

## Portfolio Submissions Guidelines

*All CLD candidates must submit a portfolio of work featuring 3 significant landscape projects in which they played the **lead design role**. The candidate will be responsible for the overall design, drafting, and/or approval of the plans, as well as preparing the submission package.* It is strongly recommended that candidates submit their first portfolio within six months of completing the written examination. All certification requirements—including the written exam and portfolio—must be completed within five years of the candidate’s first exam attempt or initial portfolio submission.

**Candidates have the option to submit all three (3) portfolio projects at once. Alternatively, if you would like feedback from the portfolio review committee, you can submit your first project and use their feedback to enhance the remaining projects.**

If the first project meets the submission requirements, it will contribute towards earning your designation. If any portfolio submission does not meet the requirements for CLD, you have the opportunity to revise the drawing page or pages and resubmit them for review.

*Candidates are required to submit 3 projects that demonstrate competence under eight sections to be evaluated in the portfolio review (see table below).*

**Projects to be submitted in digital format only.**

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

- 1. Documentation**
- 2. Quality of Plans and Drawings Submitted**
- 3. Project Layout Plan**
- 4. Hardscaping Plan**
- 5. Construction Details**
- 6. Planting Plan**
- 7. Grading and Drainage Plan**
- 8. 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. Detailed feedback is provided to each applicant, in the form of comments where pertinent, for each criterion in the eight competence sections, as itemized below. Scores for each section will be provided.

A comprehensive checklist of items in each of the eight competence sections is on the next page.

## Portfolio Submission Checklist for Regular and Legacy Path

<b>1. Documentation</b>
Complete the <i>Client Declaration &amp; Permission Form</i> with the template provided.
All documents submitted for review will be in a <i>digital format</i> – PDF files.
<i>Project photographs with descriptions</i> – Minimum 2 before, 2 after, 2 close-ups, all cross-referenced and labelled on plan.
<i>Statement of Design Intent</i> - 300 words maximum, including specific client needs and requests (wishlist), environmental site conditions, any site challenges and other factors that impacted the design.
<i>Budget Breakdown</i> – Provide a construction budget for all materials within the drawing package.
<b>2. Quality of Plans and Drawings</b>
Complete a title block including the company's and designer's names, design information and notes, drawing orientation, North arrow, drawing legend, page/file information, credited sources, all revision dates, drawing scale (Imperial or Metric), drawing date, and printed sheet size.
Organization/location and accuracy of labels. Clarity, completeness, and quantity of all labels.
Appropriate/ varied line weights vary with a clear hierarchy in the drawing. Textures show intent; appropriate symbols and textures; balanced drawing layout and composition; drawings show an understanding of appropriate scale.
<b>3. Project Layout Plan</b>
All design components are clearly named and labelled, including existing (to remain) and proposed landscape elements and features.
Appropriate base or benchmark reference points and locations to be used as a reference
Provide key dimensions, including radii (where appropriate), for design components and proposed elements, including landscape features. Select a page size appropriate for the design.
<b>4. Hardscaping Plan</b>
Product identification. Include the manufacturer's name, product colour, size, and laying pattern. Provide a suitable combination of hard materials based on site-specific requirements. Selection of site features and furnishings.
Hardscape elements are delineated and labelled appropriately. Laying patterns and material combinations are clearly indicated.
<b>5. Construction Details</b>
All construction must be detailed. Details selected in accordance with site and design requirements. Details identified and referenced in the hardscape plan/drawing.
Construction details to be titled, fully dimensioned, labelled and drawn to scale, with scale clearly noted.

<p>Do the details comply with Canadian Landscape Standards (CLS)? Are appropriate details provided? Can it be built according to the details? Is it durable?</p>
<p><b>6. Planting Plan</b></p>
<p>The selection, quantities and layout follow good design principles. Are the selected plants appropriate for the site's growing conditions (microclimate), zone, and soil type? Do they meet the Canadian Standards for Nursery Stock?</p>
<p>All plant materials are fully labelled or keyed. Provide a plant schedule or plant list that includes the following: botanical and common names, number/quantities, root ball or container size, and comments for each selection.</p>
<p>Provided planting details for all proposed plantings. Planting details to be titled, fully dimensioned, labelled and drawn to scale with the scale clearly noted.</p>
<p><b>7. Grading &amp; Drainage Plan/Information</b></p>
<p>Provide a Legend for clarity.</p>
<p>Site elevation information: clearly indicate existing and proposed elevations using spot elevations, directional arrows and/or contour lines (appropriate units of measure for contour lines). Note the benchmark on the drawing.</p>
<p>Clearly show drainage patterns (indicate slope percentage) to ensure positive drainage and surface water management. Ensure drainage complies with municipal grading by-laws, common grading standards, and requirements.</p>
<p>Ensure the proposed grading and drainage works.</p>
<p><b>8. Quality of the Landscape Design</b></p>
<p>The overall design exhibits a creative scheme with interconnected spaces with appropriate focal points or features. The design is balanced and incorporates design principles, elements and composition.</p>
<p>Design meets the clients' needs and wishes. Design exhibits a consistent style or theme. Incorporates creative design solutions.</p>
<p>Design might include three-dimensional elements. These must be functional as well as aesthetic.</p>