

# Application Checklist for Landscape Structures

Examples of landscape structures include arbors, pergolas, decks, masonry walls, outdoor masonry fireplace, outdoor kitchen, utility platforms, ADA ramps, or any landscape structures that the TOMP counts towards buildable coverage.

**Note:** Surveys, architectural plans, landscape plans must be submitted on a minimum size of 11" x 17".

## Required items:

- \_\_\_\_\_ **Review Fee**
- \_\_\_\_\_ **Homeowner Deposit Fee**
- \_\_\_\_\_ **Signed Homeowner Agreement**
- \_\_\_\_\_ **Zoning letter** from TOMP stating lot type\*  
*\* A zoning letter is required for all proposed new structures. However, is not needed if changing plant material only or submitting only for a fence or submitting only 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 coverage percentage is required for any new landscape structures. The TOMP is the authority on determining what counts in calculating the building coverage,*  
*\* Buildable coverage percentages are not needed for changes to plant material, 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 in the proposed landscape plans.
- \_\_\_\_\_ **Accurate Architectural Plans to scale**, by a professional designer, of proposed landscape structure(s) that provide dimensions, patterns, construction details, etc. 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.
- \_\_\_\_\_ **Site Plan** recommended to be prepared by a licensed landscape architect or design professional **scaled and overlaid on the survey**.  
Site Plan to include:
  - Indicate proposed structure location and surrounding structures.
  - 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.

Site Plan to include continued:

- 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.*

\_\_\_\_\_ **Masonry walls** indicating:

- Existing and proposed wall locations.
- Proposed wall details: dimensions, column spacing, column cap detail and pattern of wall materials, textures, and colors via spec sheets, samples, and/or photos. .
- Also provide wall gate construction, design & material details.
- For masonry wall replacements and/or extensions provide photos showing how wall will match, tie into, and relate with neighboring walls and/or other surrounding structures.
- If tying into a neighbor's wall, submit permission in writing.

*\*Masonry garden walls, frontage walls, and/or retaining walls require a zoning letter and the calculated existing and proposed building coverage percentage.*

- **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.

**The TOMP requires A Single-Family Residential Stormwater Management and Tree Preservation Permit and a building permit for all landscape structures accept fences.**