

LANDSCAPE (HARDSCAPE & PLANTING) SUBMITTAL CHECKLIST

Landscape (Hardscape and Planting) Plans must be submitted for Art Jury review and are required for new construction projects, hardscape renovations of flatwork and architectural features, installation or removal of trees, and changes to planting.

Depending on the nature, scope, and complexity of the project, submittals complying with the items described on the checklist below will constitute a complete application. For projects involving new construction, separate hardscape and planting plans will be required. For smaller projects, the plans may be combined. Applicants are encouraged to consult with PVHA staff for exception to any requirement listed below.

GENERAL APPLICATION REQUIREMENTS

- Completed application
- Review fees paid
- Site photos (8.5x11, may be 2 photos per page) of entire property, all sides of structures and yard areas, and view from street(s)
- Plan set 24"x36" size sheets including a site survey when deemed necessary. Digital files may be requested as supplemental submittal.
- Drawings must be legible, neat, and clearly labeled
- Site Plan based on current survey. If a current survey does not exist, a new survey may be required based on survey date (signed within the last 2 years), scope of work or by request of the Palos Verdes Homes Association.
- Palos Verdes Art Jury notes
- Prior to approval of Landscape Plans, the property owner must sign completed LANDSCAPE MAINTENANCE AGREEMENT form.

INFORMATION REQUIRED ON PLANS

SITE PLAN/SURVEY (24"x36" sheets)

- 1/8" scale plans showing the property in its entirety on one sheet is preferred. For large properties, an overall site plan at appropriate scale and multiple enlarged plans at 1/8" scale will be an acceptable submittal. Provide a key plan to reference the multiple enlarged plans.
- North arrow
- Property lines
- Show Existing conditions
(i.e.: locations of existing structures, walls, fences, trees and hardscape elements including driveway, curb cuts, adjacent streets, alleys, rights of way, parkland, walks, unimproved areas)
- Existing contours at 1' intervals
- Top of curb or edge of street called out
- Location and dimensions of easements
- Required and actual setbacks
- Burn LANDSCAPE MAINTENANCE AGREEMENT onto plan. Owner must sign.

LANDSCAPE PLAN SUBMITTAL CHECKLIST (Continued)

HARDSCAPE PLAN (24"x36" drawing sheet)

- 1/8" scale site plan (entire property on one sheet). See notes on Site Plan/Survey above.
- North Arrow
- Property lines clearly marked
- 1' contour intervals
- Required and actual setbacks dimensioned to property lines: front, rear, and both sides
- Locations and dimensions of easements
- Street(s) and adjacent parkway and/or parkland
- Clearly identify existing conditions to remain and proposed changes
- Lot coverage calculations; City of PVE required plan check information to be completed and printed on hardscape plan
- Label all top of walls, indicate natural grades, and finished grades. Provide spot elevations of adjacent surfaces and top of walls and curbs, steps, landings, railings, and other finish elevations associated with drainage.
- Dimensioned hardscape elements and above grade structures such as trellis, poles, and planters on plan. Provide detail reference bubbles.
- Scaled details referenced on the plans showing all significant elements (hardscape, planting, and structures) and their materials, finishes, and installation information.
- Provide cross section through significant elements and grade changes.
- No keynotes. All materials to be called out by type, color, finish, etc. Samples and/or true color images will be required.
- Structural, Grading, and Drainage sheets as required per project basis.

PLANTING PLAN (24"x36" drawing sheet)

- 1/8" scale site plan (entire property on one sheet)
- North Arrow
- Required and actual setbacks dimensioned to property lines: front, rear, and both sides
- Locations and dimensions of easements
- Property line clearly marked
- Street(s) and adjacent parkway and/or parkland
- Label all top of walls, natural grades, and finished grades. Provide spot elevations of adjacent surfaces and top of walls and curbs.
- Existing trees: Identify and label trees to remain and trees proposed to be removed.
Tree Removal or Replacement: Proposed removal of existing trees must be submitted as part of the project for review and approval by the PVHA prior to commencing any site work.
- Planting Legend; quantity, container size, arrangement, botanical name, common name, mature size (height x width) of all plant materials including existing trees to remain.
- Planting detail sheet
- Art Jury Landscape maintenance note included on drawings
Landscape Note: As a condition of approval of this landscape plan, the applicant agrees that all planting that grows to a height that becomes a view obstruction, must be trimmed by the property owner of the planting. Any planting or hardscape proposed within the City right of way requires approval by the city.
- Completed **LANDSCAPE MAINTENANCE AGREEMENT** form must be burned onto plans and signed by the property owner prior to approval of Landscape plan.