



Forest Heights Homeowners Association

To be completed by ARC:

Lot/Block# _____

Review Date: _____

Landscape Design Review Checklist

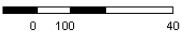

Submit with Landscape Plan Application

Landscape Plans

Landscape plans are required for all projects within Forest Heights. Plans **must** be submitted in a 22" x 34" format, with a copy in an 11" x 17" format, and must be legible. ***Landscape plans should be neatly and accurately drawn to a commonly used scale*** and must include the information listed below.

Fundamental Information

Note: Plan returned if this section is incomplete in any way

- Owner name, address, phone number and email address
- Legal location of property (subdivision, lot block number, i.e., MPB2L08, which stands for Mill Pond, Block 2, Lot 08)
- Scale (1/8"=1'0"; 1/4"=1'0"; 1"=10'; 1"=20') and a graphic scale such as 
- North arrow 
- Recorded easements (view easement or other easements if any)
- Property lines and setback lines
- Adjoining property descriptions (i.e., single family home, vacant lot, common area)
- Large trees within 10' of property
- Any special zoning (i.e., environmental conservation or environmental protection zones)

Existing Landscape Elements

To be shown on site plan

- Boulders
- Rock outcroppings
- Existing trees with genus/species name, including the existing drip line of the canopy
- Significant native plantings
- Embankments and/or slopes (shown on topo, as built)
- Structure footprint and location of doors and windows

Required Information

Note: Plan returned if this section is incomplete in any way

- Plant list should include *type, genus, species, variety quantity, size and spacing* of all plants at installation. Example:

Key	Genus	Species	Variety	Common Name	Qty.	Spacing
AP	Acer	palmatum	"Coral Bark"	Japanese Maple	5	20' o.c. or as plan shows

- Location of all landscape elements to be installed (such as fences, walls, ponds, sheds, decks, patios, fireplaces, landscape lighting etc), shown to scale on site plan. *(Installation of these elements without ARC approval subject to fine.)*
- Design and construction drawings proposed for walls, gazebos, decks, walls, fences, etc., showing location, materials, dimensions, and elevation/section drawings to scale. *(Construction of these elements without ARC approval subject to fine.)*
- Drawings and/or sections of all gazebos, screens, planters, decks, walls, fireplaces and other features drawn to scale

Additional Information

- Irrigation systems noted or proposed drawn to scale. Show locations of all sleeving under paved areas.
- Type of bark dust or mulch proposed for all planting areas. Recommended types include a medium grind fir or hemlock of a consistent color: Aged dark.
- Please note any additional landscape elements (sculpture, fountains, etc.)

View Considerations

The ARC will review the impact of landscaping on neighboring lots. Views of other property owners must be considered in all landscape designs. Consideration should be given to adjacent properties both in placement and selection of plant materials. Size at full growth of all trees and planting will be reviewed. Trees existing on a lot prior to construction of home are exempt from this requirement.

At the discretion of the ARC, a condition of landscape approval may be imposed requiring landscape maintenance, so that plantings do not interfere with a view that is worth protecting.

Individual residents are free to negotiate view easements with their neighbors.

Appeal of ARC Decision

If an Applicant wishes to appeal the decision of the Committee, an additional review of the project may be requested. The purpose of this second review is to discuss specific objections and any mitigating circumstances that may justify a change in the Committee's decision. If the Committee confirms its previous decision, an Applicant may appeal to the Board of Directors. Refer to Forest Heights *Design Guidelines and Construction Regulations* for additional information concerning specific requirements and the design review process.

- I** Indicates information found incomplete on submittal. *Information must be provided and documents re-submitted within two weeks from date of review.* Landscape elements noted as incomplete may not be installed.
- C** Indicates information found to be complete on initial submittal. No additional information required.
- N/A** Not Applicable

See Landscape Plans for additional notes.