



Landscape Documentation Package Submittal Requirements and Checklist

CITY OF ENCINITAS
PLANNING AND BUILDING DEPARTMENT
505 South Vulcan Avenue
Encinitas, California 92024
(760) 633-2710

PROJECT ADDRESS: _____ APN: _____

PLANNING CASE NO.: _____

BUILDING PLAN CHECK NO.: _____ GRADING PLAN CHECK NO.: _____

APPLICANT NAME: _____ TELE. NO.: _____

TITLE: _____ FAX NO.: _____

COMPANY: _____ EMAIL: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Landscape Documentation Package submittals shall meet the following requirements. Incomplete submittals will not be accepted; or, if accepted, will be returned to the applicant. Landscape Documentation Package submittals must be prepared, signed, and stamped by a California-licensed civil engineer, architect, or landscape architect. A landscape contractor may prepare the Landscape Documentation Package if the landscaping is for the homeowner of a single-family residential project.

Initial each requirement in the space provided, sign the checklist on the last page, and submit this form with all required materials of the Landscape Documentation Package to the Planning and Building Department. The form and Landscape Documentation Package may be submitted along with plans for a building plan check or a grading plan check to which the landscape planting and irrigation plans are attached.

(City Use)

Date Received (stamp)

By: _____

I. General Requirements

1. ___ Complete landscape plans and irrigation plans attached to plans for building or grading plan check, as applicable. For Landscape Documentation Package submittals where there is no building or grading plan check, two copies of the landscape planting plans and irrigation plans. Plans must be standard 24" X 36" blueprint sheets; any other size is not acceptable. See Sections II, III, and IV for landscape and irrigation plan content requirements.
2. ___ For Landscape Documentation Package submittals for projects without a grading plan check, two copies of a grading design plan as per Section 23.26.120 of the City of Encinitas Water Efficient Landscape Regulations. A Building Permit Site Plan attached to the plans for building permit plan check and in conformance with Section 23.26.120 may be utilized as the project grading design plan.
3. ___ Two stamped and signed copies of the Water Efficient Landscape Worksheet.
4. ___ Two stamped and signed copies of the Soils Management Report.
5. ___ Scale of 1" = 20' or smaller (such as 1" = 10' or 1" = 5').
6. ___ Plans are legible, professionally prepared, and a print of an original drawing. Photocopies are not acceptable.
7. ___ Plans show plants and irrigation for all areas that require vegetated protection for erosion control, storm water management, or fuel management and for all areas that contain decorative landscaping.
8. ___ If plans are for a single-family residential landscape project for a homeowner and the plans are prepared by a California-licensed landscape contractor, evidence of a signed contract with the property owner acknowledging that the contractor will also install the landscaping.
9. ___ All sheets in the document set are signed, stamped and dated along with a renewal date by the landscape professional licensed by the State of California (landscape architect, civil engineer, or architect) who has prepared the plans. A landscape contractor may also perform this requirement if the landscaping is for the homeowner of a single-family residential project.

II. Landscape and Irrigation Plans

1. ___ The plans include the MAWA for the plans, including the calculations used to determine the MAWA and consistent with the Water Efficient Landscape Worksheet submitted for the project.
2. ___ The plans include the ETWU for the plans, including, the calculations used to determine the ETWU and consistent with the Water Efficient Landscape Worksheet submitted for the project.

3. ____A compliance statement signed by the person who prepared the plans is provided on the title sheet for each set of the plans as follows:

“I am familiar with the requirements for landscape and irrigation plans contained in the City of Encinitas Water Efficient Landscape Regulations. I have prepared this plan in compliance with those regulations and the Landscape Design Manual. I certify that the plan implements those regulations to provide efficient use of water. Under penalty of perjury, I affirm that the foregoing is true and correct.”
4. ____The plans demonstrate compliance with best management practices required by the City of Encinitas Watercourse protection, Storm Water Management, and Discharge Control Ordinance (Municipal Code Chapter 20.08, Storm Water Management).
5. ____The plans address fire safety issues and demonstrate compliance with applicable requirements for defensible space around buildings and structures and avoid the use of fire-prone vegetation.
6. ____The plans show features and characteristics of the property and project including but not limited to property lines, streets, street names, driveways, walkways, other paved areas, the footprint of existing and proposed building structures, water features, fences, retaining walls, etc. Elevations may be required for new structures in the landscaped areas such as trellises, fences, walls, gazebos, etc.

III. Landscape Plan

1. ____The plan includes a list of all vegetation by botanical and common name that exists in the proposed landscaped area. The plan states what vegetation will be retained and what will be removed.
2. ____The plan includes location, botanical name, common name, size and quantity of retained plants.
3. ____If seed planting is proposed, the plan describes seed mixes and applicable purity and germination specifications.
4. ____The plan includes a drawing showing on a page or pages the specific location of all vegetation, retained or added, the plant spacing, the plant size, natural features, water features, and hardscape areas. The drawing includes a legend listing all vegetation by botanical and common name that will be added to the landscaped area, the symbol used to identify each species to be retained or added, the total quantities by container size and species of all vegetation to be added, and the WUCOLS category of water needs for each species.
5. ____The plan does not propose any invasive species in the landscaped area.
6. ____The plan groups plants in hydrozones and irrigation designed to deliver water to hydrozones based on moisture requirements of the plant grouping.

7. ____The plan does not propose any high water use plants in a low water use hydrozone.
8. ____The plan demonstrates how the plant groupings accomplish the most efficient use of water.
9. ____The plan identifies areas permanently and solely dedicated to edible plants.
10. ____For commercial, industrial, institutional, multifamily, or public agency projects, no turf is proposed for center island median strips or parking lot islands.
11. ____Ball fields, parks, golf courses, cemeteries, and other similar uses are designed to limit turf in any portion of the landscaped area not essential to the operation of the facility. A narrative discussing the purpose and location of turf areas for these uses may be required for private projects and must be provided for public projects.
12. ____No turf is proposed in any landscaped area that cannot be efficiently irrigated, such as avoiding runoff or overspray.
13. ____The plan demonstrates that landscaping when installed and at maturity will be positioned to avoid obstruction motorists' views of pedestrian crossings, driveways, roadways, and other vehicular traveled ways. If maintenance is required to avoid obstructing motorists' views, the plan describes the necessary maintenance procedures and frequency.
14. ____The plan avoids plants with known surface root problems adjacent to the paved area, unless the plan provides for installation of root control barriers or other appropriate devices to control surface roots.
15. ____The plan provides that a minimum of a two-inch layer of mulch will be applied on all exposed soil surfaces in each landscaped area except turf areas, creeping or rooting ground covers or direct seeding applications where mulch is contraindicated.
16. ____Stabilizing mulch will be applied to all slopes.
17. ____The plan identifies passive and active recreational areas.

IV. Irrigation Plan

1. ____The plan shows the location, type, and size of all components of the irrigation system that will provide water to the landscaped area, including but not limited to controllers, water lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow prevention devices.
2. ____The plan shows static water pressure at the point of connection to the public water supply and the flow rate in gallons, the application rate in inches per hour and the design operating pressure per square inch for each station.
3. ____The irrigation system is designed to prevent runoff, overspray, low-head drainage, and other similar conditions where irrigation water flows or sprays onto areas not intended for irrigation.
4. ____Irrigation in transitional areas shall be designed so that no overspray or runoff shall enter an adjacent area that is not irrigated.

5. ____The plan demonstrates how grading and drainage techniques promote healthy plant growth and prevent erosion and runoff.
6. ____The plan identifies each area irrigated with recycled water.
7. ____The plan provides that any slope greater than 25% (one foot vertical change for each four feet of horizontal change) will be irrigated with an irrigation system with a precipitation rate of 0.75 inches per hour or less to prevent runoff and erosion.
8. ____The plan provides that all wiring and piping under a paved area that a vehicle may use will be installed inside a PVC conduit.
9. ____Irrigation piping and devices that deliver water, such as sprinkler heads, are installed below grade within 24 inches of a vehicle or pedestrian use area.
10. ____Irrigation for vegetation within 24 inches of impermeable surfaces is low volume or subsurface unless the adjacent impermeable surfaces are designed to cause water to drain entirely into a landscaped area.
11. ____Irrigation for turf areas with a slope greater than 25% (one foot vertical change for each four feet of horizontal change) where the toe of slope is adjacent to hardscape or where any dimension of the turf area is less than six feet wide is low volume or subsurface irrigation.
12. ____A manual shutoff valve is provided as close as possible to the water supply.
13. ____Manual shutoff valves shall be installed between each zone of the irrigation system and the water supply.
14. ____Irrigation for any landscaped area will be regulated by an automatic irrigation controller.
15. ____The plan describes each automatic irrigation controller the system uses to regulate irrigation schedule and whether it is a weather-based system or moisture-detection system. The plan depicts the location of electrical service for each controller or describes the use of batteries or solar power that will power valves and/or a smart controller.
16. ____The irrigation system is designed with a landscape irrigation efficiency necessary to meet the MAWA for the plan.
17. ____Recycled water is utilized wherever available.
18. ____A dual distribution system utilizing purple pipes for recycled water is provided for projects utilizing recycled water.

V. Water Efficient Landscape Worksheet

1. ____Hydrozone information table is complete and accurately conforms to the landscape design plan, irrigation plan, and City requirements (see worksheet form and EMC 23.26.110).
2. ____Calculations of estimated total water use (ETWU) and maximum applied water allowance (MAWA) are complete and correct.

3. ____The ETWU does not exceed the MAWA.

VI. Grading Design Plan (for projects that do not include a regular grading plan)

1. ____The grading design plan is designed for the efficient use of water by minimizing soil erosion, runoff and water waste resulting from precipitation and irrigation.
2. ____The grading design plan shows the finished configurations and elevations of each landscaped area including the height of graded slopes, the drainage pattern, pad elevations, finish grade and any stormwater retention improvements.

VII. Soils Management Report (Section 23.26.090)

The soils management report is required with the Landscape Documentation Package except when the project includes mass grading, in which case the soils management report is required with the Certificate of Completion.

1. ____The soils management report includes an analysis for the proposed landscape areas that includes information about soil texture, soil infiltration rate, pH, total soluble salts, sodium, and percent organic matter.
2. ____The report includes recommendations about soil amendments to foster plant growth and plant survival in the landscaped area using efficient irrigation techniques.
3. ____The report includes information about proposed soil amendments and mulch, including type and quantity.

VIII. Acknowledgement

As a landscape professional licensed by the State of California, I hereby acknowledge that the preceding items initialed by me are provided on the attached landscape plans. I understand that the Planning and Building Department may verify compliance.

Signature

Date

Name

License No.

Renewal Date

Stamp