



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)

- **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.

## 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, designer name) Do not include client's name.
- 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, designer name) Do not include client's name.
- 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