



Engineering Division

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Menlo Park, CA 94025
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LANDSCAPE PLAN CHECKLIST

Submit three (3) copies of the landscape plans along with the building permit application.

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 \$300.

___ Blank Certificate of Completion and Landscape Audit Report. (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 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."