

## LANDSCAPE MODIFICATION CHECKLIST

**INSTRUCTIONS** → Submit the following items listed in the checklist below. Online submittal via the [Permitting Portal](#) is preferred. Hard copies may be submitted by mail or in person however, digital files of all hard copies will be required to be submitted.

[Online Submittal Instructions](#)

[Hard Copy \(paper\) Submittal Instructions](#)

1) <input type="checkbox"/> <b>Fee</b>	Fees are noted in the <a href="#">Planning, Zoning and Land Use Fee Schedule</a> . Fees are non-refundable and payable by cash, check or credit card.
2) <input type="checkbox"/> <b>Land Use Application</b>	The <a href="#">Land Use Application</a> must be filled out completely and signed by the owner, applicant, or primary contact.
3) <input type="checkbox"/> <b>Landscape Plan</b>	Must be drawn in accordance with <a href="#">EMC 19.35.140</a> .
4) <input type="checkbox"/> <b>Narrative Statement</b>	Provide a typed narrative statement addressing all modification criteria from <a href="#">EMC 15.03.060</a> and identifies how this proposal is consistent with at least one of the instances from <a href="#">EMC 19.35.190.A</a> . Include the criteria(s) and instance you are addressing within the narrative statement.

If this checklist or any of the items above are not included with your application submittal, your application may be deemed “incomplete” and returned to you in accordance with [EMC Title 15.01](#).