



CERTIFICATE OF COMPLETION & LANDSCAPE AUDIT REPORT

TO BE COMPLETED BY A CERTIFIED/LICENSED PROFESSIONAL

| PROJECT INFORMATION | | |
|--|---|---|
| Site Address: | | |
| APN: | Building Permit Number: | |
| AUTHORIZED PROFESSIONAL INFORMATION | | |
| Name: | Company: | |
| Address: | Date of Field Inspection: | |
| Phone: | Email: | |
| INSPECTION CHECKLIST | | |
| REQUIREMENT | PROJECT COMPLIANCE (To be completed by certified or licensed Professional) | |
| Plant Material | No invasive and/or noxious plant species. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Turf | Turf is planted on slope less than 25%. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Turf is planted in areas greater than 8 ft wide. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Soil Management | A minimum of 2 inches of mulch on all non-turf soil areas. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Irrigation System Design | Dedicated irrigation meters for non-residential projects with more than 5,000 square feet of landscape area. | <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable- Less than 5,000 sf |
| | Automatic irrigation controllers utilizing either evapotranspiration or soil moisture sensor data capable collecting soil moisture data and limiting water waste in irrigation. Controllers do not rely solely on time-based scheduling, and sensors suspend irrigation during unfavorable weather. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | No overhead irrigation within 24 inches of impervious surface. Allowable irrigation includes drip, drip line, or other low flow non-spray technology. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Low volume irrigation used in: <ul style="list-style-type: none"> Mulched areas Areas with slope >25% Areas less than 8 feet wide in any direction | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Irrigation system programmed to water between the hours of 8:00 p.m. and 10:00 am. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Pools & Water Features (ponds, fountains) | Is there a water feature? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Pool and spa covers are installed. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Uses recirculating water system and if available, uses recycled water. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Maintenance | Maintenance schedule and landscape audit was given to property owner. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Inspection | Inspection to confirm that landscape and irrigation system were installed as specified in the Landscape & Irrigation Design plan. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | System test and tune-up to ensure correct distribution. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Overspray correction . | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Landscaping for model homes have informational signage to educate visitors about water efficient landscaping measures installed. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

ITEMS REQUIRED TO BE ATTACHED TO THIS REPORT

Landscape Audit Report: (Must be prepared by an authorized professional) that includes the irrigation schedule (designating watering hours), Maintenance Plan and Irrigation Water Use Analysis.

ON-SITE "FIX-IT" RECOMMENDATIONS

Please list any "fix it" recommendations made during field inspections and indicate whether they were fixed and when. If additional rows are needed, please add another page.

| Date | Fix it Recommendation | Date Fixed | Was this fix it item needed to comply with the Ordinance |
|------|-----------------------|------------|--|
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

CHANGES TO THE LANDSCAPE SINCE THE LANDSCAPE PROJECT APPLICATION

If any changes were made to landscape and irrigation design plans, please include documentation showing what changes were, why and how the project still complies with requirements.

STATEMENT OF AUTHENTICITY

I have complied with the criteria of the City of Menlo Park Water Efficient Landscaping Ordinance. The landscape and irrigation system has been installed as specified in the Landscape and Irrigation Design Plan and in compliance with the Water Efficient Landscape Ordinance of the City of Menlo Park and the project permits. The information provided on this checklist is correct, and that the landscaping project meets the specified requirements of Ordinance No. 968, City Code 12.44.010-12.44.110. The automatic controller has been set according to the attached irrigation schedule. The irrigation system has been set according to the approved irrigation schedule. The irrigation system has been adjusted to maximize irrigation and minimize overspray and runoff.

| | | |
|------------------------------------|-----------------|--------------------|
| AUTHORIZED PROFESSIONAL SIGNATURE: | | PROFESSIONAL SEAL: |
| DATE: | LICENSE NUMBER: | |

PROPERTY OWNER ACKNOWLEDGEMENT

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

Property Owner Signature Date

Print Name Contact Phone