



Terms of Reference:

Landscape Plan and Details

Town of Milton
January 2023

Disclaimer: Terms of Reference documents will be reviewed and updated as necessary to reflect current policies, practices and accepted standards.

1. What is the purpose of this?

A landscape plan and details illustrates the existing vegetation to be retained, the proposed landscaping, materials and features and detail drawings demonstrating installation.

2. Who should prepare this?

A landscape plan and details should be prepared by a qualified landscape or horticultural professional. The level of qualification required is dependent on the size and/or complexity of the development proposal and design team composition, which will be discussed and determined at the time of pre-consultation meeting.

3. When is this required?

A landscape plan and details may be required as part of the following application(s):

- Zoning By-law Amendment (conceptual landscape plan only);
- Draft Plan of Subdivision; and,
- Site Plan Control.

4. Why do we need this?

A landscape plan and details are required to demonstrate a proposed development's conformity with the applicable policies of the Official Plans, regulations of the Zoning By-laws and adherence to all relevant urban design guidelines and standards.

5. How should this be prepared?

Depending on the size or complexity of the development proposal, a landscape plan and details may be a stand-alone drawing, or the information may be included on a site plan. In either case, the following information is required:

- The location and description (e.g. type, material, size, height) of:
 - All existing natural features, including top-of-bank and watercourses;
 - Existing vegetation to be retained or removed;
 - Landscape buffers and screening;
 - Protection measures for the existing vegetation to be retained;
 - All proposed plant material, planting beds and sodded areas;
 - All hard surfaced areas (e.g. driveways, walkways, parking areas, curbing, patios and plazas);

- All fences, screen walls and retaining walls, including height and materials;
- Stormwater management landscape features;
- Above and below ground utilities, including lighting standards/features;
- Refuse storage and collection facilities, including screening features; and,
- Snow storage facilities.
- A detailed plant list itemizing botanical name, common name, quantity, size, condition and spacing of all proposed plant material.
- Proposed grades, finished first floor elevations, existing grades along the property lines and elevations at the base of retained existing trees.
- All measurements in metric and to scale.

6. What else should we know?

Recommend reviewing the specific requirements of your application and proposed landscaping with Town staff.

7. What other resources are there?

Town of Milton - Site Plan Guidelines

*Contact Town Planning Staff by email to Planning@milton.ca

Conservation Halton Guidelines for Landscaping and Rehabilitation Plans

<https://www.conservationhalton.ca/policies-and-guidelines/>