

# Application Checklist for Major Hardscape Changes

(Impervious patios, impervious walkways, etc.)

**Required items:**

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**Review Fee**

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**Homeowner Deposit Fee**

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**Signed Homeowner Agreement**

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**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’)

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

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

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**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 trees & any proposed tree removals for all trees with a 6" DBH or greater. Include size, species, and location.
- Provide proposed plan and details for replacing proposed tree removals if applicable. (plant material, size & quantity.)
- Submit a copy of the TOMP's written permission allowing 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 any protected tree with a 6"-15" DBH that is posing a threat or is diseased.

*\*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.**