

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	
<input type="checkbox"/>	1. Project Information	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2. Water Budget/Water Use Calculator	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	3. Soil Management Report (if significant mass grading is planned, submit after construction)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	4. Landscape Design Plan, plant legend and specifications	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	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."	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	5. Irrigation Design Plan	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	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."	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	6. Hydrozone Plan (see Irrigation Design Plan or Landscape Design Plan)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	7. Grading Design Plan	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	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."	<input type="checkbox"/>	<input type="checkbox"/>	

"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	
<input type="checkbox"/>	1. The Estimated Total Water Use (ETWU) does not exceed the Maximum Applied Water Allowance (MAWA) § 492.6 (a)(1)(A)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2. ET adjustment factor (ETAF) is 0.55 for residential projects or 0.45 for non-residential projects	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	3. Reference Evapotranspiration (ET _o) is correct for geographic area (Appendix A - Reference Evapotranspiration (ET _o) Table § 492.4 (a)(1))	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	4. Majority of landscape area should have plant factors of low to moderate (0.1 - 0.6)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	5. Verify that Special Landscape Areas (SLA's) have an ETAF of 1.0	<input type="checkbox"/>	<input type="checkbox"/>	
	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)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	8. If swimming pools are in landscape plans, verify the following in the water budget/water use calculator for:	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	a. Residential single family homes: Check that plant factor used = 1.0 and irrigation efficiency = 1.0	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	b. Non-residential projects and recreational areas of common interest residential developments: Pools may be included as an SLA	<input type="checkbox"/>	<input type="checkbox"/>	

I. 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 there is no mass grading during construction (otherwise submit report after construction with Certificate of Completion)	<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 soil organic matter	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	g. Amendment recommendations	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

K. Landscape Design Plan

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2. Hardscapes are labeled as pervious or non-pervious	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	3. Stormwater treatment areas, including type, size and installation details, are labeled as applicable	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	4. Rain harvesting or catchment technologies are labeled as applicable	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	5. Graywater discharge piping, system components and area(s) of distribution are labeled as applicable	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	6. If SLA's are on the water budget/water use calculator, verify that the plans note the following:	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	a. Recreational areas (excluding private single family residential areas)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	b. Areas dedicated solely to edible plants	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	c. Areas irrigated with recycled water, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	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/	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	8. Plant factors used on the plant legend are noted from WUCOLS or approved horticultural researchers	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	9. Mature plant spread is noted for each species as well as the published third-party reference	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	10. Plants located adjacent to buildings, sidewalks, roads or obstructions are installed to accommodate their minimum spread according to the plant legend	<input type="checkbox"/>	<input type="checkbox"/>	

L. Water Features (skip if not included)

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
<input type="checkbox"/>	1. Water features are shown, including type and surface area	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2. Notes state “recirculating water systems shall be used for water features”	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	3. Use of recycled water is noted if used	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	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	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	5. All other projects: new swimming pools are shown as water features and identified as an SLA	<input type="checkbox"/>	<input type="checkbox"/>	

M. Soil, Compost and Mulch

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

N. Irrigation Design Plan

APPLICANT	ITEM	FOR REVIEWER		NOTES
		PASS	FAIL	
<input type="checkbox"/>	1. Check for the following notes on the irrigation plans:	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	a. “Pressure regulating devices are required if water pressure is below or exceeds the recommended pressure of the specified irrigation devices.”	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	b. “Check valves or anti-drain valves are required on all sprinkler heads where low point drainage could occur.”	<input type="checkbox"/>	<input type="checkbox"/>	

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

"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	
<input type="checkbox"/>	1. Check the grading plan for the finished configurations and elevations of the landscape area including:	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	a. Height of graded slopes	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	b. Drainage patterns	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	c. Pad elevations	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	d. Finish grade	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	e. Stormwater retention improvements (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	2. On slopes greater than 25%, cross-check the Irrigation Design Plan to verify:	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	a. Slopes are not irrigated with an application rate exceeding 0.75 inches per hour	<input type="checkbox"/>	<input type="checkbox"/>	

P. Required Statements and Certification

APPLICANT	ITEM	REVIEWER		NOTES
		PASS	FAIL	
<input type="checkbox"/>	1. Check for the following notes on plans:	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	a. "A diagram of the irrigation plan showing hydrozones shall be kept with the irrigation controller for subsequent management purposes."	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	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."	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	c. "An irrigation audit report shall be completed at the time of final inspection."	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	d. "A landscape waste diversion plan shall be completed and submitted with the Certificate of Completion."	<input type="checkbox"/>	<input type="checkbox"/>	

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

This document was developed by:

