



# Garden Design Checklist

Please enter your information below so we can be in touch.

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## Primary Contact Information

First Name

Last Name

E-mail

Phone

Address

Address (Line 2)

City

State

ZIP Code

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**Describe your family members and their primary outdoor activities to be done at home.**

**Describe what kind of gardeners you are or wish to be.**

**What works well for you now?**

**What does not work well?**

**List the elements that you would expect to see in your garden.**

*[Examples: veggie garden, new entry, play area for children (ages?), entertainment area (how many guests, how often, when, what type of event?), etc.]*

**List accomplishments you would like in your garden (Feelings, Impressions, Style).**

*[Examples: a quiet corner, a dramatic scene for viewing, privacy from the street, a particular style and what that means to you (native California, avante garde, English, etc.)]*

**List your likes/dislikes/things that have impressed you.**

*[Examples: certain color(s), plant type, other gardens you have enjoyed and why, anything else you have thought relative to garden design in general and/or your home]*

BASE INFORMATION: We will need the following information to produce base documents for your garden design. If you do not have these documents, we may have to produce them at additional cost. Not all information is required for every job, but the more you have, the easier it is to put together your base documents. Please review so that we can assess the need for on site measuring or survey work. Electronic files are most appreciated: we can accept DWG files or Vectorworks native file (our software).

**Site Plan:**

- Property boundaries with bearings and distances (or limit of project area)
- Location of house, proposed additions, other structures, trees, special site features
- Elevations of site improvements, 2' contours (elevations) of site

**Architecture:**

- Footprint of foundations
- Door/window locations at all levels
- Room descriptions
- Elevations of building facades
- Future additions anticipated

*This document is provided for your convenience. Upon completion, please attach this form to an email and send it to [contact.cleaverdesign@gmail.com](mailto:contact.cleaverdesign@gmail.com)*