



Submit a portfolio (electronically) which includes three projects, installed for two or more years, each of which include the following items:

Design Intent Statement

Maximum of two pages (typed) This statement must include the following information: zone, environmental and climate conditions, physical limitations and restrictions, and regulatory limitations and restrictions.

- **Existing Condition/Site Inventory Information:** Describe what was already there. Example: Lot size, orientation, zone, plant climate, environmental condition, location (suburban/urban/country), architectural style, circulation, access, trash, parking, features or plants to keep or remove.
- **Roles and Responsibilities:** Describe your role related to the project and the role of others who worked on the project. Example: Served as a member of the team, reporting structure, final decision-maker, etc.
- **Client Program/Scope of Work:** Describe the client (family/ animals/kids/etc.) and the project goals (what are you trying to solve?) Example: budget, timeline, schedule, major spaces (dining, cooking, front garden, etc.), major elements (fire, pool, outdoor kitchen, etc.), sustainability (rain gardens, Stormwater management), existing style, theme.
- **Solution:** Describe how you addressed the client's program and how you solved the problem. Example: Share challenges experienced (i.e. difficult client, budget, design constraints, etc.), and how issues were addressed.
- **Regulatory Climate:** Describe what limitations you face directly related to the regulatory climate in your geographic area. Example: state regulations, local mandates, etc.

Photo Map and Photos

Photo Map – A reduced plan that graphically shows where your photos were taken (viewpoint and direction).

Photos – Before and After taken from the same general location and labeled (i.e. before view from lawn, after view towards woods, etc.) Minimum: 10 photos / Maximum: 20 photos for each project.

The following three plans may be CAD or hand drafted, submitted on one of the following sheet sizes (11x17, 18x24, or 24x36), and must be scaled at 1"=20', 1"=10', 1/8" or 1/4".

Hardscape Plan

Indicates elements such as circulation, patios, decks, pools, fences, built elements, structures, retaining wall systems, sustainable elements, etc.

- Title Block (project address, scale, north arrow)
Do not include designer or client names.
- Identification of elements (existing and new)
- Basic dimensions of major elements, labels, graphic scale, and notes
- Clearly identify the extent of your work

Planting Plan

Includes all plants (existing and new) used in the project.

- Title Block (project address, scale, north arrow)
Do not include designer or client names.
- Plant identification with botanical names
(Do not use abbreviations for plant names)
- Planting details and guidelines
- Plant list and/or legend with botanical and common names, quantities, sizes and remarks
- Graphic scale

Other Plans/Drawings

Optional and can include details, elevations, sections, 3-D, and perspectives. Please do not include any preliminary drawings, only final drawings.