SUBMITTAL REQUIREMENTS
LANDSCAPING (FENCE, HEDGE, RETAINING WALLS, SWIMMING POOLS & PARKING APRONS)

An application must be submitted including the following documents and information:

1. **Fence & Hedge**
   - Site plan (showing setbacks, property lines and details of the location of fence or hedge)
   - Elevation drawing showing details of fence (height, opacity percentage calculations)
   - A recent certificate of location indicating location of fence or hedge
   - Photographs of yard where fence or hedge will be located

2. **Retaining Walls**
   - A recent certificate of location indicating location of retaining wall
   - Photographs of existing retaining wall
   - Proposed materials (samples or pamphlets)
   - Section of the structure and drainage (stamped and signed by a structural engineer)

3. **Swimming Pool**
   - Site plan (showing setbacks, property lines, calculation of percentage of soft ground cover, location of mechanical equipment and fences)
   - Section of the pool (showing depth and structure)
   - A recent certificate of location
   - Specification of mechanical units including dB levels.
   - Fence details
   - Photographs of yard(s)

4. **Landscaping & Parking aprons**
   - Site plan (showing setbacks, property lines, calculation of percentage of soft ground cover)
   - Samples & specifications of materials to be installed (e.g. pavers, plants, etc.)
   - Photographs of yard(s)
   - A landscaping design proposal for driveways and parking aprons
5. **Mechanical Equipment (A/C unit, Heat Pump & Spa)**

- A recent certificate of location indicating distance of property lines from unit
- Specifications of the mechanical unit, including dB levels
- Total floor area of residential building to define the tonnage limitation
- Screening (may be required)
- A detail of a spring rail vibration isolation system (may be required)
- Photographs of location (may be required)

- One complete set of drawings folded to 8-1/2" x 14" (one extra complete set of scaled drawings may be required).

*All applications for plan review signed by the owner or accompanied by an original letter of authorization signed by the owner with the application fee and a letter describing the scope of the work.*