

Application Checklist for Major Hardscape Changes

(Large patios, impervious walkways, extensive pervious walkways, etc.)

Required items:

Review Fee

Homeowner Deposit Fee

Signed Homeowner Agreement

Survey: A current survey (within 1 year) or “as built” survey by licensed professional surveyor indicating: property lines, easements, setbacks, critical lines, structures, hardscaping, any other significant site features and size, species, and location of all trees in excess of 6” DBH, and North Arrow. (Min. Scale 1/8”= 1’-0” or 1”=10’)

Pictures of house elevations (front, sides, rear) showing existing landscape and surrounding area affected by changes to the proposed landscape.

Proposed hardscape details: dimensions, materials, patterns, textures, and colors via spec sheets, samples, and/or photos.

Site Plan recommended to be prepared by a licensed landscape architect or design professional **scaled and overlaid on the survey.**

Site Plan to include:

- Existing and proposed hardscape locations.
- Drainage & Grading changes: Proposed direction of stormwater flow and locations of downspouts, French drains, pop-up emitters and/or other drainage elements to ensure that stormwater does not adversely affect adjacent properties.
- Topographic contours at 1' intervals
- North arrow
- Location of parking spaces, HVAC, electric meter, existing propane tanks, existing generators, trash/recycle bins with screening details and identify what is behind the property (alley, rookery, canal, etc.)
- Show any trees encroaching from adjacent property.

Include the following on the site plan only if applicable to your proposed changes & provide the additional information requested for applicable item.

Tree Removals indicating:

- Existing & proposed tree removals for trees 6" DBH showing size, species, and location.
- Submit a copy of the TOMP's written permission allowing removal of a protected and/or historic tree and tree mitigation schedule if required by TOMP.
- Letter from a certified Arborist may be required for removal.

**Trees 16" DBH are protected and must have TOMP approval to be removed. Exception are Gum, Bradford Pear, China Berry, Pines, River Birch, Mimosa, Chinese Tallow, Camphor, and White Poplar (unless located within a buffer or Right-of-Way or easement)*

**Trees with a diameter of 24" or greater are considered historic and approval from the Board of Zoning Appeals may be required prior to removal.*

Planting Plan indicating:

- Existing plants and proposed plant removals
- New plant locations, species, size, height at install and spacing (Plant schedule)
- Photos of location if new plantings are intended to provide screening from neighboring property.
- If no landscape changes are planned, provide pictures of the existing landscape surrounding proposed fence areas and confirm that you have no landscape changes planned.

A Single-Family Residential Stormwater Management and Tree Preservation Permit will be required by the TOMP for installing impervious patios, extensive impervious hardscaping, etc.

Please contact the TOMP for details.