



## Design Process

### **Prior to first meeting:**

OnGrowing Works will email out a design package consisting of:

- o Design Questionnaire
- o Design Process
- o Design Fees

To give OnGrowing Works a brief overview of your project please fill out and return the following to our design team prior to the first meeting:

- o Design Questionnaire
- o Design Fee Checklist
- o Real Property Report of the property
- o Any pictures or ideas that you like or would like to see in your landscape
- o Any architectural / landscape controls required by developer

***Note:** if these forms have not been received prior to first meeting, the first meeting will be rescheduled.*

### **First meeting:**

The initial meeting will consist of:

- o About OnGrowing Works
- o Portfolio of past projects
- o Client "wish list" of landscape features
- o Design contract (sign)
- o Collect initial design payment (50% total design)
- o Sketches of concept ideas of the landscape

### **Post first meeting:**

#### 1. Data Collection:

To begin the design, site data is required and will be collected by one of the design team.

- o Site elevations (if necessary)
- o Pictures
- o Measuring & plotting of existing features
- o Utility line locations
- o Locate any client run utilities ie. Gas line, dog fence, septic line etc.

#### 2. Plot all site data that was collected.

#### 3. Plot 2-3 concept design ideas.

*Your Phased Project Specialists*



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### Concept Meeting:

At this stage, members of the design team will meet with you to over the different concept ideas and supporting pictures demonstrating what we have in mind for your landscape. From there, with your feedback, the different components of the concepts will be combined into one design and emailed back to you. Once approved, the design will be refined and completed for presentation at the final meeting.

### Final Design Meeting

1. At the time of the final design meeting you will be presented with:
  - o One rendered scaled drawing of the Master Plan
  - o One black & white scaled drawing of the Master Plan
  - o One black & white scaled drawing of the Planting Plan
  - o One black & white scaled drawing of the Irrigation Plan (if required)
  - o One final elevation drawing
  - o One project binder
    - Includes:
      - \* Landscape Construction Proposal with budget pricing
      - \* Landscape Construction Contract
      - \* Smaller versions of designs
      - \* Before Photos
      - \* After Photos
      - \* Plant Information Sheets of the plants in the planting plan
      - \* Product Information
      - \* Quality Installation Practices
2. Answer any additional questions that you may have regarding the design and the construction.
3. Final payment for design services will be collected at this time.
4. If you wish to book OnGrowing Works for the construction aspect of the project:
  - o a signed Landscape Construction Agreement will be signed
  - o 10% scheduling payment will be collected to secure a spot in our schedule

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