Architecture, Engineering, and Construction Division

Architectural, Civil and Landscaping Site Development

Checklists

The latest version of this document is available to Church Employees and Consultants on the AEC Website without needing a password:

* <https://aec.churchofjesuschrist.org/design_guidelines/>: Select and download *Architectural, Civil, and Landscaping Site Development Checklist* under “CIVIL”.
* The template can also be directly downloaded using this hyperlink: [*Architectural, Civil, and Landscaping Site Development Checklist*](https://aec.churchofjesuschrist.org/design_guidelines/SupportDocs/Architectural_Civil_and_Landscaping_Site_Development_Checklist.docx).

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 with questions or suggestions for improvement.

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All previous versions of this document are obsolete.

Contact AEC with questions, feedback, or suggestions for improvement.

Salt Lake City, Utah

**Architectural, Civil and Landscaping Site Development Checklists**

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**Architectural, Civil and Landscaping Site Development Checklists**

Project Name:

Project Number:

Date:

The purpose of this document is to help avoid some common problems associated with architectural, civil, and landscaping site development. This checklist has been developed from the [*United States and Canada Design Guidelines*](http://aec.churchofjesuschrist.org/aec/design_guidelines/AECDesignGuidelines.pdf?t=2015_2_5_10_3) available on the AEC Website. Also available on the AEC Website are the *[Civil Analysis, Design and Drawing Checklist](http://aec.churchofjesuschrist.org/aec/design_guidelines/SupportDocs/AbbreviatedCivilAnalysisDesignAndDrawingChecklist.docx) - Abbreviated*, [*Civil Analysis, Design, Drawing and Construction Checklists*](http://aec.churchofjesuschrist.org/aec/design_guidelines/SupportDocs/ExtendedCivilAnalysisDesignDrawingAndConstructionChecklists.docx) *- Extended* and [*Landscape Architect Checklist*](http://aec.churchofjesuschrist.org/aec/design_guidelines/SupportDocs/LandscapeArchitectChecklist.pdf?t=2015_2_5_10_3)checklists. These checklists should not be interpreted as representing all items that the architect, civil engineer and landscape architect need to address to develop a site.

## General Checklists:

[ ]  Obtain, read, and understand the United States and Canada Design Guidelines. Also complete the civil engineering and landscaping checklists available at the same location on the [AEC Website](https://aec.churchofjesuschrist.org/design_guidelines/).

[ ]  Use materials, methods, and design techniques as described in the Guidelines and the specifications to reduce the initial, maintenance and life cycle costs.

## Architectural Checklist:

[ ]  Meet early in the site development phase with the appropriate agencies having jurisdiction (AHJ) to determine requirements.

[ ]  Site development addresses vehicular and pedestrian access to the site, topography, drainage, frontages, setbacks, historic structures, environmental concerns, future expansion and so forth.

[ ]  Eliminate stairs to the building whenever possible.

[ ]  Appropriately site the building for good visibility to maximize community awareness (steeple towards the primary street and so forth).

[ ]  Coordinate site development decisions between the project manager, civil engineer and landscape architect and review with the facilities manager.

## Civil Checklist:

[ ]  Download and use the civil engineering checklists ([*Civil Analysis, Design and Drawing Checklist*](http://aec.churchofjesuschrist.org/aec/design_guidelines/SupportDocs/AbbreviatedCivilAnalysisDesignAndDrawingChecklist.docx) *– Abbreviated* and [*Civil Analysis, Design, Drawing and Construction Checklists*](http://aec.churchofjesuschrist.org/aec/design_guidelines/SupportDocs/ExtendedCivilAnalysisDesignDrawingAndConstructionChecklists.docx) *– Extended).*

[ ]  Download and use the Approved Civil Detail Sheets located at [Site Civil Resources](http://aec.churchofjesuschrist.org/aec/civil/) using the password “nephi”. The details, including the storage buildings, are to be site adapted and supplemented with additional details according to the needs of the project. If a pavilion is used, download and site adapt the Approved Pavilion Drawings located at [Approved Pavilion Drawings](http://aec.churchofjesuschrist.org/aec/standard_plans/pavilion/) using the password “nephi”.

[ ]  Determine the source of culinary and secondary water (i.e., well supplied, supplied by the municipality).

[ ]  Determine how wastewater will be disposed (i.e., septic sewer system, connected to municipality’s system).

[ ]  Ensure site grading and drainage is designed to utilize existing topography to the greatest advantage possible to minimize cut and fill and the use of retaining walls.

[ ]  Provide positive drainage away from the building:

[ ]  The finish elevation at the face of the building should be 6” lower than the finished floor elevation.

[ ]  Use retaining walls where slopes are steeper than 1 vertical to 2 horizontal.

[ ]  Design and detail subsurface and surface stormwater site drainage systems:

[ ]  Protect water sensitive soils. Use downspouts and gutters where expansive or collapsible soils exist.

[ ]  Prevent water from draining onto adjacent properties.

[ ]  Locate site structures (i.e., trash bin enclosures) to not be prominently exposed to public view.

[ ]  Design the paving system to last 40 years minimum.

[ ]  Perform a life cycle cost analysis to determine the type of paving system to be used.

[ ]  Incorporate the requirements of the geotechnical evaluation report into the contract documents:

[ ]  Include the requirements for testing and inspection of earthwork operations.

[ ]  Concrete paving is of adequate thickness and surfaces slope a minimum of 1% to drainage outlets.

[ ]  Asphalt paving is of adequate thickness and surfaces slope a minimum of 2% to drainage outlets.

[ ]  Provide handicap accessibility.

[ ]  Prepare water and erosion management plans as required by the AHJ.

## Landscaping Checklist:

[ ]  Download and use the [*Landscape Architect Checklist*](http://aec.churchofjesuschrist.org/aec/design_guidelines/SupportDocs/LandscapeArchitectChecklist.pdf?t=2015_2_5_10_3).

[ ]  Adhere to the five guiding principles given in the Guidelines.

* + - 1. Conservation of Water and Natural Resources

[ ]  Water conservation:

[ ]  Be familiar with [*Water Conservation Guidelines*](http://aec.churchofjesuschrist.org/aec/landscape/docs/WCG.pdf?t=2017_2_4_14_45).

[ ]  Determine common accepted cultural practices in the local community and region.

[ ]  Reduce lawn areas as appropriate.

[ ]  Use mulch in planter areas to retain moisture.

[ ]  Existing vegetation:

[ ]  Note significant existing on-site vegetation:

[ ]  Be familiar with local codes and ordinances with regards to tree protection and plan accordingly.

[ ]  Develop tree and vegetation protection plan.

1. Natural Enhancement of Architectural and Building Features

[ ]  Landscaping should not detract from meetinghouse visibility:

[ ]  Do not block views of the building and signs with landscaping.

[ ]  Frame views of the meetinghouse.

1. Reduction of Maintenance

[ ]  Use plants that are hardy, native, proven for the region, and appropriate for soil conditions.

[ ]  Unless otherwise required by the local AHJ, do not plan to sheer, or hedge shrubs. Shrubs should be allowed to attain their natural form and size with minimal pruning.

[ ]  Minimize the use of shrubs taller than 3’, especially next to building entries.

1. Long-term Cost Savings

[ ]  Use mulch to retain moisture and decrease weeds.

[ ]  Provide plans showing plants at their mature size.

[ ]  Plant the right plant in the right place, the first time.

[ ]  Hold the mature diameter of shrubs and ground covers away from planter edges. Hold shrubs and ground cover 6’ to 8’ from the edge of the building.

[ ]  Avoid hillside lawn plantings.

1. Neighborhood Beautification

[ ]  Fit the facilities into the neighborhood in a dignified manner without portraying opulence.

[ ]  Use plans and details located at [*http://aec.churchofjesuschrist.org/aec/landscape/*](http://aec.churchofjesuschrist.org/aec/landscape/).

[ ]  Use standard specifications located at [*http://aec.churchofjesuschrist.org/aec/specs/*](http://aec.churchofjesuschrist.org/aec/specs/).

[ ]  Provide topsoil per Guidelines.

[ ]  Perform simple coordination efforts, such as:

[ ]  Concrete mow strip layout and grading.

[ ]  Irrigation connections (i.e., electrical, communication, water supply, filter discharge).

[ ]  Perform more complex coordination efforts, such as:

[ ]  Vegetation protection.

[ ]  Topsoil use and protection.

[ ]  Slopes, erosion control and retaining walls.