

Application Checklist for Minor Landscape Changes

Note: If making more than 2 minor changes, you will need to use the Major Landscape Changes application. Listed below are some examples of minor landscape changes.

1. Screening trash/recycle bins with a fencing screen not matching an existing fence on the property or hedge screen not using the pre-approved hedge screen plants. (See Trash & Recycling screening guidelines)
2. Installation of propane tank and/or generator.
3. Adding hardscape and/or plant material not listed on the pre-approved right-of way strip plant list (See pre-approved Right-of-way plant list).
4. Small hardscape change such as pervious path or patio/driveway extension.
5. Removing 3 or more trees with a 6" DBH or greater.
6. Replacing, adding, or removing a few plants in a small area of your property.
7. Adding a fountain that can be seen from public realm.

Required application items:

_____ **Review Fee**

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

Provide the additional requirements listed below that are applicable to your request.

_____ **Plantings** indicating:

- Existing plants and proposed plant removals.
- New plant locations, and plant species, size, height at install and spacing.

_____ **Tree Removals**

- Identify location of the trees on the property & type of the tree.
- Include any proposed plan and details for replacing the trees. (plant material, size & quantity.)
- If any of the trees you are requesting to remove has a 16" DBH or greater, submit a copy of the TOMP's written permission allowing the removal and tree mitigation schedule if required by TOMP.
- If any of the trees you are requesting to remove are posing a threat or diseased, submit letter from a certified Arborist recommending the 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.*

_____ **Hardscape change**

- Submitting a survey or site plan is highly recommended however a detailed plat can be used in lieu of a survey.
- Indicate existing and proposed hardscape locations on site plan.

- Provide existing and proposed hardscape dimensions.
- Provide proposed hardscape change details: materials, patterns, textures, and colors via spec sheets, samples, and/or photos.

Outdoor Landscape Lighting

- Indicate proposed light locations and submit fixture type via spec sheets and/or photos.

Generators & Propane Tanks

- Submit a current “as built” survey or site plan indicating proposed generator and/or propane tank location and associated utility trenches.
- Provide photos of surrounding area if proposed location is close to neighboring property.
- Provide photos surrounding location of associated utility trenches to verify they do not interfere with the drip line of trees.
- Proposed screening as needed.

**The TOMP requires homeowners to get a permit for generators and propane tanks and any structural platforms for generators/propane tanks require a zoning letter and proposed building lot coverage percentage.*

Fountains

- Identify proposed location on property via site plan or photos. Provide pictures that include landscaping in the surrounding area.
- Provide fountain details via spec sheets with photo or photo with details.

Right-of-way strip

- Provide new plant locations, plant species, height at install and spacing. (See pre-approved right-of-way plant list).
- Provide proposed hardscape change details: dimensions and materials, patterns, textures, and color via spec sheet, photos, and/or samples.
- Indicate what type of material the proposed hardscape will be set in. – i.e., sand, concrete*, etc.) Please note that any impervious material proposed to be installed in the right-of-way strip must also submit written permission from the TOMP allowing it. The IDC cannot give approval for impervious material to be installed in the right-of-way strip.

Trash & Recycle screening *for proposed fencing screen will not exactly match an existing fence on your property **OR IF** proposed hedge screen is not using plant material from the approved hedge screen list below.*

- Identify proposed location on property via site plan and provide pictures of the surrounding area.
- Written confirmation that the proposed trash & recycle location with screening is located on your property.
 - a) If building a fence screen that will attach to another structure or be embedded in the ground also provide the following:
 - b) Detailed construction & design drawings with dimensions.
 - c) Show gate style & construction details and include gate hardware information.
 - d) Provide details on post cap finish.

- If installing hedge plants not on the pre-approved hedge plant list for screening trash & recycle also provide the following:
 - a) Hedge plant material name, gallon size, quantity and spacing.
 - b) Provide detailed pictures that clearly indicate the location/placement of proposed hedge screen plants and surrounding area.

!On Approved Hedge Plants for screening trash & recycle.

Botanical Name	Common Name	Size	Remarks
Magnolia 'Little Gem'	Little Gem Magnolia	15 gal- 30 gal.	24"- 30" spacing; full to ground
Myrica cerasifera	Wax Myrtle	15 gal.	30" spacing; full to ground
Gardenia jasminoides	Gardenia	30 gal.	30"- 36" spacing; full to ground
Ilex vomitoria	Yaupon Holly	15 gal.	30" spacing; full to ground
Illicium parviflorum	Anise	15 gal.	30" spacing; full to ground
Podocarpus macrophylla	Japanese Yew	15- 30 gal.	12" -18" spacing
Viburnum odoratissimum	Sweet Viburnum	15 gal.	24"- 30" spacing; full to ground