

## LANDSCAPE SUBMITTAL CHECKLIST

Landscape 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 Planting application form
- Review fees paid
- Site photos (8.5 x 11, 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 (Minimum 24"x36" sheet)

- 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 multiple enlarged plans.
- North arrow
- Property lines clearly marked
- 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
- Location and dimensions of easements
- Required and actual setbacks dimensioned to property lines: front, rear, and both sides
- 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
- Planting height: indicate the proposed maintained height of planting on planting schedule.  
Note on plan: Any planting or hardscape proposed within the City right of way requires approval by the city.