

Application Checklist for Masonry Walls

**Masonry garden walls, frontage walls, & retaining walls require a zoning letter identifying the lot type and the existing and proposed building coverage percentage calculations.*

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 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”=10’ (Min. size 11” x 17”)

_____ Provide existing and proposed **building coverage percentage***

**A zoning letter and existing and proposed building coverage percentage calculations 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, pergolas, masonry walls, large outdoor fireplace units, outdoor kitchens, and utility platforms, etc.)*

_____ **Pictures** of house elevations (front, sides, rear) showing existing landscape surrounding area affected by changes and show any existing fence/wall on property.

_____ **Site Plan** recommended to be prepared by a licensed landscape architect or design professional **scaled and overlaid on the survey.** (Min. size 11” x 17”)

Site Plan to include:

- 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 and indicate any trees 6” DBH or greater that you will be removing to install masonry wall.
- Indicate structure location and show how it relates with surrounding structures or other elements.
- Provide detailed drawings of wall and gates indicating construction details, dimensions, heights, column spacing, column cap detail, patterns, textures, materials and colors via spec sheets, samples, and/or photos. Minimum scale of 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.
- 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.
**Masonry garden walls, frontage walls, retaining walls require a zoning letter and the calculated existing and proposed building coverage percentage.*

Include the following on the site plan only if applicable to your proposed changes & provide the additional information requested for applicable item.

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- 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 removal of a 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.*

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- Planting Plan** indicating:
- Existing plants and proposed plant removals
 - New plant locations, species, size, height at install and spacing (Plant schedule)
 - 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 and a Building permit will be required by the TOMP.