



## Engineering Division

701 Laurel Street  
Menlo Park, CA 94025  
Phone: (650) 330-6740  
Fax: (650) 327-5497

### LANDSCAPE PLAN CHECKLIST

Submit the landscape plans along with the building permit application electronically.

The plans shall be signed by one of the following:

- Certified irrigation designer
- Certified landscape irrigation auditor
- Licensed landscape contractor
- Licensed professional engineer
- Other person authorized by the State of California to design a landscape or an irrigation system

The following information shall be turned in with and/or shown on the landscape plans:

\_\_\_ Water Budget Calculation (either the interactive water budget form or the printed form)

**OR**

\_\_\_ Turf Area Limitation Information (Show that turf is 25% or less of the landscaped area.) At least 80% of the plants in non-turf landscaped areas shall be native plants, low-water using plants or no-water using plants.

**AND**

\_\_\_ Landscape application/Outdoor Water Use Efficiency Checklist

\_\_\_ Non-refundable processing fee of \$410 plus 25% of cost external review assessed prior to permit issuance.

\_\_\_ Certificate of Completion and Landscape Audit Report is required post construction. (The certified/licensed profession will complete and submit this to the City after construction.)

\_\_\_ Plant List that shows Water Use Classifications of Landscape Species (WUCOLS) water usage level for each plant.

\_\_\_ Landscape design plans, shall identify:

\_\_\_\_ Each hydrozone area and associated water requirement (Low, Moderate, High, or

Mixed)

\_\_\_\_ Special Landscaped Areas (e.g. edible gardens; areas with recycled water)

\_\_\_\_ Type of mulch and application depth

\_\_\_\_ Type and surface area of water features, if any

\_\_\_\_ Hardscapes (pervious and non-pervious)

\_\_\_\_ Statement signed by the certified person, "I have complied with the criteria of the Water Conservation in Landscaping Ordinance and applied them for the efficient use of water in the Landscape Design Plan."

\_\_\_\_ Irrigation design plans: Conceptual irrigation plans are acceptable, but must include sufficient specifications, requirements, details, and equipment lists to ensure that the final design will comply with all provisions of the ordinance. They shall identify:

\_\_\_\_ Location, type and size of all components of the irrigation system, including"

\_\_\_\_ controllers

\_\_\_\_ main and lateral lines,

\_\_\_\_ valves,

\_\_\_\_ sprinkler heads

\_\_\_\_ moisture sensing devices

\_\_\_\_ rain switches,

\_\_\_\_ quick couplers,

\_\_\_\_ pressure regulators

\_\_\_\_ Appropriate backflow prevention devices on irrigation system

\_\_\_\_ Static water pressure as the point of connection to the public water supply \_\_\_\_ For each station show:

\_\_\_\_ Flow rate (gallons per minute)

\_\_\_\_ Application rate (inches per hour)

\_\_\_\_ Design operating pressure (pressure per square inch) for each station

\_\_\_\_ Irrigation schedule

\_\_\_\_ Statement signed by the certified person, "I have complied with the criteria of the Water Conservation in Landscaping Ordinance and applied them for the efficient use of water in the Irrigation Design Plan."