

MEASURING INSTRUCTIONS

Measuring for a landscape base plan is not difficult once you give it a try. The more detail you can show on the landscape base plan, the more accurate the landscape design will be. Some tools that you will need are: paper, measuring tape or measuring wheel, writing instrument, helper if using a measuring tape, and a camera. Refer to the “Measuring for a landscape base plan” drawing for additional help.

1. Choose a house or structure with straight lines within or adjacent to the area to be designed to use as a straight edge for your measurements. Begin by drawing an outline of this structure leaving room around the outside of your paper to show the rest of the area to be designed. Measure the lengths of all sides of the structure and record them on the drawing.
2. If the area to be designed has a lot of existing features, you may want to make several copies of the drawing made in Step 1 before you begin Step 3. You can use the separate drawing copies to locate part of the features so your drawing does not get too crowded or becomes difficult to read. For example, you can show existing trees and landscaping on a different drawing than the vertical structures and hardscapes.
3. Starting at one end of the selected structure, first measure away from the structure in a perpendicular direction to each item to be located. Then measure along the structure (parallel) from a corner to locate the point where the first measurement was taken. Record all distances on your plan. Continue this process on each side of the structure to include all areas to be designed. Provide multiple measurements along any curved or irregular features in order to accurately depict their shapes. Label all features. Existing features to be located include:
 - a. Property line and/or outside limits of garden area to be designed.
 - b. House, garages, pool houses, storage sheds, or any other buildings.
 - c. Any other vertical structures such as fences, walls, and arbors.
 - d. Drives, walks, patios, decks, pools, porches, or any other hardscapes.
 - e. Trees including type (if known) and size.
 - f. Existing landscaping such as perennials, shrubs, groundcovers, and lawns.
 - g. Location and height above grade of any windows.
 - h. Location of utility lines - underground if known and above ground.
 - i. Location of any drainage ditches, creeks or other bodies of water.
4. Put an approximate North Arrow on your drawing.
5. Note any other factors that could affect the landscape design such as poor drainage, poor soils, steep slopes, and sun and shade conditions.
6. Take photographs to show the area to be designed from all directions. Number photographs and label approximate location of each photograph on the drawing. If the photos are digital, you can email them to us rather than having prints made.
7. If available, include a copy of any architectural plans; site plans; previous landscape plans; and property boundary plat (often provided as part of closing documents when you purchased your property) with your base landscape drawing. If you have a site plan or plat, you may be able to use these to help measure and locate the existing features.