

# 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 pre-approved Trash & Recycling hedge screening shrubs on pg. 2)
2. Installation of propane tank and/or generator. (see separate checklist.)
3. Adding hardscape to the Right-of-Way strip and/or plant material not listed on the pre-approved right-of-way strip plant list. (See pre-approved Right-of-way plant list on pg. 3).
4. Small hardscape change such as pathway 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 are a protected tree that has a 16" DBH or greater, submit a copy of the TOMP's written permission allowing the removal and tree mitigation details if required by TOMP.
- If any of the trees you are requesting to remove are a protected tree with a 6"-15" DBH and are posing a threat to property or diseased, submit a written letter from a certified Arborist stating why the tree is a threat and the recommendation that it be removed.

*\*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.*

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### 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.

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### Outdoor Landscape Lighting

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

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### 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.

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**Trash & Recycle screening** *for proposed fencing screen that does 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.*

- Provide survey/sit plan and identify proposed location on property and provide pictures of the surrounding area.
- Submit written confirmation that the proposed trash & recycle location and screening is located on your property.

**Provide the additional Trash & Recycle screening requirements listed below that are applicable to your request:**

\_\_\_\_\_ If building a fence screen that will attach to another structure or be embedded in the ground also provide the following:

- Detailed construction & design drawings with dimensions.
- Show gate style & construction details and include gate hardware information.
- 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:

- Hedge plant material name, gallon size, quantity and spacing.
- 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

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**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.

**Right of Way Strip Approved Planting Chart**

<u>Common Name</u>	<u>Size</u>	<u>Remarks</u>
Zoysia Sod	pallet	
Flax Lily	3 gal.	Variegated or not
Liriope	1 gal.	Big blue, super blue, evergreen giant, or variegated.
Phantom Hydrangea	7 gal.	
Katrina Breeze Grass	3 gal	
Holly Fern	1 gal.	

*\*Oaks are very greedy with water and nutrients so prepare to fertilize or consider another option.*