

# Application Checklist for New Construction Landscape

## Required items:

\_\_\_\_\_ **Zoning letter** from TOMP stating lot type\*

*\* A zoning letter is required for all structures but is not needed for changes only to plant material, or fences, pervious hardscapes, or impervious walkways proposed in combination with plant material.*

\_\_\_\_\_ **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”=20’)

\_\_\_\_\_ Provide proposed **building coverage percentage\***

*\*A zoning letter and proposed building lot coverage is required for any structures. The TOMP is the authority on what counts towards the building coverage on your lot, but some examples include decks, trellises, arbors, pergolas, masonry walls, large outdoor fireplace units, outdoor kitchens, and utility platforms, etc.*

*\* Buildable coverage percentage is not needed if only installing plant material, fences, pervious hardscapes, impervious walkway, or any combination of.*

\_\_\_\_\_ **Site Plan** to be prepared by a licensed landscape architect or design professional **scaled and overlaid on the survey.** (Minimum scale 1/8”=1’-0” Or 1”=10’)

### Site Plan showing:

- All elements required by Community Patterns & the I’On code notated.
- North arrow
- Plant schedule indexed to plan showing location, quantity, species & planting size.
- All existing trees 6” caliper or greater to remain, including protection zones and protection zones from any trees encroaching from adjacent property, as required by the Town of Mt. Pleasant Tree Ordinance.
- Accurate lots lines including dimensions, metes, and bounds, building structures, setbacks, easements, OCRM lines, street rights-of-way, etc.
- Locations, dimensions, materials, paving patterns, colors & textures of all hardscape elements. (driveways, walks, all types of masonry walls, fences, pool decks, etc.)
- Provide Grading changes and Drainage/erosion control plans: Show direction of stormwater flow and locations of any gutters, downspouts, French drains, pop-up emitters and/or other drainage elements. Homeowner must ensure that stormwater does not adversely affect adjacent properties.
- Location of parking spaces, HVAC, electric meter, existing propane tanks, pool equipment, generators or propane tanks, trash/recycle bins with screening details for each.

**Include the following if applicable, to the landscape site plan & provide the additional information requested for applicable item.**

- **Tree Removals** indicating:
  - Location of proposed tree removals for trees 6" DBH or greater on the site plan indicating size and species.
  - 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.*
  
- **Hardscapes** (walkways, patios, driveways) indicating:
  - Proposed hardscape locations on site plan and show how they relate with surrounding structures or other elements.
  - Provide details of hardscape construction and provide all dimensions, heights, patterns, textures, materials and colors via spec sheets, samples, and/or photos. Minimum scale of ¾"=1'-0".
  
- **Masonry walls** indicating:
  - Proposed walls locations on site plan and show how it relates with surrounding structures or other elements.
  - Show any trees encroaching from adjacent property and indicate any trees 6" DBH or greater that you will be removing to install masonry wall.
  - Provide detailed drawings of wall and gates indicating all dimensions, heights, column spacing, column cap detail, patterns, textures, materials and colors via spec sheets, samples, and/or photos. Minimum scale of ¾"=1'-0".
  - For masonry walls that will tie into a neighboring wall and/or surrounding structures: Provide details & show how wall will tie into and relate with neighboring wall and/or other.
  - If tying into a neighbor's wall or fence, submit permission in writing.
  
- **Fences** indicating:
  - Proposed Fence & gate locations on site plan.
  - Provide detailed drawings of fence style & framing construction (Minimum scale of ¾"=1'-0") indicating height and dimensions, color, and material type with details for slats, posts, caps, and a detailed planting plan if proposing a living fence via spec sheets, samples, and/or photos.
  - Provide detailed drawings of gate style & framing construction and descriptive material details. Include height and dimensions, type and color of materials and framing and supports of gate, hardware specs and details of self-closing gate (if applicable) via spec sheets, samples, and/or photographs.

- If proposing to match a fence already existing in I'On, instead of drawings, you may provide clear, detailed pictures of the existing fence & gate and framing construction. Also provide height & all dimensions, material details and color for slats, posts, caps, gate, and gate hardware.
- Provide details & show how fence will tie into and relate with neighboring wall, fence and/or other structure .
- If tying into a neighbor's fence or wall, submit permission in writing.
  
- **Outdoor Structures** (trellises, arbors, pergolas, large outdoor masonry fireplace, outdoor kitchens, decks, masonry walls, utility platforms, pools, etc.)
  - Indicate structure location on site plan and provide detailed, accurate architectural drawings to scale by a professional designer of proposed landscape structure. Must show how it relates to surrounding structures and neighboring property. (Min. Scale 1/4"=1'-0")
  - Provide construction material details via spec sheet with photo or picture with details.

*\*Any landscape structure requires a zoning letter and existing and proposed building lot coverage calculations to be submitted for IDC review. The TOMP requires A Single-Family Residential Stormwater Management and Tree Preservation Permit and a building permit for landscape structures except a fence.*
  
- **Outdoor landscape lighting and pool lighting** indicating:
  - Indicate proposed landscape light locations on site plan and submit fixture type via spec sheets and/or photos.
  - Provide pool lighting type via spec sheet and lighting color(s).
  
- **Generators & Propane Tanks**
  - Proposed generator and/or propane tank location on site plan and provide photos of surrounding area if they are located close to neighboring property.
  - Show location of associated utility trenches on site plan to verify they do not interfere with the drip line of trees.
  - Provide proposed screening as needed.

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