

# Application Checklist for Hardscape Changes

(Patios, raised patios, 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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Zoning letter from TOMP stating lot type\*

*\* A zoning letter is required for all structures, masonry walls, raised patios, decks, etc., but is not needed for requesting changes to just plant material, pervious hardscapes, impervious walkways, patios, or impervious walkways proposed in combination with plant material.*

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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’) (Min. size 11”x17”)

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

*\*A zoning letter and existing and proposed building coverage is required for any structures. The TOMP is the authority on what counts towards the building coverage percentage on your lot. Some examples include decks, 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, fences, pervious hardscapes, impervious walkways, or impervious walkways proposed in combination with plant material.*

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

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**Site Plan** Using the survey as the base, provide the existing site plan to scale and the proposed site plan to scale. It is highly recommended that the site plans be prepared by a licensed landscape architect or design professional.

### 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

- Show **all** existing trees that are 6' DBH or greater AND any trees encroaching from adjacent property. Provide size & type of tree on plans. Identify any existing trees you are planning to remove.
- 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.)

**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 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.*

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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)
- 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.**