



ALTERNATIVE COMPLIANCE SUBMITTAL CHECKLIST

- Completed Application
- Application fee:
 - In conjunction with a Permit (\$250.00)
NOTE: Do not submit payment of fee until requested
 - In conjunction with existing companion case (no fee)
- Underlying permit case (provide a copy of the most recent permit comments from the Permit section)
- Underlying companion case (indicate companion case number on Application form)
- Section of Landscape Manual Alternative Compliance applied for
- Completed Statement of Justification
- 1 Zoning sketch map with property outlined in red
- 1 Aerial photograph with property outlined in red
- Any supporting information (photographs, previous Alternative Compliance approvals, etc.)
- 1 Tree Conservation Plan or Exemption Letter
- 1 Site Plan with site data table (General Notes)
- 1 Landscape Plan:
 - Landscape Architect's seal and signature
 - Planting schedule with key, quantity, size, and common and botanical names
 - Landscape Manual schedule(s) for applicable section(s)
 - North arrow and scale
 - Zoning and use of all abutting property
 - All natural features such as streams, ponds, lakes, etc.
 - Existing and proposed grading in two-foot contours, including the limits of disturbance
 - Location of all existing or proposed easements
 - Delineation of 100 year floodplain
 - Property lines
 - Dimensions of existing and proposed improvements from property lines
 - Required setbacks
 - Location of all existing and or proposed buildings and other structures

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- Location, size and description of all elements which are required to be screened per Section 4.4;
To include:
 - Trash facilities
 - Mechanical equipment
 - Loading spaces
 - Outdoor mechanical storage
 - Vehicle related uses
- Locations and labels of all proposed plants
- Location, type and quality of existing vegetation
- Location of all existing vegetation to be saved
- Location of all stormwater management ponds
- Location of other landscape elements (berms, walls, fences, etc.)
- Details and specifications of the proposed landscape elements such as fences, walls, screens etc.
- Tree canopy coverage schedule (Subtitle 25, Division 3, if applicable)