

## LANDSCAPE (HARDSCAPE) 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 Hardscape application form
- 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

### 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

### 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
- Differentiate elements as NEW (N) from EXISTING (E). 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 existing grades, and finished grades. Provide spot elevations of adjacent surfaces and top of walls and curbs, steps, landings, railings, and other finish elevations.
- Dimension all hardscape elements. Provide detail reference bubbles.
- 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.