



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title:

Initiating Authority:

Initiating Authority Approval Date:

Date of Submission for Review:

Submitted by:

Department:

New Policy

Existing Policy (5-year Review)

Existing Policy (Out of Cycle
Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

College Policy Liaisons

Faculty Senate

Regulatory Requirements (if applicable): (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)



Draft - University Landscape Planning, Design, and Installation

Policy Number	3-123.1
Responsible Authority	Director, Landscape and Natural Resources <u>Assistant Vice President, Facilities Operations-</u>
Initiating Authority	Vice President, <u>Administrative - and Operations and</u> Chief <u>Operating Infrastructure</u> Officer
Effective Date	12/3/2019
Date of Origin	5/23/2014

APPLICABILITY/ACCOUNTABILITY

This policy applies to all personnel, departments, and units, including auxiliary and athletics areas, on all UCF campuses.

POLICY STATEMENT

The Department of Landscape and Natural Resources (LNR) is responsible for overseeing design, installation, irrigation, maintenance and related activities for all campus landscapes. Landscape plans, including:

- hardscape features that are part of new building construction;
- renovations;
- remodels;
- additions; and
- alterations by internal and external entities

These activities need to be approved by the Director of Landscape and Natural Resources or the director's designee.

DEFINITIONS

Auxiliary. An entity on campus that provides goods or services to faculty, staff, students, and/or the general public, that may charge fees directly related to, although not necessarily equal to, the cost of the goods or services provided.**Hardscape.** The hard surface elements of landscaping and site design, including, but not limited to, such features as paved areas, sidewalks, plazas, architectural fountains, and decorative and retaining walls.

Site Furnishings. Outdoor furniture and other outdoor accessories, such as lighting fixtures, bollards, bike racks, trash cans, arbors and trellises, planters, free standing fountains and other features that enhance or add utility to the outdoor environment.

Sustainable Landscape Design. An approach to landscape design that aims to minimize resource depletion, promote species diversity, maintain habitat quality, and preserve water and nutrient cycles in order to create built environments that foster human, social, and ecological health.

PROCEDURES

1. Landscape Design Standards and Practices

Minimal requirements for all landscape construction and renovation projects, including specific construction, material, and operational requirements, are listed in the University Design, Construction, and Renovation Standards, and further guidance is provided in the Campus Landscape Master Plan. Landscape and irrigation designs for new buildings shall contribute toward the university requirement that all new construction meet a minimum Leadership in Energy and Environmental Design (LEED) Silver rating, by including water-efficient landscaping.

2. Approval of Landscape Design for Construction Projects

From initial concept through schematic design phases and project completion, LNR will be the university's principal advisor and approval authority for ensuring that the standards and practices for design, construction, and operation of all UCF landscapes and outdoor facilities meet the intent of this policy.

3. Maintenance Considerations

All designs and plans for university landscapes must consider the maintenance requirements of selected plant material, hardscape features, or site furnishings to ensure the plantings and structures can be sustainably maintained under current standard operating procedures and maintenance practices.

4. Restoration of Damaged Landscape or Hardscape

Any activities resulting in damage to campus landscape or hardscape features whether planned,

accidental or incidental, must be repaired under the direction of Landscape and Natural Resources, and paid for by the entity causing the damage. Any entity planning or scheduling any activity in the landscape with potential to damage any landscape feature, such as turf, shrubs, groundcover, irrigation components, or hardscape, must provide prior notification to the Department of Landscape and Natural Resources.

RELATED DOCUMENTS

[Florida Statue 373.185](#)

[Florida Friendly Landscaping™ Landscaping](#)

[UCF Design, Construction, and Renovation Standards](#)

[UCF Green Building Construction and Renovation Requirements](#)

[UCF Campus Landscape Master Plan](#)

[Landscape and Natural Resources Standard Operating Procedures](#)

CONTACTS

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