



TOWN OF SOUTH KINGSTOWN

Planning Department

180 High Street
 Wakefield, RI 02879
 401-789-9331 (ext.1244)

HISTORIC DISTRICT COMMISSION

APPLICATION CHECKLIST: Alterations to Historic Landscapes

- All applications must be submitted in **both** hard-copy (*1 copy*) and digital (*PDF*) formats.
- The application date is the date the Planning Department receives the hard copy application.
- Not all landscaping activities require HDC approval. No approval is required for routine maintenance, pruning, brush clearing, invasive species mitigation, or similar landscaping projects. (*See Standards 51 and 52 for guidance on "historic landscape features."*)

	ITEM DESCRIPTION	Applicant	STAFF REVIEW
1.	Signed COA Application Form		
2.	Project Narrative		
3.	<u>Elevation Photos</u> : As required by general application Instructions.		
4.	<u>Existing Conditions Photos</u> : Provide photos of the area of the proposed landscape alterations out to the limits of disturbance. Include photos showing any historic landscaping structures (<i>e.g., walls, walkways, gardens, etc.</i>) and any mature specimen trees or other vegetation.		
5.	<u>Existing Landscape Plan</u> : Provide a scaled drawing (11x17) of the existing landscape conditions in the area proposed for alteration, including:		
	(a) Graphic scale and true north arrow.		
	(b) Location map showing where on the property the landscaping area is located. (<i>Not required if the plan shows the entire parcel.</i>)		
	(c) Building footprints within the project area.		
	(d) Planting plan of existing historic landscape vegetation (<i>e.g., specimen trees, hedges, formal gardens, mature examples of slow-growing species, etc.</i>)		
	(e) Existing historic landscape features (<i>e.g. stone walls, retaining walls, paths, patios, statuary, fences, gates, posts, terraces, arbors, pergolas, pavilions, driveways, outbuildings, etc.</i>)		
	(f) Identify any historic foliage or landscape features proposed for removal.		
	(g) Topography at 2' intervals. (<i>Only required where the proposed landscape plan includes changes to existing grades.</i>)		
6.	<u>Certification of Removal</u> : Where historic landscape vegetation is proposed for removal due to disease, insect damage, weather damage or as a threat to a building, the applicant shall provide a certified statement from a Registered Landscape Architect or Licensed RI Arborist explaining the reason for removing the vegetation.		
7.	<u>Proposed Landscape Plan</u> : Provide a scaled drawing (11x17) of the proposed landscape alterations, including:		
	(a) Items 5a-5c, from the existing landscape plan.		
	(b) Proposed landscape plan with topography (<i>where re-grading is proposed</i>).		

