



FCLD PLAN SUBMITTAL

FNGLA's FCLD program is designed for professionals in landscape design firms, as well as landscape designers in government agencies. You must meet the following criterion:

* Minimum of two years' professional landscape design experience *prior* to application.

- 1) Submit required certification exam application, proof of professional work experience, educational records and fees.
- 2) Submit landscape plan, for a job that has been installed, with all included materials and plant specifications. The plan may be for a residence, business or commercial establishment, industrial or governmental project, or other suitable project that demonstrates the applicant's professional capabilities. Educational assignments will not fulfill these criteria. Graphics (hand drawn or computer generated) must be rendered by the applicant.
- 3) Design intent statement (including information on existing site conditions, client needs or problems, design concept, budget, zone hardiness information, etc).
- 4) Before and/or after photographs (preferably both) of all or part of the site.
- 5) Three (3) client letters of reference (include client name and contact information on application).

CRITERIA FOR PREPARING WORK FOR REVIEW

DESIGN INTENT STATEMENT

Your design intent statement should be clear, concise, and specific. The statement should include any information that enables the certification review committee to better understand the project. Be sure to include the reasoning behind your design. Where applicable, include:

- * client needs, directions and budget;
- * existing site conditions/problems (e.g. drainage, slopes, pH, and/or soil types);
- * off-site conditions (e.g. adjacent views, structures, line of sight restrictions or other existing situations);
- * arrangements for installing the design (designer's company or other).

GRAPHICS/PLAN

1) Mail a copy of the original landscape plan drawn to scale. It must be submitted on standard paper sizes (e.g. 24" x 36", 18" x 24", etc.) and properly booked so all submissions fit into a standard 9" x 11" envelope. Please do not send reductions. Also, include a site plan of existing conditions, if possible, is helpful.

The plan should include:

- * scale
- * north arrow
- * date

- * client's name and your name/business name
- * correctly labeled materials, and
- * a complete (botanical & common plant names, size, quantity and comments) plant list.

Although the recipient or installer may understand the plan, label everything accurately using scientific plant nomenclature from the plant list for ease of review.

2) Submit a plan intended for bidding and/or installation, not an educational assignment or in-house drawing. The plan should reflect the client's professional services. An acceptable submittal must be of a scope that includes:

- * full size lot
- * diverse plant palette demonstrating horticultural expertise
- * design that positively impacts the existing site
- * technically correct tree and/or palm planting and staking details

Additional, but optional, features include:

- * water features
- * site furnishings
- * landscape accessories
- * landscape lighting

If the plan references other sheets or materials, include copies of these.

3) If the plan is primarily a restoration or renovation of an existing landscape, include a pre-existing site plan. Label everything as it exists, and indicate plants that are to be removed. Make changes and additions where appropriate.

4) The entire submission must fit into a standard 9"x 11" envelope. Please do not send tubes, photo albums or other materials that will not fit into your file.

5) Plans and photographs will not be returned unless requested and accompanied by a self addressed, stamped envelope.

PHOTOGRAPHS

Before and/or after photographs (preferably both) of all or part of the site are required. The photographs should relate to some aspect of your design intent statement. Be sure to clearly label all photographs. Photos will not be returned unless requested. If you wish photos or materials returned, please include a return envelope with postage.

ELEVATIONS AND/OR PERSPECTIVE DRAWINGS

These drawings are helpful to the certification committee but are not required.

Mail your plan submittal with completed FCLD exam application to:

Merry Mott, FNGLA
1533 Park Center Drive
Orlando, FL 32835
407-295-7994