

# Application Checklist for Major Landscape Changes.

Landscape plans with several changes to plant material and/or hardscaping, fences, and/or any landscape structures. (I.E., outdoor masonry fireplace, outdoor kitchen, Trellises, arbors, pergolas, decks, impervious patios, ADA ramps, masonry walls, retaining walls). Landscaping plans with several planting and/or hardscape changes involving installing or moving a generator and/or propane tank.

## Required items:

\_\_\_\_\_ Review Fee

\_\_\_\_\_ Homeowner Deposit Fee

\_\_\_\_\_ Signed Homeowner Agreement

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

*\* A zoning letter is required for all structures, impervious patios, masonry walls, decks, etc., but is not needed for a request for changes just to plant material, for fences, for 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”=10’)

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

*\*A zoning letter and existing 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, impervious patios, trellises, arbors, pergolas, masonry walls, large outdoor fireplace units, outdoor kitchens, and utility platforms, etc.)*

*\* Buildable coverage percentage is not needed for requesting changes to just plant material, or fences, pervious hardscapes, or impervious walkways proposed in combination with plant material.*

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

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

### Site Plan to include:

- 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 with a 6" DBH or greater. Include size, species, and location.
  - Submit a copy of the TOMP's written permission allowing the removal of any protected tree with a 16" DBH or greater and tree mitigation schedule if required by TOMP.
  - Letter from a certified Arborist may be required for removal of protected trees with a 6"-15" DBH.  
*\*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  $\frac{3}{4}"=1'-0"$ .
- **Masonry walls** indicating:
  - Proposed wall 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  $\frac{3}{4}"=1'-0"$ .
  - 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.  
*\*A Single-Family Residential Stormwater Management and Tree Preservation Permit and a building permit will be required by the TOMP for masonry walls.*
- **Fences** indicating:
  - Fence location and provide detailed drawings of fence style & framing construction (Minimum scale of  $\frac{3}{4}"=1'-0"$ ) and descriptive material details. Include all height and dimensions, material type and color for slats, posts, caps, and a detailed planting plan if proposing a living fence via spec sheets, samples, and/or photos.
  - Gate locations and 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 l'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.

- For fence and or gate replacements and/or extensions indicate location of existing fence and gates and location of proposed extension and gates. Provide photos showing how fence will match, tie into, and relate with neighboring fences and/or other surrounding structures.
- If tying into a neighbor's fence, submit permission in writing.
- **If just submitting for a fence only, refer to the separate Fence application checklist for all submittal items.**
  
- **Outdoor Lighting** indicating:
  - Indicate proposed light locations and submit fixture type via spec sheets and/or photos.
  
- **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.
  
- **Plantings** indicating:
  - Existing 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.
  
- **Outdoor Structures** (trellises, arbors, pergolas, large outdoor masonry fireplace, outdoor kitchens, decks, masonry walls, utility platforms, etc.)
  - Indicate structure location 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.
  - For masonry walls provide column spacing, column cap detail and pattern of wall. Also provide wall gate construction, design & material 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.*
  
- **Generators & Propane Tanks**
  - Proposed generator and/or propane tank location (photos of surrounding area if they are located close to neighboring property) and location of associated utility trenches locations 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 require a zoning letter and proposed building lot coverage calculations.*
  
- **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.**

<b>Botanical Name</b>	<b>Common Name</b>	<b>Size</b>	<b>Remarks</b>
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