



## FCLD CANDIDATE LANDSCAPE PLAN SUBMITTAL

FNGLA's Certified Landscape Designer (FCLD) program provides a means to measure the skills of practicing landscape design professionals. The Landscape Plan Submittal is the most important tool used to determine the level of knowledge, skill and proficiency of applicants for the FCLD designation. Candidates are expected to show knowledge of design principles and a thorough understanding of the plant material utilized within the project they submit for certification. Each submission is judged on its own merits and is not compared to the work of others. **Send as much documentation as you feel is necessary for the panel to fully appreciate your efforts and expertise.**

### The following is required of all applicants for FCLD:

1. Minimum of two years' professional landscape design experience *prior* to application.  
*This experience can be gained through private business, such as landscape design firms, or as landscape designers for landscape contractors, engineering firms or government agencies.*
2. Submit completed FNGLA landscape certification exam application.  
*Application packet must include proof of professional work experience, three client references with contact information, applicable educational records and fees.*
3. Successful completion of FNGLA Certified Horticulture Professional (FCHP) program and written exams for FNGLA Certified Landscape Designer (FCLD) program.  
*Applicant for FCLD exam must hold a current and valid FCHP designation before making application for the FCLD exam and must have successfully completed the FCLD written exams before submitting their plan for approval.*
4. Submit landscape plan.  
*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. The plan submittal must exhibit adequate vegetation complexity that includes appropriate quantities of groundcovers, shrubs and trees/palms. Plans submittals intended to satisfy code/permit requirements will be evaluated under the same criteria. Educational assignments will not fulfill these criteria. Graphics (hand drawn or computer generated) must be rendered by the applicant. The use of color is not required.*

*The plan submittal should also:*

- a. Exhibit an understanding of art principles (unity, balance, focal points, interconnection and rhythm, scale, repetition and variety) and how line, form, color and texture can be manipulated to create a unified design.
- b. Should exhibit knowledge of the use of line hierarchy and weight when drawing recognizable elements. They should be drawn to scale. Use clear, understandable, consistent professional graphic conventions, including proper lettering and labeling of all hard and soft materials, title block, borders, scale, and north arrow.

- c. Exhibit an understanding of space in relation to the aesthetic and functional principles of design.
  - d. Use appropriate pedestrian and vehicular circulation patterns.
  - e. Show an awareness of general maintenance accessibility and requirements in relation to a client's available time, as explained in the design intent statement.
  - f. Meet the client's functional and aesthetic needs, as explained in the design intent statement.
  - g. Show site sensitivity and addresses sustainability.
  - h. Show your creative solution to working with the characteristics of the site and your client's desires.
  - i. Document existing site features, such as utilities, protected landscape elements and hardscapes.
5. *If, your plan is not approved, you may reapply, your application must include:*
- a. Application fee, and
  - b. New completed landscape plan.

The following are elements to be included in the landscape plan submittal:

- \_\_\_ Design intent statement (include information on existing site conditions, client needs or problems and how those concerns were addressed, design concept, budget, zone hardiness information, etc.)
- \_\_\_ All required materials and plant specifications (appropriate planting details, notes, plant list, specifications, etc.)
- \_\_\_ Estimate for completed installation (spreadsheet or other estimate)
- \_\_\_ Maintenance plan (provide outline of recommended maintenance for installed landscape)
- \_\_\_ Applicable codes, ordinances and laws affecting the landscape (include references or text) preferably both) of all or part of the site.

## **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 copy of the original landscape plan drawn to scale. It must be submitted on standard paper size (e.g. 24" x 36") 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.

The plan should include:

- scale
- north arrow
- date
- client's name and your name/business name
- correctly labeled materials, and
- a complete plant list (**alphabetized by botanical name**), which includes botanical & common plant names, quantities, sizes, site requirements and water requirements, specification and comments.

Although the recipient or installer may understand the plan, label everything accurately using scientific plant nomenclature from the plant list for ease of review. Including all existing features, plants and hardscapes.

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 should be of a scope that includes:
  - full size lot
  - diverse plant palette demonstrating horticultural expertise
  - design that positively impacts the existing site
  - sustainable landscape
  - 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.

## **CODES & ORDINANCES**

Reference any/all codes or ordinances that may have affected the design that was submitted and refer to them throughout all project documents. That information may be included on the plan submittal and / or in the landscape notes and sustainable maintenance plan. Submit the codes that apply to the drawing.

## **PHOTOGRAPHS**

Before and after photographs of all or part of the site are required, and must be included. 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. Please include photographs that communicate the design intent and spatial composition, see spatial composition section of Design Review Evaluation.

## **ELEVATIONS AND/OR PERSPECTIVE DRAWINGS**

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

**A preliminary review will be completed within 30 days of receipt of your complete package. Final design reviews are completed quarterly on a fixed schedule. Mail your plan submittal with completed FCLD exam application to:**

FNGLA Certified Landscape Designer Program  
1533 Park Center Drive  
Orlando, FL 32835  
407-295-7994