



## Legacy Provision Review Guidelines and Checklist

### Guideline to Candidates for Design Selection

Applicants are expected to present landscape designs of residential and commercial projects that:

- They played a primary role in creating
- Clearly demonstrate their level of professional competency
- Contain detailed grading, drainage, construction and layout plans, etc.
- Include before and after photos of the project

### Review Guidelines

Reviewers will assess presentations to determine whether the applicant has a level of competency equivalent to or higher than that established by the regular CLD certification program.

### Process Guidelines

- a) There will be a minimum of two reviewers per applicant.
- b) Reviewers cannot also be the applicant's sponsors.
- c) Application and sponsor forms will be reviewed to determine applicants' suitability to apply under the legacy provision.
- d) Upon approving an application to proceed under the provision, applicants will be invited to present their designs (see presentation guidelines) for review.
- e) Reviews can occur electronically whereby submissions are emailed to reviewers who complete the review by email correspondence without having a meeting.
- f) When reviewers require a meeting to review applications and/or presentations, the CNLA staff person will make the arrangements and may explore the possibility of virtual meetings.
- g) The CNLA staff person will provide reviewers with applicants' presentations in a timely manner.
- h) An interview with the applicant may occur at the reviewers' discretion.
- i) When an interview is required, the CNLA staff person will, in collaboration with the reviewers and applicant, determine a suitable method for the interview. Electronic conferencing options may be considered.
- j) Applicants will have a maximum of two years to submit updated portfolios addressing reviewers' comments/requests to provide additional or supplemental information.



## Portfolio Submission Checklist for Legacy Provision Applicants

Portfolio submissions will be evaluated based on the following criteria:

### ***Documentation***

- Required Forms
- Before and after project photos

### ***Construction Detail***

- Identification and selection
- Scale, dimensions and labels
- Constructability

### ***Drawing Quality***

- Basic data and information
- Labeling
- Drafting

### ***Planting***

- Selection
- Quantity and spacing
- Plant keys/labeling

### ***Layout Information***

- Features/components
- Reference points
- Dimensions

### ***Grading and drainage***

- Elevation information
- Drainage design
- Drainage functionality

### ***Hardscaping***

- Materials selection
- Identification of material
- Installation details

### ***Design***

- Design quality & aesthetics
- Design criteria
- Design principles