



# Landscape, Walls and Lighting Guidelines

Grant applicants must consult with the Planning and Neighborhood Services Divisions **prior to applying or creating detailed plans** to ensure requirements are understood. Staff will share resources for Crime Prevention through Environmental Design (CPTED), character area plan guidelines, lighting, plant selection/densities, water conservation and more.

**All projects** require a scale drawing/map of the project area, with dimensions including:

- Arrow indicating which direction is north.
- Nearest cross streets, if adjacent to the site.

**Landscape plan must include:**

- Legend with symbols for **proposed** trees, shrubs, plants with sizes, species, quantities, etc. **And** symbols for **what will remain**: turf, trees, shrubs, walls, plants, curbs, utility boxes, planters, etc.
- Map current and proposed items making each distinguishable.
- Labeled and dimensioned property lines, right-of-way lines, and sight distance lines.
- Elevations (black line drawings) for proposed walls, planters, gates, etc.
- In addition to project plans, it is helpful to submit an aerial image of the project area (such as Google map with satellite image turned on). This map should be of the vicinity showing location of site in larger context.
- If applicable, for irrigation projects: show irrigation source, retention plan, water meter, irrigation controller and back flow preventor for irrigation system.

**Lighting plan must include:**

- Light fixture schedule (list of all proposed fixtures), light fixture cut sheets (manufacturer specifications of the fixture including photo of the fixture), bulb type and proposed source of electrical feed.

**Process:**

1. Call/meet with staff to discuss project, ask questions.
2. Submit application and plans to Neighborhood Services **BEFORE** the grant application deadline. Your application and plan will go through a preliminary site plan review process.
3. After review, staff will return your plan with comments for required or recommended changes. Please note that this may require you to get a revised bid from your vendor.
4. Submit revised plans with grant application by deadline.
5. If awarded a grant, you are required to submit a grant development review application through the portal for planning approval prior to implementing the plan. Your award letter will cover next steps.

Landscaping, wall, and lighting projects contact:  
Michelle\_Dahlke@tempe.gov or 480-350-8359

Tree suggestions for landscape projects:  
Richard\_Adkins@tempe.gov or 480-350-5227



# Tree Planting Project Guidelines

Tempe offers grant opportunities for neighborhood groups and homeowner associations to plant trees in the community. Planting the right tree in the right location can be a growing asset providing increased environmental, economic, and societal benefits for your neighborhood.

Planting projects can occur in our city parks or along neighborhood streets and can even include water harvesting projects. Planting along walking routes to schools and shopping to help shade sidewalks provides additional benefits for the neighborhood. A community food forest could also be an option for a neighborhood-managed area.

The number and species of trees that can be planted will depend upon the proposed location, available space, and nearby utilities. A commitment to providing supplemental watering during tree establishment is required. Additionally, future maintenance of the trees will be the responsibility of the neighborhood association/community or private individual.

Assistance with choosing an appropriate species and correctly planting the trees can be provided through Tempe's Urban Forester, Richard Adkins.

If planting trees along **neighborhood streets**:

- Start with an aerial (Google map with satellite turned on) of the neighborhood. Mark where trees are being proposed on the map. To be eligible, trees must be planted within 6 feet of the sidewalk or street.
- Talk with Richard. Our Urban Forester can suggest what type of trees are best suited for the area and provide you with the pluses and minuses of each species.
- Ask your neighbors. Do they want a tree? Will they commit to caring (watering, pruning) for it? We will provide you a form to assist with this. Share the tree list with them.
- Once you have completed surveying your neighborhood, the map with its markings and your completed forms are the basis for your grant application.

If you are proposing to plant trees in a **neighborhood park**:

- Contact Dave McClure with our parks division. He can help with what the long and short term plans are for the park and advise whether the location is suitable.

**Contact for tree planting projects:**

**Richard\_Adkins@tempe.gov, 480-350-5227 | David\_McClure@tempe.gov, 480-350-5221**





# Water Harvesting Guidelines

The City of Tempe Sustainability & Resilience Office (SRO) is developing a city-wide water harvesting program, “Rain to Roots”, that will implement [green stormwater infrastructure](#) that channels all rainfall and drainage into existing and new planting areas. Rather than sending rainfall and drainage away to the stormwater system, this program aims to capture and infiltrate the water into the landscape, helping to reduce water consumption while expanding our urban forestry canopy. The Rain to Roots program will provide new plant material, tree canopy and urban forest enhancements, and built infrastructure to maximize rain and drainage collection while addressing the increasing challenge of extreme heat.

## Potential projects would include:

- Neighborhood and collector streets
- HOA streets, parks, alleys
- Transit stops
- Other public rights of way that have the ability to create new water harvesting and planting areas.

## Rain to Roots projects can be partnered with traffic calming or water conservation projects:

- Traffic circles or chicanes that can capture rain
- Turf conversion projects that include rain capture infrastructure.

Coordination with partner teams at the city may be required (e.g. Transportation) for project affecting a street or other infrastructure. Long term maintenance of any potential project implemented would need to be identified before project funding.

## Process:

1. Meet with Sustainability & Resilience Office (SRO) staff to discuss ideas
2. SRO will recommend specific achievable projects
3. Neighborhoods and HOA’s host their area meetings to determine project support
4. Project sponsors ensure support from any property immediately adjacent to the new project idea
5. All projects must have licensed contractors for construction and landscape installs
6. Identify long term project maintenance responsibilities.
7. If you are an HOA and are awarded a grant, your project will be processed through Community Development to amend your HOA’s existing landscape plan. Your award letter will cover next steps.

Program Contact: Maddie Mercer, Sustainability & Resilience Program Coordinator  
480-350-8864 or [Maddie\\_mercer@tempe.gov](mailto:Maddie_mercer@tempe.gov)