8. Staff Review & Report.** Community Development Department staff will prepare a summary report for the Community Development Director that analyzes how your project meets the Municipal Code, the City's goals, policies, plans, standards and any other pertinent information. The report will include a staff recommendation of approval or denial. If staff recommends approval, usually there also will be a list of recommended conditions. You will receive a copy of this report, usually via email. Make sure that you read the report and review the listed conditions, if there are any.
- 9. Post-approval.** After you have satisfied all applicable conditions of your project's approval, Community Development Department staff will ask that you provide an electronic copy of your approved, final development plans. Note that we must receive the approved site/architectural plan within 60 days of the Director's decision.

Development permit – We will prepare a development permit which memorializes your approval. Following execution by both you and the city, the document will be recorded with the Garfield County Clerk & Recorder.

Construction plans – Following your development approval and prior to issuing your building or grading permit, you are required to submit all of the technical plans and specifications associated with your development. This affords city departments and outside reviewing agencies the opportunity to review your detailed construction plans to ensure that the technical aspects of your project meet the Municipal Code and Engineering Standards requirements. For additional information about Construction Plan review procedures, refer to the Construction Plan Guide and Checklist.

Surety - If your project involves public improvements, you are required to provide an engineer's estimate of those improvements and surety in a form acceptable to the City Attorney. Usually this is a letter of credit or bond and it must be submitted before we can issue your building permit.

**10. Post-approval Plan Modifications.** Please make sure that your plans reflect how you intend to develop your property. After your application has been approved, if you want to make significant changes you may be required to formally amend your application which involves additional hearings before the Planning & Zoning Commission and City Council (if applicable), and additional fees.

**11. Post-construction.** Before the Building Department can issue your Certificate of Occupancy, Community Development Department, Public Works, Fire and other City departments as needed, will inspect your development to insure consistency with your project approvals. Additionally, you will be required to provide a set of "as-built" plans and profiles of all water mains, sanitary sewers and storm sewers, and a survey map of all utility easements. As-built plans must be prepared by an engineer, licensed to work in the State of Colorado. Community Development Department staff will provide you with additional information about the format of these as-built plans.

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**ADMINISTRATIVE  
SITE/ARCHITECTURAL PLAN REVIEW  
APPLICATION CHECKLIST**

*For office use:*

Pre-application Meeting Date: \_\_\_\_\_ Planning File #: \_\_\_\_\_

Applicant: \_\_\_\_\_ Lead Planner: \_\_\_\_\_

During or shortly following your pre-application meeting, you will receive this checklist noting the materials that the City will need to process your site/architectural plan application. This information constitutes your application. Failure to provide the required materials on or before the application deadline will delay your application.

Materials to be Provided by Applicant							
Submittal Requirements	Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
	8 ½ x11	11 x 17	24 x 36				
1	<b>Planning Application</b> – completed in full and signed by applicant and all property owners of record				√		
2	<b>Ownership</b> - provide proof of ownership such as Deed of Trust, Warranty Deed or Quit Claim Deed. Title commitment will not suffice				√		
3	<b>Public Noticing</b> – signed and notarized affidavit proof of public notice including mineral estate owner notification					Refer to Public Notice Packet	
4	<b>Project Description</b> – narrative describing the project				√		
5	<b>Administrative Adjustment Request</b> – refer to the administrative adjustment criteria page 9.				√		

**Materials to be Provided by Applicant**

Submittal Requirements	Paper Copy – number and format			PDF	Notes	Required Submission (√)	Submitted by Applicant (√)
	8 ½ x11	11 x 17	24 x 36				
6	<b>Complete Plan Set including:</b>			√			
7	Cover Sheet						
	Site Plan						
	Preliminary Grading Plan						
	Preliminary Utility Plan						
	Conceptual Architectural Plans						
	Preliminary Landscape Plan						
	Sample materials board						
	Lighting Plan						
	<b>Engineering Reports including:</b>			√			
8	Preliminary Traffic Impact Analysis or Letter – the level of documentation required depends on the location of the property and the type of development proposed						
	Preliminary Soils & Geotechnical Report						
	Drainage Letter or Study – level of information required depends on the project location, size and type of development. Refer to Engineering Standards						
	<b>Fee</b>	\$ _____				Cash, check or credit card. Check payable to the City of Glenwood Springs	
9	<b>Other Materials</b> (list other materials that will be required)						

## Administrative Adjustment

### **OVERVIEW**

An Administrative Adjustment allows the Community Development Director, Planning and Zoning Commission and/or City Council to review and approve minor modifications or deviations from the dimensional or numeric standards of Title 070-the Development Code. The process is intended to provide greater flexibility when necessary, without requiring a formal zoning amendment or variance. Administrative adjustment can be considered for the following Code standards:

Allowable Administrative Adjustments	
Code Standard	Allowable Administrative Adjustment (maximum percentage)
<b>Site Standards</b>	
Lot area, minimum	15
Lot coverage, maximum	15
Block length, maximum	15
<b>Lot Dimensional Standards</b>	
Front setback, minimum	15
Side setback, minimum	15
Rear setback, minimum	15
Encroachment into setback pursuant to Table 020.20, Authorized Exceptions to Setback Standards, maximum	15
<b>Building Standards</b>	
Building height, maximum (excludes wireless communication facilities)	15
Accessory building height, maximum (excludes wireless communication facilities)	15
Separation between buildings, minimum	15
Projection into height requirement pursuant Table 020.21, Authorized Exceptions to Maximum Height Standards, maximum	15
<b>Development Standards</b>	
Number of required parking spaces, maximum or minimum	15
Lighting height, maximum	15
Sign height, maximum	15
Fence or wall height, maximum	15 (one foot maximum)
Minimum landscaping requirements	15

The Administrative Adjustment process cannot be applied to proposed modifications or deviations that result in the following:

1. An increase in the overall project density;
2. A change in permitted uses or mix of uses;
3. A deviation from the Use-specific Standards in 070.030.030 of the Municipal Code;
4. A deviation from Sensitive Area Protection Standards in 070.040.020 of the Municipal Code;
5. A deviation from building or fire codes;

6. A deviation from the City's Engineering Standards;
7. Requirements for public roadways, utilities, or other public infrastructure or facilities; or
8. A change to a development standard where that same standard was already modified through a separate administrative adjustment or variance.

### **REVIEW CRITERIA**

The Community Development Director, Planning and Zoning Commission, and/or City Council will evaluate your application based on whether and to what extent your adjustment:

1. Will not result in incompatible development;
2. Will not result in adverse impacts unless adequately mitigated; and
3. Is of a technical nature and is required to-
  - a. Compensate for an unusual site condition;
  - b. Eliminate a minor inadvertent failure to comply with a Code standard; or
  - c. Protect a sensitive resource, natural feature, or community asset.

### **INSTRUCTIONS**

1. Complete the questionnaire on pages 13-14 after you have had your pre-application conference. Use one questionnaire for each adjustment you are requesting. Once completed, submit the Administrative Adjustment questionnaire(s) along with the other items on your checklist. Use separate sheets if necessary.
2. It is important to remember that the decision to approve or deny an adjustment is a discretionary action based on how well you address the review criteria. This is your opportunity to describe in detail the reason why you need to deviate from the Municipal Code.

**Administrative Adjustment Criteria**

**Adjustment type**

**Explain what it is that you are proposing that does not meet the Municipal Code requirement.**

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**Administrative Adjustment Criteria**

**1. Explain how your request will not result in incompatible development. \_\_\_\_\_**

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**2. Explain how the adjustment will not result in, or how you have mitigated any adverse impacts. \_\_\_\_\_**

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**3. Explain how the adjustment is necessary to compensate for an unusual site condition. \_\_\_\_\_**

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4. Explain how the adjustment is necessary to eliminate a minor inadvertent failure to comply with the Municipal Code. \_\_\_\_\_

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5. Explain how the adjustment is necessary to protect a sensitive resource, natural feature, or community asset. \_\_\_\_\_

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**Complete Plan Set: Cover Sheet**

The cover sheet must include the information listed below to be considered complete. During the Pre-application Meeting, City Staff may request additional items.

<b>General Plan Items (to be included on all sheets)</b>				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		<b><u>Formatting Requirements:</u></b>		
		All drawings shall be submitted in both hard copy and electronic (PDF) formats.		
		Sheet sizes shall be a minimum of 11" x 17" and a maximum of 24" x 36" with a ½" border in landscape orientation.		
		Symbols and line types shall comply with industry drafting standards and shall graphically distinguish between existing and proposed items.		
		Text shall be no less than 0.1 inch in height.		
		Property boundary lines of the subject property shall be depicted with a bold "phantom" linetype.		
		Utilize match lines to connect information from drawings.		
		<b><u>General Information to be included on all civil sheets:</u></b>		
		Name of subdivision or address; section, township, range; city, county and state.		
		Page number (i.e. 1 of x, 2 of x, etc.)		
		Title block.		
		North arrow and indication of standardized scale, both fractional and bar (i.e. 1" = 20' or 1" = 40')		
		Date of preparation.		
		Contact information for professional preparing plans including email address.		
		Name, address, email, and telephone number of owner and applicant.		

<b>Cover Sheet</b>				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Vicinity map.		
		Basis of bearings & benchmarks.		
		FEMA floodplain statement including community map number and date. Indicate whether the site is located within a designated floodplain.		
		Geologic hazards disclosure. "This property is subject to geologic hazards per the adopted mapping by the City of Glenwood Springs. Hazards to note are _____. A final Geologic Hazard Report will be submitted upon application of a building permit.		
		If property is located within an airport overlay zone, the following note must be included		

	on the cover sheet: “The avigation easement dedicated herein for public avigation purposes, shall be considered a public easement subject to those terms and conditions specified on the instrument recorded at _____ of the records of Garfield County, Colorado. All other easements or interests of record affecting any of the platted property depicted hereon shall not be affected and shall remain in full force and effect.”		
	Index for all sheets included in submittal set.		
	<b>Public Facilities</b> – A note shall be placed on the site plan that makes reference to the public facility requirements for the installation and construction and/or contributions.		
	<b>Project Summary Table</b> – Use the table format below to provide data about the proposed project. Make sure to complete all applicable cells.		

### Project Summary Table

Project Description					
<b>Lot Size Information</b>	Acres	Square feet	<b>Lot Coverage</b>	Existing (Sq Ft & %)	Proposed (Sq. Ft. & %)
<b>Limits of Disturbance</b>	Existing (Sq & %)	Proposed (Sq. Ft. & %)	<b>Average Slope within Limits of Disturbance</b>	Percentage %	
<b>Off-street Parking Spaces</b>	Existing # Vehicle Spaces	Proposed # Vehicle Spaces	<b>Bicycle Parking</b>	Existing # Spaces	Proposed # Spaces
<b>Residential Units</b>	# Existing Units	# Proposed Units	<b>Non-residential Uses</b>	Type of Use(s)	Gross Floor Area (Sq. Ft.)
<b>Open Space</b>	Existing (Sq ft & %)	Proposed (Sq Ft & %)	<b>Total Landscaped area</b>	Existing (Sq Ft & %)	Proposed (Sq Ft & %)
<b>Building Height</b>	Existing	Proposed	<b>Total Impervious Area</b>	Existing (Sq Ft & %)	Proposed (Sq Ft & %)
<b>Snow Storage</b>	Required (sq ft)	Proposed (sq ft)	<b>Other</b>		



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### Complete Plan Set: Site Plan

The Site Plan must include the information listed below to be considered complete. During the Pre-application Meeting, City Staff may request additional items.

<b>Site Plan</b>				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Depict existing and proposed improvements including, without limitation, all of the following: grading; circulation systems (sidewalks, trails, roadways); parking areas & driveway locations; floodways and floodplains; street lights; curbs & gutters; traffic signal poles and controllers; fire hydrant locations; pavement edges; open space; and landscaping.		
		Depict existing and proposed utilities (gas, electric, cable, fiber optics, raw water, water, sewer) and include sizing. Note: Depending on the amount of detail on the site plan, the utilities may be shown on a separate plan sheet.		
		Depict existing and proposed buildings and structures. Label uses and square footages.		
		Depict existing and proposed circulation systems (sidewalks, trails, roadways, driveways, curb cuts, parking areas). Include widths and surface material information. Provide parking count, space dimensions, and identify all ADA parking spaces. Include curb return radii; ADA ramp locations; horizontal curve data; full width of right of way; intersecting roadways; street cross sections; and other relevant features along all roadways abutting the proposed development. Show bicycle parking location and quantity. Indicate all loading and vehicular stacking areas, as applicable.		
		Depict existing and proposed drainage facilities including inlets, manholes, and stormwater outfalls. Include directional drainage flow arrows.		
		Label all existing and proposed easements. Provide width and purpose of easement (utility, access, etc.)		
		Indicate required setbacks.		
		Indicate high water setback for developments bordering the Roaring Fork or Colorado rivers.		
		Depict sight triangles for all access points.		
		Depict type, material, height for all fences and retaining walls. Label top and bottom of all retaining walls.		
		Depict trash enclosure locations. Provide enclosure material and height details.		
		Label accessible route from the public right of way or primary access to the proposed building public entrance. Label distance from closest property line to the building.		
		Label snow storage areas.		



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**Complete Plan Set: Grading Plan**

The Grading Plan must include the information listed below to be considered complete. Refer to the Engineering Standards for additional requirements. During the Pre-application Meeting, City Staff may request additional items.

<b>Grading Plan</b>				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Depict existing and proposed contours.		
		Include limits of disturbance.		
		Provide flow directions with arrows.		
		Include cut and fill slopes. Cut and fill slopes shall not exceed 2:1 unless otherwise specified by the geotechnical report.		
		Depict top and bottom of wall information for all retaining walls.		
		Provide finished floor elevations.		
		Provide and label all drainage easements for public storm drainage facilities located on private property.		



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**Complete Plan Set: Preliminary Architectural Plans**

The Preliminary Architectural Plan must include the information listed below to be considered complete. During the Pre-application Meeting, City Staff may request additional items.

<b>Preliminary Architectural Plan</b>																						
Applicant			City Staff																			
Yes	N/A		Yes	N/A																		
		Provide conceptual site plan depicting location of building, parking areas, access/driveways, building entrances, easements, setbacks and all site improvements including but not exclusive of trash/dumpsters, bicycle parking facilities, landscaped areas, and retaining walls/fences. Site plan shall include contours with elevations noted. Show and label limits of site disturbance.																				
		Provide conceptual building elevations for all sides of the building(s), accessory structures such as but not exclusive of garages and trash enclosures. Note type of construction; label and note location and type of exterior finishes; depict and label windows and exterior doors; identify exterior lighting; depict and label rooftop mechanical units. Note building height as measured from existing grade to the midpoint of the roof. Grade shall be based on USGS elevations.																				
		For each elevation, provide a chart which describes the type of materials and percentage of total surface area in square feet. Example shown below: <table border="1" style="margin: 10px auto;"> <thead> <tr> <th colspan="3"><b>West Elevation</b></th> </tr> <tr> <th></th> <th><b>Surface Area</b></th> <th><b>Percentage of Net*</b></th> </tr> </thead> <tbody> <tr> <td>Gross of wall</td> <td>2,850 s.f.</td> <td>NA</td> </tr> <tr> <td>Net* EIFS</td> <td>1,500 s.f.</td> <td>53%</td> </tr> <tr> <td>Net*Concrete Masonry Unit</td> <td>1,065 s.f.</td> <td>37%</td> </tr> <tr> <td>Net* glazing</td> <td>285 s.f.</td> <td>10%</td> </tr> </tbody> </table> <p>*Net excludes roof forms, awnings and similar features. Includes glazed windows and doors.</p>	<b>West Elevation</b>				<b>Surface Area</b>	<b>Percentage of Net*</b>	Gross of wall	2,850 s.f.	NA	Net* EIFS	1,500 s.f.	53%	Net*Concrete Masonry Unit	1,065 s.f.	37%	Net* glazing	285 s.f.	10%		
<b>West Elevation</b>																						
	<b>Surface Area</b>	<b>Percentage of Net*</b>																				
Gross of wall	2,850 s.f.	NA																				
Net* EIFS	1,500 s.f.	53%																				
Net*Concrete Masonry Unit	1,065 s.f.	37%																				
Net* glazing	285 s.f.	10%																				
		If project will be completed in multiple phases, provide phasing plan.																				
		The following note shall be included on each sheet of the architectural elevations: "These elevations are conceptual in nature. Individual building elevations may vary but will be evaluated for compliance with design standards contained within Title 070 of the Glenwood Springs Municipal Code at the time of submitting a building permit application."																				



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**Complete Plan Set: Preliminary Landscaping Plan**

The Preliminary Landscaping Plan must include the information listed below to be considered complete. During the Pre-application Meeting, City Staff may request additional items.

<b>Preliminary Landscaping Plan</b>				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		Depict existing and proposed topography, existing physical features including geological formations, watercourses and water bodies; existing streets, trails, sidewalks, parking areas, and other circulation areas; existing and proposed utility easements; electric transformers and mechanical units; existing and proposed buildings and structures; existing and proposed trash collection areas; existing and proposed light poles; and existing and proposed retaining walls and fencing noting top and bottom of wall/fence elevations.		
		Show and label all parking areas and parking spaces. Depict parking landscape areas. Note dimensions of landscape areas such as width of parking lot landscape islands, planting strips, landscaped setback areas.		
		Show and label limits of disturbance.		
		Identify all existing trees and shrubs intended for preservation. Provide caliper sizes for all existing trees to remain.		
		Provide locations for all proposed landscaping. Utilize different graphic symbols to represent the different general types of plantings: trees, shrubs, grasses, perennials.		
		Depict and label sight triangles at all street and driveway/street intersections.		
		Include a chart identifying the total amount of landscape and hardscape areas expressed in square feet and as a percentage of the total lot area. For parking areas, note square footage of landscaped area and as a percentage of the parking area; include total number of required and provided trees, shrubs, and perennials.		