

DESIGN PLANNER GUIDELINES

The following is a sequence of procedures utilized by Cincinnati Pine Landscape in creating a custom master plan for your residence.

DESIGN MISSION: A statement that best describes the overall characteristics, expectations and functions of the spaces designed.

CLIENT COMMITMENT: A client dedication and understanding of the planning, procedures and costs required to formulate and implement the Design Mission.

PROJECT PRIORITIES: A client detailed list of elements to be considered, personal ideas, desires and priorities for space to be designed, as outlined in the Design Mission.

BUDGET: A client needs to establish a realistic price for the implementation of the landscape improvement project that will fulfill the goals and aspirations of the Design Mission and Project Priorities.

PLANNING: A schedule of improvement times and dates that relate to procedures required to formulate and implement the Landscape Master Plan.

ON & OFF SITE CHARACTERISTICS: A description of all existing on and off site elements and conditions that may have an impact on the site in regards to the Project Priorities and Design Mission.

SITE STRENGTHS: A description of all existing elements and conditions that may have a positive impact on the site in regard to the Project Priorities and Design Mission.

SITE WEAKNESSES: A description of all existing elements and conditions that may have a negative impact on the site in regard to the Project Priorities and Design Mission.

FUNCTION BASE MAP: A graphic illustration of the site, including all On & Off Site Characteristics, Site Strengths and Weakness that will impact the site.

DESIGN PROCESS: The creation of the Landscape Master Plan which illustrates the clients Project Priorities as they relate to the Design Mission, Budget and Functional Base Map.

IMPLEMENTATION: The process of constructing and installing the features and elements illustrated on the Landscape Master Plan.

DESIGN SERVICES AND DOCUMENT SCHEDULE

DESIGN SERVICES:

The following series of tasks will be performed during the Design Process

- 1. FIRST MEETING:** Meeting on site with the client to review Design Planner and discuss the Design Mission, Client Commitment, Project Priorities, Budget And Planning issues.
- 2. SITE VISIT:** Time spent on site to gather design information, perform field measurements, locate and list all On & Off Site Characteristics and describe existing Site Strengths and Site Weaknesses.
- 3. DESIGN PROCESS:** Analyze site data in the form of a Functional Base Map and begin the preparation of the preliminary landscape master plan and cost estimate
- 4. SECOUND MEETING:** Meeting on site with client to present the preliminary landscape plan, discuss the Budget and review material included within the design.
- 5. DESIGN PROCESS:** If necessary, perform revision to complete the landscape master plan and cost estimate as discussed at second meeting.
- 6. THIRD MEETING:** Meeting on site with the client to approve the landscape master plan, cost estimate and materials. Coordinate installation of landscape improvements and project payments with the client.
- 7. IMPLEMENTATION:** Call utilities, order and purchase materials and begin installation of the landscape master plan as arranged with the client.

DOCUMENT SCHEDULE:

The following, drawings and documents will be prepared during the Design Process.

- 1. PRELIMINART PLAN:** This plan will illustrate all existing site conditions and proposed elements of the design for your site at a scale of 1/8"= 1' - 0". Notes will identify proposed hardscape items and quantities, Labels will identify proposed plant materials, quantities and sizes. The cost estimate will consist of quantities, descriptions of the purposed items, unit costs and totals costs. You will retain up to two (2) prints of the preliminary plan and copy of the cost estimate.
- 2. MASTER PLAN:** This plan will illustrate any revisions and modifications to the design as requested by clients at scale of 1/8"= 1' - 0". Final locations and quantities of all hardscape items (patios, walkways, steps, retaining walls, decks, overhead structures, swimming pools, hot tubs, water features and dry stone creeks,) will be noted. Labels will identify final quantities and sizes of plant materials. Notes will identify any other items that are included in the overall landscape improvement project. The final cost estimate will consist of revised quantities, descriptions, unit costs and total costs. You will retain one print of landscape master plan and copy of cost estimate.

PLANNING GUIDE QUESTIONNAIRE

A Planning Guide for Landscape Design Created by Cincinnati Pine Landscape

Thank you in advance, for taking the time to review and answer the following series of questions and checklist. Your response will be helpful in gathering important design information needed to successfully begin preparing a custom landscape design for your particular site. All information will be used solely by Cincinnati Pine Landscape. Completing this questionnaire will benefit you in the creation of a custom landscape master plan that will accommodate your ideas, desires, and expectations, as they relate to the existing element and conditions of your site. Please add additional comments or notes you feel will be helpful. If you have any questions while completing this questionnaire, feel free to contact me at 513-732-9696.

1. Please list any important **Dates** or **Time Frames** that may be of significance to the completion of the landscape master plan implementation.
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-

2. Please mark one of the following **Design Statements** that best describe the characteristics, elements, and functions of the space(s) to be designed.

_____ Contemporary:	Simple and uncluttered, with single specimen trees, evergreen and flowering shrub masses, colorful perennials and annuals.
_____ Formal:	Uniform, somewhat ridged look, with evergreen hedges, pruned plants and colorful perennials.
_____ Early American	Symmetrical and practical, with trees, informal evergreen hedges, flowering shrub masses colorful perennials and spaces for gardening.
_____ New American	Asymmetrical and colorful, with trees, informal evergreen hedges, flowering shrubs masses colorful perennials, and annuals.
_____ Oriental Design:	Strong symbolism and simplistic, with signal plants, aggregate materials, and sculpture.

3. Please list your Project Priorities, including your personal ideas, desires, exceptions, special activities or hobbies, to be considered for the site throughout the Design Process

A. Shapes and Styles

_____ Curved	_____ Rectangular	_____ Squared
_____ Lineal	_____ Raised	_____ Sunken
_____ Terraced	_____ Natural	_____ Rustic
_____ Informal	_____ Formal	_____ Open
_____ Private	_____ Hidden	

B. Elements and Functions

- | | | |
|---|---|--|
| <input type="checkbox"/> Deck | <input type="checkbox"/> Patio Area | <input type="checkbox"/> Walkways |
| <input type="checkbox"/> Arbor | <input type="checkbox"/> Sitting Area | <input type="checkbox"/> Steps |
| <input type="checkbox"/> Pergola | <input type="checkbox"/> Grill Area | <input type="checkbox"/> Retaining walls |
| <input type="checkbox"/> Gazebo | <input type="checkbox"/> Eating Area | <input type="checkbox"/> Play gym |
| <input type="checkbox"/> Overhead Trellis | <input type="checkbox"/> Planting Beds | <input type="checkbox"/> Hot Tubs |
| <input type="checkbox"/> Dry Stone Creek | <input type="checkbox"/> Container Gardening – Pots | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Functional Creek | <input type="checkbox"/> Gardening-Vegetables | <input type="checkbox"/> Athletic Courts |
| <input type="checkbox"/> Water Feature – Pond | <input type="checkbox"/> Annuals/Perennial Garden | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> Fountain | <input type="checkbox"/> Lighting | <input type="checkbox"/> Statuary |

C. Special Activities

- | | | |
|--|--|--|
| <input type="checkbox"/> Entertaining 5-10 People | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Vegetable Gardening |
| <input type="checkbox"/> Entertaining 10-15 People | <input type="checkbox"/> Badminton | <input type="checkbox"/> Perennial Gardening |
| <input type="checkbox"/> Entertaining 15-20 People | <input type="checkbox"/> Basketball | <input type="checkbox"/> Annual Gardening |
| <input type="checkbox"/> Grilling | <input type="checkbox"/> Football | <input type="checkbox"/> Storage Structure |
| <input type="checkbox"/> Dining outside | <input type="checkbox"/> Baseball | <input type="checkbox"/> Outside Storage |
| <input type="checkbox"/> Active Area - Socializing | <input type="checkbox"/> Wiffleball | <input type="checkbox"/> Potting Shed |
| <input type="checkbox"/> Passive Area – Relaxing | <input type="checkbox"/> Chipping Golf Balls | <input type="checkbox"/> Compost Area |
| <input type="checkbox"/> Sunbathing | <input type="checkbox"/> Croquet | <input type="checkbox"/> Additional Parking |
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Number of Children | <input type="checkbox"/> Pets |

4. Please list the type of Hardscape Materials that would meet the needs of your Project Priorities.

A. Walks, Patios, and Driveway:

- | | | |
|--|------------------------------------|--------------------------------|
| <input type="checkbox"/> Concrete Pavers | <input type="checkbox"/> Aggregate | <input type="checkbox"/> Brick |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Asphalt | <input type="checkbox"/> Other |

B. Retaining, and Garden Walls:

- | | |
|---|---|
| <input type="checkbox"/> Retaining Block | <input type="checkbox"/> Flat rock/Cut-wall |
| <input type="checkbox"/> Tumbled Wall Units | <input type="checkbox"/> Mortared |
| <input type="checkbox"/> Brick | <input type="checkbox"/> Fieldstone |

C. Decks and Overhead Structures:

- | | | |
|---------------------------------------|--------------------------------|----------------------------------|
| <input type="checkbox"/> Treated Pine | <input type="checkbox"/> Cedar | <input type="checkbox"/> Redwood |
|---------------------------------------|--------------------------------|----------------------------------|

D. Water Features:

- | | | |
|---|---|---|
| <input type="checkbox"/> Stone-Concrete | <input type="checkbox"/> Stone-Liner Pool | <input type="checkbox"/> Dry-Functional Creek |
|---|---|---|

E. Planting Beds;

- | | | |
|---|--|--|
| <input type="checkbox"/> Stepping Stones | <input type="checkbox"/> Stacked Flat Rock Details | <input type="checkbox"/> Decorative Boulders |
| <input type="checkbox"/> Pine Straw Mulch | <input type="checkbox"/> Hardwood Mulch | <input type="checkbox"/> Cypress Mulch |

5. Please list the types of **Plant Materials** that would meet the needs of your **Project Priorities**.

A. Plant Materials:

- | | | |
|---|---|---|
| <input type="checkbox"/> Large Shade Trees | <input type="checkbox"/> Flowering Trees | <input type="checkbox"/> Specimen Trees |
| <input type="checkbox"/> Evergreen Trees | <input type="checkbox"/> Specimen Shrubs | <input type="checkbox"/> Large Flowering Shrubs |
| <input type="checkbox"/> Large Evergreen Shrubs | <input type="checkbox"/> Small Flowering Shrubs | <input type="checkbox"/> Small Evergreen Shrubs |
| <input type="checkbox"/> Ornamental Grasses | <input type="checkbox"/> Perennials | <input type="checkbox"/> Annuals |
| <input type="checkbox"/> Vines | <input type="checkbox"/> Groundcover | <input type="checkbox"/> Bulbs |
| <input type="checkbox"/> Herbs | <input type="checkbox"/> Vegetables | <input type="checkbox"/> Fruit Trees/Shrubs |

B. Plant Use:

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Privacy | <input type="checkbox"/> Enhancement | <input type="checkbox"/> Wind Reduction |
| <input type="checkbox"/> Noise Reduction | <input type="checkbox"/> Color | <input type="checkbox"/> Attract Birds |
| <input type="checkbox"/> Shade | <input type="checkbox"/> Fragrance | <input type="checkbox"/> Cutting |

6. Please list any **Hardscape** or **Plant Materials** that would not meet the needs of you Project Priorities.

7. Please list any existing **On-Site** and **Off-Site Characteristics** that may have an impact on the site during the Design Process.

8. Please list any existing **Site Strengths** that will have a positive impact on the site during the Design Process.

9. Please list any **Site Weakness** that will have a negative impact on the site during the Design Process.

10. Please note a realistic **Budget** that should be considered for the elements and functions of Design Process to be in your landscape improvement project.

Overall Budget \$ _____

_____ We plan on implementing this project in Phases.

_____ We have not established a budget for the landscape improvements. Please help us establish a realistic price for the elements and functions to be included in our improvement project.

11. Please provide any additional notes or comments.

Thank you very much for taking the time to complete the Cincinnati Pine, Inc. Questionnaire.

C. Stephen Brackett, President

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