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.