

Certificate of Completion

A. Project Information

Date	_____
Project Name	_____
Project Street Address, City and Zip	_____
Parcel or Lot Number(s) (if available)	_____
Applicant Name	_____
Applicant Job Title	_____
Applicant Company Name	_____
Phone Number	_____
Email Address	_____
Street Address, City and Zip	_____
Property Owner Name	_____
Phone Number	_____
Email Address	_____
Street Address, City and Zip	_____

Property Owner:

“I/we certify that I/we have received copies of all the documents within the Landscape Documentation Package and the Certificate of the Completion and that it is our responsibility to see that the project is maintained in accordance with the Landscape and Irrigation Maintenance Schedule.”

Property Owner	Date
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B. Certificate of Installation

To be signed by the signer of the Landscape Design Plan or the Irrigation Design Plan or by the licensed landscape contractor

“I/we certify that based upon periodic site observations, the work has been completed in accordance with the ordinance and that the landscape planting and irrigation installation conform with the criteria and specifications of the approved Landscape Documentation Package. As-built drawings have been provided to document any major modifications of the approved Landscape Documentation Package. Significant changes made during construction comply with the ordinance.”

Contractor/Professional Signature	_____
Date	_____
Print Name	_____
License Number	_____

C. Irrigation Scheduling

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
<input type="checkbox"/>	1. Irrigation scheduling is regulated by automatic irrigation controller	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2. Overhead irrigation is scheduled between 8 p.m. and 10 a.m.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	3. Settings for the irrigation controller for each station include the following:	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	a. Irrigation days	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	b. Run times	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	c. Number of cycle starts per watering event to avoid run off	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	d. Amount of applied water on a monthly basis	<input type="checkbox"/>	<input type="checkbox"/>	

D. Schedule of Landscape and Irrigation Maintenance

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
<input type="checkbox"/>	1. Attach schedule of maintenance for the landscape and irrigation system per ordinance to ensure water efficiency. The attached schedule of landscape maintenance includes:	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	a. Routine inspection, auditing, adjusting and repair of the irrigation system	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	b. Aerating and dethatching turf areas	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	c. Topdressing planting areas with compost as needed	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	d. Replenishing mulch	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	e. Pruning and weeding	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	f. Routine inspection, auditing, adjusting and repair of the irrigation system	<input type="checkbox"/>	<input type="checkbox"/>	
	<i>(Bay-Friendly Landscape maintenance manual used for the site would satisfy this requirement)</i>			
<input type="checkbox"/>	2. Attach landscape irrigation audit report	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	3. Attach landscape irrigation audit checklist	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	4. The irrigation audit was conducted by a third-party certified Irrigation Auditor professional who is not a part of the design team	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	5. Irrigation items identified for repair in the audit are fixed	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	6. In large project or projects with multiple landscape installations (i.e. production home developments) an auditing rate of 1 in 7 lots or 15% is conducted	<input type="checkbox"/>	<input type="checkbox"/>	

Complete the following sections **ONLY** if project has submitted the Landscape Documentation Package.

E. Irrigation Audit Report

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
<input type="checkbox"/>	1. Audit completed	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2. Any recommended repairs have been completed	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	3. The Irrigation Audit Report includes:	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	a. Inspection for leaks	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	b. System tune-up	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	c. Reporting overspray or run off	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	d. An irrigation schedule including configuring controller with application rate, soil types, plant factors, slope, exposure and other factors needed to increase water efficiency	<input type="checkbox"/>	<input type="checkbox"/>	

F. Soil Management Report

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
<input type="checkbox"/>	1. Attach soil analysis report of the soil in planting areas from a soil lab if not previously submitted with the Landscape Documentation Package per ordinance.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2. The soil sample follows laboratory protocol and includes:	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	a. Soil texture	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	b. Infiltration rate	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	c. pH	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	d. Total soluble salts	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	e. Sodium	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	f. Percent organic matter	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	g. Amendment recommendations	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	3. Attach document(s) showing that soil analysis report recommendations were used to amend the planting soil, such as delivery tags and receipts for compost and mulch.	<input type="checkbox"/>	<input type="checkbox"/>	

G. Landscape Diversion Report

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
<input type="checkbox"/>	1. Attach a construction waste management report for the project that shows at least 50% diversion of construction and demolition debris and 100% diversion of excavated soil and land clearing debris through recycling or reuse. Building debris can be used in calculations.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2. Confirm that diversion facilities where collected construction waste material was taken are identified in the waste management report.	<input type="checkbox"/>	<input type="checkbox"/>	

H. Additional Modifications

Applicant: If major modifications were made in construction from the submitted plans, attach record drawings (as-builts)

- ☐ No major modifications
- ☐ Record drawings (as-builts) attached