

Certified Landscape Designer (CLD)

Portfolio Submissions Guidelines

CLD candidates must submit a portfolio of work that features three significant landscape projects in which they played the lead design role. It is strongly recommended that candidates submit their first project within six months of completing the written section. Candidates are required to complete their application (written and portfolio submission) within 5 years of their first project submission or examination attempt.

Candidates are encouraged to first submit one project for review and use feedback from the portfolio review committee to complete additional projects. If the first project meets submission requirements, it will count towards earning the designation. If it is unsuccessful, it may be improved and re-submitted, along with additional projects.

Candidates should submit 3 – 5 projects to demonstrate competence under eight sections to be evaluated in the portfolio review (see table below). One project MUST demonstrate competence in all 8 sections. If a project does not include proof of competence in certain section(s), candidates are required to indicate the missing section(s) in their statement of intent and submit additional projects to prove the missing competencies. For example, a candidate who submits project(s) missing planting details could submit additional project(s) to prove competence in this area.

Only projects submitted in both digital and hardcopy formats will be judged.

Each project will be evaluated for competence under the following sections:

- 1. Documentation;**
- 2. The Quality of Plans and Drawings Submitted;**
- 3. Project Layout Plan/Information;**
- 4. Hardscaping Plan/Information;**
- 5. Construction Details;**
- 6. Planting Plan/Information;**
- 7. Grading and Drainage Plan/Information; and**
- 8. The Quality of the Landscape Design.**

Each project must achieve a **total score of 70% or greater, plus at least 70% per section.** All portfolio judging is conducted anonymously, by Certified Landscape Designers or accredited Landscape Architects. Full/detailed feedback is provided to each applicant, in the form of comments, where pertinent, on each criterion for the eight competence sections, as itemized below. Score for each section will be provided.

A comprehensive checklist of items in each of the eight main sections above follows on the next page.

**Certified Landscape Designer (CLD)
Portfolio Submission Check List**

1. Documentation	
	Clear and complete <i>Declaration Form</i> on template provided.
	All documents submitted in both digital and hard-copy formats.
	<i>Project photographs</i> – min. 2 before, 2 after, 2 close-ups, all labeled and located on plan.
	<i>Statement of Design Intent</i> - 300 words max, including specific client needs/requests, environmental site conditions, site challenges and other design factors.
	<i>Budget Breakdown</i> - appropriate unit pricing, all design components included; indicates a value/cost for design/consultation.
2. Quality of Plans and Drawings	
	Complete title block, information and notes, drawing orientation, legend, page/file/information, credited sources, design contacts, revisions, scale, date
	Organization/location, clarity, completeness, quantity and accuracy of labels
	Appropriate/varied line weights/hierarchy; appropriate symbols and textures; balanced drawing layout and composition; appropriate scale.
3. Project Layout Plan/Information	
	Clearly delineated design components, including existing/proposed site elements.
	Appropriate base/reference points and locations used as references
	Fully formatted dimensions; complete radii data where appropriate; double dimensions where appropriate.
4. Hardscaping Plan/Information	
	Product identification - (colour/size/shape). Appropriate use and combination of hard materials based on stability, structure, capacity and site-specific requirements. Selection of site features and furnishings.
	Hardscape elements fully delineated, labeled and placed appropriately.
	Required/necessary patterns and material combinations clearly indicated.
5. Construction Details	
	Appropriate detail types selected according to site and design requirements. Details identified and referenced to the main drawing/plan.
	Detail scale indicated and appropriate. Details fully dimensioned and labeled according to detail type.
	Can the feature be constructed and is it durable? Appropriateness of details provided.
6. Planting Plan/Information	
	Appropriateness of selections, (ultimate size, zone, microclimate, soil type, pest & disease resistance). Grouping and combination of plant material. Requires compliance with the Canadian Standards for Nursery Stock.
	Appropriate number and location of plant material for the space available.
	Plants fully keyed or labeled, including, botanical and common names, numbers, planting condition, and planted size.
7. Grading & Drainage Plan/Information	
	Appropriate existing and proposed elevation notations - spot elevations and/or contour lines. Appropriate units of measure.
	Completeness of drainage design and patterns across site. Appropriate quantity of information provided, adequate outflow provision.
	Design reflects common grading standards and requirements. The designed drainage works.
8. Quality of the Landscape Design	
	The design exhibits appropriate, balance, repetition, massing, and scale, interconnection and has appropriate dominance/focal points.
	Design meets the clients' needs and wishes. Design includes three dimensional considerations and is functional.
	Design exhibits a consistent style, theme and/or form composition. A creative design solution.