



Alternative Compliance (ACL) Checklist

- Completed [application form](#)
- Application fee:
 - When in conjunction with a permit (\$250)
Note: Do not submit payment of fee until requested
 - When in conjunction with companion case (no fee)
- Underlying permit case on application form (provide a copy of the most recent permit comments from the Permit section)
- Underlying companion case number on application form
- Section of Landscape Manual from which Alternative Compliance is requested
- A typewritten Statement of Justification demonstrating how the request satisfies the requirements of [Section 1.3\(a\) through \(e\)](#), Alternative Compliance of the Landscape Manual. The statement must be signed by the applicant or the designated correspondent
- Zoning sketch map
- Aerial photograph with property outlined in red
- Any supporting information (photographs, previous Alternative Compliance approvals, etc.)
- Tree Conservation Plan or Exemption Letter
- Site plan demonstrating the following:
 - North arrow and scale
 - Property lines
 - Zoning and use of subject property and all abutting properties, location of buildings on abutting properties within 50 feet of a property line, and notes indicating the existence of all buildings on abutting properties within 200 feet of a property line
 - Name, location, existing right-of-way width, ultimate right-of-way width, and all existing and proposed improvements within all abutting streets
 - Natural features, such as existing two-foot contour topography, ponds, lakes, and streams
 - Delineation of regulated environmental features, such as 100-year floodplain, non-tidal wetlands, regulated streams, and associated buffers
 - Existing and proposed stormwater management facilities
 - Required buffer yard depths/widths (i.e., building setbacks and landscape yards from all lot lines)
 - Location, height, dimensions, details, and use of all existing and proposed buildings and other structures (including parking lots, sidewalks, and other paved areas; fences and walls; and recreational equipment)
 - Proposed grading in two-foot contours, with any slope steeper than three-to-one labeled
 - Location of existing and proposed utilities, including water, storm drain, and sanitary sewer pipes; overhead wires; utility poles and boxes; and signs
 - Location of existing and proposed easements, including, but not limited to, access easements and utility easements
- Landscape plan in accordance with [Section 2](#), Plan Preparation, sealed by a landscape architect registered in the State of Maryland demonstrating the following:

Planting Elements

- Location, general type and quality of existing vegetation, specimen trees, and areas of second growth; if a Forest Stand Delineation has been conducted on the site in connection with any previous stage of development, the level of detail concerning existing vegetation shown on the landscape plan shall be equal to that in the Forest Stand Delineation
- Existing vegetation to be saved (indicated and noted accurately by size and species)
- Methods and details for protection of existing vegetation during construction
- Locations and labels of all proposed plants, using standard landscape architectural graphic conventions portraying plant spreads at 25 to 30 feet for shade trees, 10 feet for evergreen trees, and 15 to 20 feet for ornamental trees
- Plant list or schedule including botanical and common names, quantities, spacing, native status, and size at time of planting of all proposed plants in accordance with minimum plant measurements
- Location and description of other landscape improvements, such as earth berms, walls, fences, screens, sculptures, fountains, street furniture, lights, and courts or paved area
- Planting installation details as necessary to ensure conformance with the standards in [Appendix 4](#), Landscape Specifications and Planting Details
- Schedules or lists showing required and proposed quantities for items called for by the Landscape Manual (see [Section 4](#), Landscape Standards, for examples). Schedules showing the required and proposed quantities should be retained in the Landscape Plan for Alternative Compliance. In addition, the Alternative Compliance in question should be graphically identified on the Landscape Plan.

Site Elements

- North arrow and scale
- Property lines
- Zoning and use of the subject property and all abutting properties, location of buildings on abutting properties within 50 feet of a property line, and notes indicating the existence of all buildings on abutting properties within 200 feet of a property line
- Name, location, existing right-of-way width, ultimate right-of-way width, and all existing and proposed improvements within all the abutting street
- Features, such as existing two-foot contour topography, ponds, lakes, and streams
- Delineation of regulated environmental features, such as 100-year floodplains, non-tidal wetlands, regulated streams, wetlands, and associated buffers
- Existing and proposed stormwater management facilities
- Required buffer yards, including building setbacks and width of landscape yards from all lot lines
- Location, height, dimensions, and use of all existing and proposed buildings and other structures and improvements (including parking lots, sidewalks, paved or unpaved trails, and other hard surface areas, fences and walls, and recreational equipment)
- Proposed grading in two-foot contours with any slope steeper than 3:1 labeled
- Location of existing and proposed utilities, including water, storm drain, sanitary sewer pipes, overhead and underground wires, utility poles and boxes, and signs
- Location of existing and proposed easements, including, but not limited to, access easements and utility easements
- Location, size, and description of all elements required to be screened by [Section 4.4](#), Screening Requirements

Applicable Landscape Manual Schedules

- Landscape plans should include all applicable schedules from [Section 4](#), Landscape Standards, to document compliance with all standards established by the Landscape Manual