



# City of Carmel

DEPARTMENT OF COMMUNITY SERVICES

## **Request for Landscaping Substitutions**

**Changes after Approval:** No landscaping which has been approved by the Commission may later be substantially altered, eliminated or sacrificed without first obtaining further Commission approval. However, minor material alterations in landscaping may be approved by the Director or his/her designee in order to conform to specific site conditions, only if the alteration results in an improvement to the previously approved plan. A letter requesting approval of changes shall state the following:

- Letter shall be on company letterhead – preferably owner's
- Name of the project, Plan Commission or Board of Zoning Appeals docket number and building permit number
- Count of plant material that will be substituted and the count of plant material that will be installed
- Species of plant material that will be substituted and the species of plant material that will be installed
- Location of substitutions or an attached revised landscape plan
- Quantity of plant material shall be equal or greater
- Quality of plant material shall be equal or better

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