

Application Checklist for Major Landscape Changes.

Landscape plans with several changes to plant material and/or hardscaping, fences, and/or any landscape structures. (I.E., outdoor masonry fireplace, outdoor kitchen, Trellises, arbors, pergolas, decks, ADA ramps, masonry walls, retaining walls). Landscaping plans with several planting and/or hardscape changes involving installing or moving a generator and/or propane tank.

Required submittal items:

_____ Review Fee

_____ Homeowner Deposit Fee

_____ Signed Homeowner Agreement

_____ Zoning letter from TOMP stating lot type*

** A zoning letter is required for all structures, masonry walls, decks, etc., but is not needed for a request for changes just to plant material, patios, fences, pervious hardscapes, 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 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.*

_____ **Color Pictures** of the house elevations showing existing landscape and pictures of the areas you propose to change & include their surrounding landscaping. Clearly label the location/area of change on the corresponding pictures.

_____ **Site Plans:** All plans are to be submitted in a minimum size of **11”x17”**. All survey elements and the required items listed below are to be clearly shown on the **existing site plan** & the **proposed site plan**.

Additional requirements to be included on the site plans:

- Indicate all existing trees with a 6” DBH or greater AND any trees encroaching from adjacent property. Include tree type & size of all trees on the plan.
- North arrow
- Topographic contours at 1' intervals
- Location of existing hardscapes, fence/wall & gate locations, 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.)
- If your neighbors have a fence or wall along their property line running adjacent to your property line, clearly indicate this & show the fence/wall location on the site plan and provide fence/wall height. Include a picture of the fence/wall in the application package.

1. Using the survey as the base, **provide the existing site plan** to scale, clearly showing all survey elements, additional site plan requirements, existing plant material, and identify anything being removed.
2. Using the survey as the base, **provide a separate “proposed” site plan** to scale, clearly showing all survey elements, additional site plan requirements, existing plant material remaining, and all new plant material. Also include a labeled plant schedule that corresponds with the proposed plan and lists the quantity and size of each.
3. Also submit a **Drainage & Grading plan** showing the proposed direction of stormwater flow and locations of downspouts, French drains, pop-up emitters and/or other drainage elements to ensure that your stormwater runoff does not adversely affect adjacent properties.

Additional information to be included with application if it is applicable to your proposed new changes/plans.

1. Tree Removals of any tree with a 6”DBH or larger indicating:

- Include size, species, and location on plans.
- Submit a copy of the TOMP’s written permission allowing the 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 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.*

2. Hardscapes (walkways, patios, driveways) indicating:

- Proposed hardscape locations on site plan and show how they relate with surrounding structures or other elements.
- Provide details of hardscape construction and provide all dimensions, heights, patterns, textures, materials and colors via spec sheets, samples, and/or photos.
(Minimum scale of $\frac{3}{4}$ ”=1’-0”)

3. Masonry walls indicating:

- Proposed wall locations on site plan and show how it relates with surrounding structures or other elements.
- Show any trees encroaching from adjacent property and indicate any trees 6” DBH or greater that you will be removing to install masonry wall.
- Provide detailed drawings of wall and gates indicating all dimensions, heights, column spacing, column cap detail, patterns, textures, materials and colors via spec sheets, samples, and/or photos. Minimum scale of $\frac{3}{4}$ ”=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.
**A Single-Family Residential Stormwater Management and Tree Preservation Permit and a Building permit will be required by the TOMP for masonry walls.*

4. New Fencing indicating: (If submitting for a fence only, refer to the separate Fence application checklist.)

- New Fence location and provide detailed drawings of fence style & framing construction and descriptive material details. Include all height and dimensions, material type and color for slats, posts, caps, and a detailed planting plan if proposing a living fence via spec sheets, samples, and/or photos. (Minimum scale of 3/4"=1'-0")
- Gate locations and provide detailed drawings of gate style & framing construction and descriptive material details. Include height and dimensions, type and color of materials and framing and supports of gate, hardware specs and details of self-closing gate (if applicable) via spec sheets, samples, and/or photographs.
- Clearly show any existing fences on the property & provide pictures & details.
- Clearly indicate any neighboring fences & provide pictures. **Double fencing is not allowed.**
- If tying into a neighbor's fence, submit permission in writing from the neighbor allowing it and provide the details.
- If proposing to match a fence already existing in l'On, instead of drawings, you may provide clear, detailed pictures of the existing fence & gate and framing construction. Also provide height & all dimensions, material details and color for slats, posts, caps, gate, and gate hardware.
- For fence and or gate replacements and/or fence extensions - indicate location of existing fence and gates and location of proposed new fence and gates. Provide photos showing existing fence, provide details on how fence will tie into and/or relate to existing fence and/or other surrounding structures. with neighboring fences and/or other surrounding structures.

5. Outdoor Lighting indicating:

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

6. 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.

7. Plantings indicating:

- Existing plants/trees and proposed plant/tree removals on plans.
- New plants & their locations, species, size, height at install and spacing (Plant schedule)
- Photos showing the location of new plant material if new plant material are intended to provide screening from neighboring property.

8. Outdoor Structures (trellises, arbors, pergolas, large outdoor masonry fireplace, outdoor kitchens, decks, masonry walls, utility platforms, etc.)

- Indicate structure location and provide detailed, accurate architectural drawings to scale by a professional designer of proposed landscape structure. Must show how it relates to surrounding structures and neighboring property. (Min. Scale 1/4"=1'-0") (min. size 11" x 17")
- Provide construction material details via spec sheet with photo or picture with details.
- For masonry walls provide column spacing, column cap detail and pattern of wall. Also provide wall gate construction, design & material details.

**Any landscape structure requires a zoning letter and the existing and proposed building coverage calculations to be submitted for IDC review. The TOMP requires a Single-Family Residential Stormwater Management and Tree Preservation Permit and a building permit for landscape structures except a fence.*

9. Generators & Propane Tanks

- Proposed generator and/or propane tank location (photos of surrounding area if they are located close to neighboring property) and location of associated utility trench locations to verify they do not interfere with the drip line of trees.
- Proposed screening as needed. Must be screened from public realm.

**The TOMP requires homeowners to get a permit for generators and propane tanks and any structural platforms for generators require a zoning letter and proposed building lot coverage calculations.*

10. Right-of-way strip between the sidewalk & curb

- 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 submit written permission from the TOMP, via an encroachment permit. 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.*

11. Trash & Recycle screening *of a fencing screen not exactly match an existing fence on your property OR IF a proposed hedge screen is not using plant material from the approved hedge screen list below.*

- Identify proposed location on property via site plan and provide pictures of the surrounding area.
- Written confirmation that the proposed trash & recycle location with screening is located on your property.
 - a) If building a fence screen that will attach to another structure or be embedded in the ground also provide the following:
 - b) Detailed construction & design drawings with dimensions.
 - c) Show gate style & construction details and include gate hardware information.
 - d) 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:
 - a) Hedge plant material name, gallon size, quantity and spacing.
 - b) 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.

Botanical Name	Common Name	Size	Remarks
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