

# Landscape and Development Checklist

Prepared jointly by District and County Planning

Departments in Hampshire



*landscape group*

# LANDSCAPE AND DEVELOPMENT CHECKLIST

## Introduction

It is to the advantage of the developer to treat the environmental aspects of development proposals seriously and take appropriate professional advice where necessary. This will enable a planning application to proceed more quickly and will increase the likelihood of a favourable decision. If, on the other hand, the planning submission does not demonstrate that environmental aspects of the proposed development have been fully considered and satisfactorily incorporated into the site planning process and scheme design, then the Local Planning Authority may negotiate changes to, or refuse, the application

### Objective

The main objectives of this checklist are:

- To streamline the procedure whereby applications are considered by the Local Planning Authority by ensuring that all appropriate information is submitted and clearly presented, thus avoiding unnecessary delays which are costly to both the developer and to the Local Planning Authority.
- To improve the quality of the environment in areas undergoing change.

### Procedure

Early discussion between the applicant and the Development Control Officer is always advisable, and provides an opportunity for clarification of the level of information which will be required. The Checklist identifies the main headings which the developer will need to be aware of in formulating his landscape and environmental proposals, and for which information may need to be presented to the Local Planning Authority. Not every item will be relevant to every application, but there may be some applications for which information additional to that indicated on the checklist will be required.

Each application will be treated on its own merits. In case of doubt, appropriate professional advice should always be sought. Where the proposed development is of any significance (by virtue of its size or prominence or degree of impact on the locality), the Local Planning Authority will expect the developer to employ the services of a Landscape Architect. The checklist should be used by the developer to brief his Landscape Architect. Information on sources of professional advice is available on request from the Local Planning Authority. It should be noted that a site survey should be submitted with every application, and that the Local Planning Authority will normally expect outline landscape proposals to be included with those applications for outline permission where site layout is shown, and for detailed landscape proposals to be included with applications for full permission.

### Presentation

It is the developer's responsibility to present clearly all the necessary information, and ensure that all plans are at an appropriate metric scale for maximum clarity of communication, to enable the application to be processed efficiently. Service information, sightlines and all relevant site layout details should be included on the same plan as the landscape submission. If plans are unclear, or the information ambiguous, delays are likely since the Development Control Officer will have to contact the applicant for clarification before proceeding. Furthermore, the information provided by applicants should be readily understandable by members of the public and Council Members, to permit the consultative and decision making process to be efficiently undertaken.

The following should be considered by the developer before submitting a planning application:

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### **Planning Background**

- Local Plan Reference
- Planning Brief
- Conservation Areas
- Sites of Special Scientific Interest
- General Improvement Areas
- Ancient Monuments
- Listed Buildings
- Tree Preservation Orders
- Nature Reserves
- Areas of Great Landscape Value
- Areas of Particular Landscape Importance
- Areas of Outstanding Natural Beauty
- Height Restriction Zones
- Safeguarding areas and areas liable to flooding
- Easements
- Restrictive Covenants
- Common Land
- Historic Parks and Gardens register
- Environmentally Sensitive Areas
- Heritage Land

### **Site Survey and Analysis**

- Site Location (on Ordnance Survey base) and North Point
- Landscape Character
- Geology and Soils
- Contours and Levels
- Drainage (natural and man-made)
- Vegetation and Natural Feature
- Measured Tree Survey (Species, height, girth, canopy spread and condition)
- Existing Rights Of Way (on site and adjoining land)
- Visual Considerations (including views into and out of the site)
- Ecological/Wildlife Habitats
- Environmental Impact Assessment
- Climate/Microclimate
- Land Use (on site and adjacent sites)
- Historic and Archaeological Features
- Existing Services (above Ground and below)
- Site Boundaries (Location, Type)

### **Development Brief**

Analysis of the survey data with the development brief will form the basis of the design.

- Existing features to be retained or removed
- Areas of major constraints (including sightlines)
- Areas to be developed
- Protective measures
- Off-site information effecting proposals
- Contracting working areas and site access

### **Landscape Masterplan**

- Landscape Structure (main areas for planting: trees, shrubs, groundcover, native/ornamental; average densities and sizes)
- Location and orientation of buildings
- Roads, Footpaths, Cycleways, Bridleways, (including links to adjoining land)
- Open Space
- Contours and Levels (existing, proposed; areas of cut and fill)
- Services (existing and proposed, including zones of restriction by statutory undertakers affecting planting)
- Land Drainage (existing, proposed; streams, ponds, water features)
- Boundary Treatment
- Phasing and Programming
- Management Concept (long term design intentions)

## Detailed Landscape Proposals

### Planting Details

- Topsoil/Planting Material (depth and specification)
- Site Preparation
- Planting Specification
- Plant Numbers, Locations, Species, Variety, Form, Size (height/spread/girth), Planting density
- Mulch (depth and specification)
- Irrigation/water points
- Supports for trees/ shrubs/ climbers
- Grass/Seeded areas
- Protective Fencing measures (temporary/permanent; to existing features and to new planting)
- Remedial surgery to existing trees

### Landscape Structures

- Walls, fences, gates, rails, barriers, trelliswork
- Surfaces (soft, hard, drainage falls, steps, ramps)
- Play Equipment
- Seating, Litter bins, Bollards, other street furniture
- Lighting, Signing Services Above and below ground, existing and proposed
- Routing (depth, height, type, markers)
- Substations, junction boxes and similar structures
- Telephone kiosks, Post boxes, Bus stops
- Structures associated with building services (Ventilation outlets/ inlets, coolers, refuse stores)
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### Relationships to Building Proposals

- Mass
- Form
- Colour
- Materials

### Management Plan

- Design Concept
- Maintenance Responsibility (public, private) to be clearly marked on the plan
- Access (Public, Private, Emergency)
- Maintenance Regime (Grass areas, Ornamental Planting, Native planting, Woodland, Water areas)