



# Landscape & Earthwork

## Form and Checklist

|         |  |
|---------|--|
| Name    |  |
| Address |  |
| Village |  |
| Date    |  |

Examples of when a DRC Application is “not” required:

Exchanges of shrubs for new shrubs in same locations(s) – even if a different variety.  
(Provided the size and shape is similar).

Exchanges of or new ground cover in same location(s) – even if a different variety.  
(Provided the size and shape is similar).

Examples of when a DRC Application is required (Landscape Checklist):

Exchanges of tree(s) to shrub(s)

Exchanges of shrub(s) to tree(s)

Removal of sod, trees and/or shrubs without new replacement

ALL New tree installations

ALL New shrub installations (where shrubs did not previously exist)

New Building Addition, New Pool/spa, New Lanai, Driveway Changes

Borders and Edging installed around any landscape bedding areas, trees, or other shrubs.

|   |                                    |                |
|---|------------------------------------|----------------|
| Revision: 3.1                             | Status: Final – Effective 3/1/2012 |                |
| Design Review Manual (DRM) Compatibility: | Version: 3.1                       | Date: 3/1/2012 |
| DRM Checklist References: 4.17            |                                    |                |

Type of Modification

Select All that Apply:

- Sod .....  Replace  New  Remove
  - Site Plan attached clearly depicts Sod Area Impacted
  - Confirm: St. Augustine

Check those that apply:

Sod is being removed and replaced with mulch, stone, rock, gravel, crushed brick, or other similar materials. (Ensure turf: planting bed ratio meets DRM criteria below)

Front Yard Zone: Confirm:

Turf Area to Planting Bed Ratio will meet the following criteria:

A minimum of 4:1 and a maximum of 3:1 in the Front Yard Zone.

(This means that the Landscape allocated to shrub and ground cover shall be **no less** than 25% and **no more** than 33% of the turf area)

Rear Yard Zone: Confirm:

Turf Area to Planting Bed Ratio will meet the following criteria:

A minimum of 5:1. (This means that the Landscape area allocated to shrub and ground cover shall be **no less** than 20% of the turf area.)

- Shrubs .....  Replace  New  Remove
  - Site Plan attached clearly depicts Area Impacted, Location, Type and Quantity of Plantings
  - Shrubs – 3 gallon minimum size.
  - Confirm: Plantings will not interfere with traffic or sight patterns at Intersections for Corner Lots or at intersection of streets / driveways or pedestrian trails.

Check one or more based on the area of your modification:

Side-Yard Requirement: Confirm: One approved shrub per 4' linear feet along each side elevations. Shrubs may be clustered so long as the required number is installed.

Front Yard Zone: Confirm:

Turf Area to Planting Bed Ratio will meet the following criteria:

A minimum of 4:1 and a maximum of 3:1 in the Front Yard Zone.

(This means that the Landscape allocated to shrub and ground cover shall be **no less** than 25% and **no more** than 33% of the turf area)

Rear Yard Zone: Confirm:

Turf Area to Planting Bed Ratio will meet the following criteria:

A minimum of 5:1. (This means that the Landscape area allocated to shrub and ground cover shall be **no less** than 20% of the turf area.)

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- Ground Cover .....  Replace  New  Remove
  - Site Plan attached clearly depicts Area Impacted, Location, Type and Quantity of Plantings
  - Confirm: Ground Cover – 1 gallon minimum size.

- Mulch .....  Replace  New  Remove
  - Site Plan attached clearly depicts Area Impacted
  - Consist of Brown-Hued Shredded Cypress
  - or-  Consist of Pine Bark Nuggets  
(Mulch with artificial dyes is ***not*** permitted)

- Trees .....  Replace  New  Remove
  - Site Plan attached clearly depicts Area Impacted, Location, Type and Quantity of Trees
  - Confirm: 12' Minimum Height

Check one or more based on the area of your modification:

Front Yard Zone: Confirm requirement will be met: One yard tree per 2,000 square feet of total area within Front Yard Zone, or a minimum of one yard tree, whichever is greater. If more than one yard tree is required, one may be substituted by a cluster of three palm trees.

Rear Yard Zone: Confirm requirement will be met: One yard tree per 2,000 square feet of total area within Front Yard Zone, or a minimum of one yard tree, whichever is greater. If more than one yard tree is required, one may be substituted by a cluster of three palm trees.

Corner Lot - Side Yard Zone: Confirm requirement will be met: One approved yard tree shall be planted per 2,000 square feet of total area within the side yard Zone along the street side yard or a minimum of one yard tree, whichever is greater. If more than one yard tree is required, one may be substituted by a cluster of three palm trees.

- Landscape Rock .....  Replace  New  Remove
  - Site Plan attached clearly depicts Area Impacted, Location, Type and Quantity of Rock

Check one or more based on the area of your modification:

Drainage Rock or Lava Rock will be installed along borders of Approved Mulch to prevent erosion. Color will be consistent with the hue of the Approved Mulch (above), or compliment the color of the driveway. Size will not exceed 8" in width.

Large Rock/Boulders will be installed in borders.

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- Borders & Edging .....  Replace  New  Remove
  - Site Plan attached clearly depicts Area Impacted, Location, and Type of Edging
  - Product Specifications and/or Photograph Attached

The only permissible type of edging for landscape and/or driveway borders is a “continuous poured concrete edging” product. The color shall be of a natural color. The following types of edging are not permissible:

  - Individual blocks of any shape or size
  - Rubber
  - Wood
  - Plastic

- Fountain and/or Waterscape.....  Replace  New  Remove
  - Site Plan attached clearly depicts Location
  - Product Specifications and/or Photograph Attached

- French Drain or Pool Drain.....  Replace  New  Remove
  - Site Plan attached clearly depicts Location
  - Product Specifications and/or Photograph Attached

- Planter – Non-Structural.....  Replace  New  Remove
  - Site Plan attached clearly depicts Location
  - Product Specifications and/or Photograph Attached

- Earthwork.....  Replace  New  Remove
  - Site Plan attached clearly depicts Location
  - Attach description and explanation of earthwork

Check one or more based on the area of your modification:

- Berm
- Grading
- Retaining Wall (Check one or more based on the area of your modification☺)
  - Landscape timbers (6”x6” min / applies to tree wells only)
  - Stone
  - Concrete block with stucco, brick or stone veneer
  - Reinforced concrete with stucco, brick or stone veneer
  - Precast retaining wall system (must attach product photograph)

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Other: Explain:

Location and Placement:

- Attach Photograph(s) of existing landscaping
- Attach Site Plan – Identify location of new and revisions to existing
  
- Confirm: Plantings or Earthwork will not interfere with traffic or sight patterns at Intersections for Corner Lots or at intersection of streets / driveways or pedestrian trails.
  
- Easement Area is Involved - If box checked, confirm:  
 No Trees are will be installed in Easement Area  
 No Landscape material will be installed within easements which will Interfere with access of maintenance vehicles or prevent maintenance of utilities.

Permit:

If a Permit is required by the City, County or State, it is incumbent upon the Home Owner to ensure that a Permit is issued and shall provide the Property Manager a copy of the Permit with the Notice of Completion.

Will your modification require a Permit?

- No
- Yes

Work Performance:

Please indicate who will be performing the work:

- Self without Contractor
- Single Contractor
- Multiple Contractors (Provide separate attachment for other contractors)

Must select if Contractor Personnel will perform work:

- Confirm: Contractor personnel have been advised and must adhere to the Waterchase Construction Site Standards, outlined in the Design Review Manual.

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**Contractor (Primary) Information:**

Contractor Company Name \_\_\_\_\_

Representative Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Attach Copy of License(s)

Attach Copy of Insurance Certificates –

Certificate of Liability

Declaration Workmen’s Compensation

**Notice of Completion Checklist:**

Within 30 days of completion, it is the responsibility of the Home Owner to complete and provide the Property Manager a “Notice of Completion” checklist and required attachments to facilitate a final inspection. Required submittals include as-built photograph(s), as-built drawings (if room addition), Permits and/or Certificate of Occupancy (if required by the local authority).

Check here that Home Owner agrees to submit a Notice of Completion as required.

**Home Owner Comments:**

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