# Landscape Documentation Package Review

## A. Project Location

Project Street Address

Project City, State, Zip

Parcel or lot number(s) if available

## B. Application Information

Submittal Date

Application Number

## C. Applicant Information

Applicant Name

Title

Company

Phone Number

Email Address

Street Address

City, State, Zip

## D. Property Owner (or Designee) Information

Name

Title

Company

Phone Number

Fax Number

Email Address

Street Address

City, State, Zip

## E. Project Type & Size

*The information in this section must be provided in an annual report from the permitting agency to the State Department of Water Resources.*

Total Landscape Area

⬜ New Construction or ⬜ Renovation/Rehabilitation

⬜ Public or ⬜ Private

⬜ Single-family Residential

⬜ Stand-alone Dwelling

⬜ Landscape Architect/Designer

⬜ Home Owner Installed

⬜ Production Homes, Number of Units:

⬜ Commercial/Institutional

⬜ Cemetery

⬜ Multifamily Residential Number of Units:

## F. Water Supply Type

Types of water used for irrigation (Check all that apply)

* Potable
* Recycled water from a municipal source
* Well water
* On-site greywater
* On-site rainwater

Name of Water Purveyor (if applicable)

## G. Landscape Documentation Package Submittals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT** | **ITEM** | **REVIEWER** | | **NOTES** |
| PASS | FAIL |  |
| ⬜ | 1. Project Information | ⬜ | ⬜ |  |
| ⬜ | 2. Water Budget/Water Use Calculator | ⬜ | ⬜ |  |
| ⬜ | 3. Soil Management Report (if significant mass grading is planned, submit after construction) | ⬜ | ⬜ |  |
| ⬜ | 4. Landscape Design Plan, plant legend and specifications | ⬜ | ⬜ |  |
| ⬜ | a. The following statement is on the plan and signed by the appropriate party: “I have complied with the criteria of the ordinance and applied them for the efficient use of water in the Landscape Design Plan.” | ⬜ | ⬜ |  |
| ⬜ | 5. Irrigation Design Plan | ⬜ | ⬜ |  |
| ⬜ | a. The following statement is on the plan and signed by the appropriate party: “I have complied with the criteria of the ordinance and applied them for the efficient use of water in the Irrigation Design Plan.” | ⬜ | ⬜ |  |
| ⬜ | 6. Hydrozone Plan (see Irrigation Design Plan or Landscape Design Plan) | ⬜ | ⬜ |  |
| ⬜ | 7. Grading Design Plan | ⬜ | ⬜ |  |
| ⬜ | a. The following statement is on the plan and signed by the appropriate party: “I have complied with the criteria of the ordinance and applied them for the efficient use of water in the grading design plan.” | ⬜ | ⬜ |  |

“I agree to comply with the requirements of the Water Efficient Landscape Ordinance and submit a complete Landscape Documentation Package”

Signature:

Signed by licensed landscape architect or licensed landscape contractor

## H. Water Use Worksheet/ Calculator

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT** | **ITEM** | **REVIEWER** | | **NOTES** |
| PASS | FAIL |  |
| ⬜ | 1. The Estimated Total Water Use (ETWU) does not exceed the Maximum Applied Water Allowance (MAWA) § 492.6 (a)(1)(A) | ⬜ | ⬜ |  |
| ⬜ | 2. ET adjustment factor (ETAF) is 0.55 for residential projects or 0.45 for non-residential projects | ⬜ | ⬜ |  |
| ⬜ | 3. Reference Evapotranspiration (ETo) is correct for geographic area (Appendix A - Reference Evapotranspiration (ETo) Table § 492.4 (a)(1)) | ⬜ | ⬜ |  |
| ⬜ | 4. Majority of landscape area should have plant factors of low to moderate (0.1 - 0.6) | ⬜ | ⬜ |  |
| ⬜ | 5. Verify that Special Landscape Areas (SLA’s) have an ETAF of 1.0 | ⬜ | ⬜ |  |
|  | 6. Cross check that the irrigation efficiency (IE) used on the worksheet matches the irrigation being used in the irrigation plan (drip = .81 and spray =.75) | ⬜ | ⬜ |  |
| ⬜ | 7. Cross check that SLA’s are identified on the landscape plans as areas dedicated solely to edible plants, recreational areas, or areas/water features irrigated with recycled water. | ⬜ | ⬜ |  |
| ⬜ | 8. If swimming pools are in landscape plans, verify the following in the water budget/water use calculator for: | ⬜ | ⬜ |  |
| ⬜ | a. Residential single family homes: Check that plant factor used = 1.0 and irrigation efficiency = 1.0 | ⬜ | ⬜ |  |
| ⬜ | b. Non-residential projects and recreational areas of common interest residential developments: Pools may be included as an SLA | ⬜ | ⬜ |  |

## I. Soil Management Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT** | **ITEM** | **REVIEWER** | | **NOTES** |
| PASS | FAIL |  |
| ⬜ | 1. Attach soil analysis report of the soil in planting areas from a soil lab if there is no mass grading during construction (otherwise submit report after construction with Certificate of Completion) | ⬜ | ⬜ |  |
| ⬜ | 2. The soil sample follows laboratory protocol and includes: | ⬜ | ⬜ |  |
| ⬜ | a. Soil texture | ⬜ | ⬜ |  |
| ⬜ | b. Infiltration rate | ⬜ | ⬜ |  |
| ⬜ | c. pH | ⬜ | ⬜ |  |
| ⬜ | d. Total soluble salts | ⬜ | ⬜ |  |
| ⬜ | e. Sodium | ⬜ | ⬜ |  |
| ⬜ | f. Percent soil organic matter | ⬜ | ⬜ |  |
| ⬜ | g. Amendment recommendations | ⬜ | ⬜ |  |
| ⬜ | I. Including use of compost at a minimum of 4 cubic yards per 1,000 sf, OR at a rate sufficient to bring soil organic matter up to 6% by dry weight | ⬜ | ⬜ |  |

## 

## J. Hydrozones (see Landscape Design Plan or Irrigation Design Plan)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT** | **ITEM** | **REVIEWER** | | **NOTES** |
| PASS | FAIL |  |
| ⬜ | 1. Hydrozone information on the water use worksheet/calculator matches landscape plans | ⬜ | ⬜ |  |
| ⬜ | a. Hydrozones are delineated and marked by number, letter or other designation | ⬜ | ⬜ |  |
| ⬜ | b. Hydrozones are identified as low, moderate, high water or mixed water use | ⬜ | ⬜ |  |
| ⬜ | c. No hydrozone has a mix of high (PF = 0.7 – 1.0) and low (PF= 0.1 – 0.3) water use plants. | ⬜ | ⬜ |  |
| ⬜ | d. No plant with a plant factor 0.7 or greater is located in street medians | ⬜ | ⬜ |  |
| ⬜ | 2. Water features shown on landscape plans are included as high water use hydrozones in the plans and in the water budget/water use calculator | ⬜ | ⬜ |  |
| ⬜ | 3. Temporarily irrigated areas are included in the low water use hydrozones on the plans and on the water budget/water use calculator | ⬜ | ⬜ |  |

## K. Landscape Design Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT** | **ITEM** | **REVIEWER** | | **NOTES** |
| PASS | FAIL |  |
| ⬜ | 1. Plant legend lists common name, botanical name, quantities, mature plant size, water use or plant factor of each plant, and source of information for plant water use | ⬜ | ⬜ |  |
| ⬜ | 2. Hardscapes are labeled as pervious or non-pervious | ⬜ | ⬜ |  |
| ⬜ | 3. Stormwater treatment areas, including type, size and installation details, are labeled as applicable | ⬜ | ⬜ |  |
| ⬜ | 4. Rain harvesting or catchment technologies are labeled as applicable | ⬜ | ⬜ |  |
| ⬜ | 5. Graywater discharge piping, system components and area(s) of distribution are labeled as applicable | ⬜ | ⬜ |  |
| ⬜ | 6. If SLA’s are on the water budget/water use calculator, verify that the plans note the following: | ⬜ | ⬜ |  |
| ⬜ | a. Recreational areas (excluding private single family residential areas) | ⬜ | ⬜ |  |
| ⬜ | b. Areas dedicated solely to edible plants | ⬜ | ⬜ |  |
| ⬜ | c. Areas irrigated with recycled water, if applicable | ⬜ | ⬜ |  |
| ⬜ | 7. Invasive Plants: Plant legend shows no plant species listed by the California Invasive Plant Council’s “Don’t Plant a Pest” brochure as invasive in the San Francisco Bay Area  <http://cal-ipc.org/landscaping/dpp/> | ⬜ | ⬜ |  |
| ⬜ | 8. Plant factors used on the plant legend are noted from WUCOLS or approved horticultural researchers | ⬜ | ⬜ |  |
| ⬜ | 9. Mature plant spread is noted for each species as well as the published third-party reference | ⬜ | ⬜ |  |
| ⬜ | 10. Plants located adjacent to buildings, sidewalks, roads or obstructions are installed to accommodate their minimum spread according to the plant legend | ⬜ | ⬜ |  |

## L. Water Features (skip if not included)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT** | **ITEM** | **REVIEWER** | | **NOTES** |
| PASS | FAIL |  |
| ⬜ | 1. Water features are shown, including type and surface area | ⬜ | ⬜ |  |
| ⬜ | 2. Notes state “recirculating water systems shall be used for water features” | ⬜ | ⬜ |  |
| ⬜ | 3. Use of recycled water is noted if used | ⬜ | ⬜ |  |
| ⬜ | 4. Single-family residential projects only: new swimming pools are shown as water features and included in water use calculations as a high water use hydrozone | ⬜ | ⬜ |  |
| ⬜ | 5. All other projects: new swimming pools are shown as water features and identified as an SLA | ⬜ | ⬜ |  |

## M. Soil, Compost and Mulch

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT** | **ITEM** | **REVIEWER** | | **NOTES** |
| PASS | FAIL |  |
| ⬜ | 1. Mulch: Check that 3 inches of recycled content mulch is specified on planting soil in plans or notes. Exceptions: | ⬜ | ⬜ |  |
| ⬜ | a. Up to 5% of the landscape area may be left bare to provide habitat for ground dwelling pollinators | ⬜ | ⬜ |  |
| ⬜ | b. No mulch is required in turf areas or direct seeding applications | ⬜ | ⬜ |  |
| ⬜ | c. If hydroseeding, the mulching portion of the slurry meets the mulch requirement | ⬜ | ⬜ |  |
| ⬜ | d. If wood mulches are prohibited by local fire regulations | ⬜ | ⬜ |  |
| ⬜ | 2. Recycled content mulch is tree trimmings, arbor mulch, pallet mulch or composted mulch. | ⬜ | ⬜ |  |
| ⬜ | 3. Compost: Check notes or specifications to verify compost is applied at a minimum rate of 4 CY/1,000 sf or at a rate to bring soil organic matter up to 6% by dry weight as indicated in Soil Report | ⬜ | ⬜ |  |
| ⬜ | a. Construction documents specify that compost is incorporated at least 6 inches deep | ⬜ | ⬜ |  |
| ⬜ | b. Check notes or specifications to verify quality organic compost (CDFA-registered Organic Compost or OMRI-certified Compost) is applied. |  |  |  |

## N. Irrigation Design Plan

| **APPLICANT** | **ITEM** | **FOR** **REVIEWER** | | **NOTES** |
| --- | --- | --- | --- | --- |
| PASS | FAIL |  |
| ⬜ | 1. Check for the following notes on the irrigation plans: | ⬜ | ⬜ |  |
| ⬜ | a. “Pressure regulating devices are required if water pressure is below or exceeds the recommended pressure of the specified irrigation devices.” | ⬜ | ⬜ |  |
| ⬜ | b. “Check valves or anti-drain valves are required on all sprinkler heads where low point drainage could occur.” | ⬜ | ⬜ |  |
| ⬜ | c. “Irrigation system is designed to prevent runoff, low head drainage, overspray, or other similar conditions where irrigation water flows onto non-targeted areas.” | ⬜ | ⬜ |  |
| ⬜ | 2. Automatic irrigation controllers that are ET-based or soil moisture-based | ⬜ | ⬜ |  |
| ⬜ | 3. Sensors that shut off the irrigation controller during unfavorable weather conditions - sensors for rain, freezing temperatures (if necessary), and wind (if necessary) | ⬜ | ⬜ |  |
| ⬜ | 4. Manual shut-off valve (gate, ball, butterfly valve) located as close as possible to the point of connection | ⬜ | ⬜ |  |
| ⬜ | 5. Master shut-off valve. Exception: Individual control of individually pressurized sprinklers in a system with low pressure shut down features | ⬜ | ⬜ |  |
|  | 6. Check that a dedicated water meter or submeter for the landscape is installed as applicable. Applicability: |  |  |  |
| ⬜ | a. Non-residential projects: Greater than 1,000 sf landscape area | ⬜ | ⬜ |  |
| ⬜ | b. Residential projects: Greater than 5,000 sf landscape area | ⬜ | ⬜ |  |
| ⬜ | 7. Check for flow sensors for landscapes 5,000 sf or greater | ⬜ | ⬜ |  |
| ⬜ | 8. Check for static water pressure at point of connection | ⬜ | ⬜ |  |
| ⬜ | 9. Location, type and size of the following: |  |  |  |
| ⬜ | a. Water meters | ⬜ | ⬜ |  |
| ⬜ | b. Backflow prevention devices | ⬜ | ⬜ |  |
| ⬜ | b. Main lines | ⬜ | ⬜ |  |
| ⬜ | c. Lateral lines | ⬜ | ⬜ |  |
| ⬜ | d. Valves (stations), including: | ⬜ | ⬜ |  |
| ⬜ | I. Flow rate (gpm) | ⬜ | ⬜ |  |
| ⬜ | II. Application rates (in/hr) | ⬜ | ⬜ |  |
| ⬜ | III. Design operating pressure (pounds per square inch) for each station | ⬜ | ⬜ |  |
| ⬜ | e. Sprinkler heads | ⬜ | ⬜ |  |
| ⬜ | 10. No spray heads are located within 24 inches of non-permeable surface | ⬜ | ⬜ |  |
| ⬜ | 11. Sprinkler heads and other emission devices have matched precipitation rates | ⬜ | ⬜ |  |
| ⬜ | 12. Swing joints or other riser protection provided in high traffic areas and areas near hardscape | ⬜ | ⬜ |  |
| ⬜ | 13. Cross-check landscape plan and irrigation plan to verify that low volume irrigation (drip, drip lines, and bubblers) are used in mulched planting areas (no spray irrigation) | ⬜ | ⬜ |  |
| ⬜ | 14. Check that planting areas less than 10 feet in width are irrigated with subsurface irrigation or other means that produce no runoff or overspray | ⬜ | ⬜ |  |
| ⬜ | 15. Trees are on separate valves | ⬜ | ⬜ |  |
| ⬜ | 16. Biotreatment areas are on separate valves | ⬜ | ⬜ |  |
| ⬜ | 17. Irrigation design matches hydrozones shown on Landscape Design Plan | ⬜ | ⬜ |  |

“I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the Irrigation Design Plan.”

Signature:

## Signed by licensed landscape architect, certified irrigation designer or licensed landscape contractor

## O. Grading Design Plan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT** | **ITEM** | **REVIEWER** | | **NOTES** |
| PASS | FAIL |  |
| ⬜ | 1. Check the grading plan for the finished configurations and elevations of the landscape area including: | ⬜ | ⬜ |  |
| ⬜ | a. Height of graded slopes | ⬜ | ⬜ |  |
| ⬜ | b. Drainage patterns | ⬜ | ⬜ |  |
| ⬜ | c. Pad elevations | ⬜ | ⬜ |  |
| ⬜ | d. Finish grade | ⬜ | ⬜ |  |
| ⬜ | e. Stormwater retention improvements (if applicable) | ⬜ | ⬜ |  |
| ⬜ | 2. On slopes greater than 25%, cross-check the Irrigation Design Plan to verify: | ⬜ | ⬜ |  |
| ⬜ | a. Slopes are not irrigated with an application rate exceeding 0.75 inches per hour | ⬜ | ⬜ |  |

## P. Required Statements and Certification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT** | **ITEM** | **REVIEWER** | | **NOTES** |
| PASS | FAIL |  |
| ⬜ | 1. Check for the following notes on plans: | ⬜ | ⬜ |  |
| ⬜ | a. “A diagram of the irrigation plan showing hydrozones shall be kept with the irrigation controller for subsequent management purposes.” | ⬜ | ⬜ |  |
| ⬜ | b. “A Certificate of Completion shall be filled out and certified by either the designer of the landscape plans, the designer of the irrigation plans, or the licensed landscape contractor for the project.” | ⬜ | ⬜ |  |
| ⬜ | c. “An irrigation audit report shall be completed at the time of final inspection.” | ⬜ | ⬜ |  |
| ⬜ | d. “A landscape waste diversion plan shall be completed and submitted with the Certificate of Completion.” | ⬜ | ⬜ |  |

## Q. Additional Submittals

**Applicant: Be prepared to provide these additional submittals at completion of landscape construction:**

|  |
| --- |
| 1. Certificate of Completion |
| 2. Completed Irrigation Audit and documents verifying that recommended repairs were completed. |
| 2. Landscape Waste Diversion Report (can be submitted separately if building construction is a part of the project) |
| 3. “As-builts” or record drawings, if changes were made to approved landscape documents |
| 4. Irrigation schedule, landscape maintenance schedule, landscape irrigation audit report |
| 5. Soil Management Report if not submitted previously and provide documents that soil analysis recommendations were used to amend the planting soil, such as delivery tags and receipts for compost and mulch |
| 6. For projects 500 to 2,500 sf complying with Appendix D |
| a. Prescriptive Path (Appendix D) Checklist |
| b. Landscape Design Plan |

# Required Changes, Questions and Comments

For Agency

Date Reviewed

Follow-up Required

|  |  |  |
| --- | --- | --- |
| Item # | Required changes, questions or comments | Resolved |
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*This document was developed by:*

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