



# LANDSCAPE DOCUMENTATION PACKAGE CHECKLIST

COUNTY LANDSCAPE ARCHITECT (Email submittal)

## APPLICATION PROCESSING

All applications for a Landscape Documentation Package must meet the following requirements. Incomplete applications will not be accepted; or if accepted, will be returned to the applicant.

**FIRST PLAN CHECK:** the turn-around time is 30 days from the date of electronic submittal.

**SECOND PLAN CHECK:** the turn-around time is 1 week after electronic resubmittal. Plans will not be reviewed without the Plan Check Letter.

**THIRD PLAN CHECK:** the turn-around time is 1 week after electronic resubmittal. **NOTE:** If the plans are not acceptable after the third plan check, a new fee and application will be required to continue.

**NOTE:** Upon email notification from the County Landscape Architect that plans are ready for approval, two sets of landscape and irrigation plans will be required to be submitted through the Zoning Counter in both hard copy and on a USB Flash Drive for final stamping. **These plans shall remove the note: NOT FOR CONSTRUCTION.** Turn-around time for stamping plans approved (only those plans submitted through the email option) will be within two business days after hardcopies are submitted.

## GENERAL REQUIREMENTS

### INITIAL

I have read, and understand, the Permit Coversheet with submittal requirements for the [LANDSCAPE PLAN: Application \(Landscape Documentation Package, Email submittal\)](#).

If the application package is incomplete or incorrect final approval will be delayed until the application is deemed complete.

All Fees/Deposits for review and approval of the Landscape Plan, per the County's Schedule of Filing Fees and Deposits, are due at submittal.

**Payment Option:** Please email [patriciae.brockette1@sdcounty.ca.gov](mailto:patriciae.brockette1@sdcounty.ca.gov) for an Invoice of required submittal fees. Include copy of PDS Form 346. Pay on-line instead of in-person with Cashier.

Provide a copy of the Receipt from the Cashier with the email submittal of all required electronic PDF files for the Landscape Documentation Package.

**NOTE:** Processing of plans will not start until fees have been paid and verified.

All required information and layouts have been provided as per the applicable Sections and Appendices within the Water Efficient Landscape Design Manual.

### Storm Water Quality Management Plan (SWQMP) Information

Provide a copy of the cover sheet to the Stormwater Quality Management Plan (SWQMP) that identifies the project as a Priority Development Project (PDP) or a Standard project. These must be submitted by email as PDF files and have all required signatures.

Storm Water Management Documents are required for all Landscape Design Plan submittals, including Model Home Landscape Design Plans and Prescriptive Compliance Option Plans for non-residential projects. Storm Water Management Documents are not



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\_\_\_\_\_ required for Prescriptive Compliance Option Plans for single-family residences.

Submitted Storm Water Management Document information must be of an approved set, or the most recent version, updated and highlighted for Landscape Design Plan review. All vegetated Best Management Practices (BMPs) must be highlighted.

**Each item below has been provided as an electronic PDF file and attached to the email.**

\_\_\_\_\_ Landscape Design Plan

\_\_\_\_\_ Irrigation Design Plan

\_\_\_\_\_ Grading Design Plan (per Section 86.710)

\_\_\_\_\_ Soil Management Report (per Section 86.708)

\_\_\_\_\_ Page 1 of the Stormwater Quality Management Plan for Standard or PDP Projects **AND**

\_\_\_\_\_ Standard Project **OR** Priority Development (PDP) Storm Water Management Documents

## INITIAL

**Each item provided below has been printed, completed and has all required signatures.**

\_\_\_\_\_ One (1) complete (rolled) sets of the Landscape Design Plan

\_\_\_\_\_ One (1) complete (rolled) sets of the Irrigation Design Plan

\_\_\_\_\_ One (1) copy (rolled) of the Grading Design Plan (per Section 86.710)

\_\_\_\_\_ One (1) copy of the Soil Management Report (per Section 86.708)

\_\_\_\_\_ One (1) Discretionary Permit Application (PDS-346)

\_\_\_\_\_ One (1) Landscape Documentation Package Checklist (PDS-404)

\_\_\_\_\_ One (1) Water Efficient Landscape Worksheet (PDS-405)

\_\_\_\_\_ One (1) Page 1 of the Stormwater Quality Management Plan for Standard or PDP Projects **AND**

\_\_\_\_\_ One (1) Standard Project SWQMP **OR** Priority Development (PDP) Storm Water Management Documents

## PLAN REQUIREMENTS

\_\_\_\_\_ Electronic plans include the note: NOT FOR CONSTRUCTION.

\_\_\_\_\_ Scale is 1" = 20' or smaller (such as: 1" = 10' or 1" = 5') when printed.

\_\_\_\_\_ Plans must be legible, professionally prepared and a pdf of an original drawing. Photocopies are not acceptable.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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 contactor will also install the landscaping has



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\_\_\_\_\_ been submitted.

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.

**NOTE:** Upon email notification from the County Landscape Architect that plans are ready for approval, two sets of landscape and irrigation plans will be required to be submitted in both hard copy and on a USB Flash Drive for final stamping. **These plans shall remove the note: NOT FOR CONSTRUCTION.** The preparer of the plans may opt to not provide signatures during the electronic review but will be required for final stamping.

A landscape contractor may also perform this requirement if the landscaping is for the homeowner of the single-family residential project. Property owners preparing their own plans must sign and date the plans.

Signed and dated Compliance Statement shall be provided on the title sheet for each set of plans as follows:

*"I am familiar with the requirements for Landscape and Irrigation Plans contained in the County Landscape Water Conservation regulations, in Title 8, Division 6, Chapter 7, of the San Diego County Code of Regulatory Ordinances. I have prepared this plan in compliance with those regulations. I certify that the plan implements those regulations to provide efficient use of water."*

**IMPORTANT: PLANS WITHOUT THE STATEMENT ABOVE WILL NOT BE ACCEPTED.**

## LANDSCAPE DESIGN PLAN

### INITIAL

\_\_\_\_\_ Plan includes location, botanical name, common name, size and quantity of all retained plants, and those to be removed.

\_\_\_\_\_ Plan includes location, botanical name, common name, size and quantity of all new plants. Plant legend includes species' plant factor per WUCOLS.

\_\_\_\_\_ Soil amendment specifications and planting specifications with all industry standard guarantees listed. Specifications are included to transform all compacted soils to a friable condition and that all planting areas will include a minimum of four cubic yards of compost per 1,000 sq. ft. of area to a depth of six inches.

\_\_\_\_\_ Mulch applied to a depth of at least 3" to all areas of bare soil except in areas where mulch is contraindicated. Mulch used within storm water quality control basins is shredded hardwood (non-floating) to avoid clogging overflow structures.

\_\_\_\_\_ All buildings, property lines, paving, fencing, walls, and above ground utilities are shown.

\_\_\_\_\_ A finish grading note such as: All landscape areas shall be finish graded to remove rocks and to ensure surface drainage away from buildings.

\_\_\_\_\_ Details, specifications, guarantees and necessary notes on all planting plans. Construction details of walls, fencing, lighting and paving for clarity of intent may be required.

\_\_\_\_\_ All required street trees are planted outside of the public right-of-way on private property. If tree planting is proposed within the public right-of-way, a copy of an encroachment permit issued by the Department of Public Works has been included with this submittal.



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### COUNTY LANDSCAPE ARCHITECT

\_\_\_\_\_ All required screening (parking lots, trash enclosures, etc.) is shown on plans. Plants spaced and sized to insure 100% screening within two growing seasons.

\_\_\_\_\_ Root barrier is provided for all trees within 5 feet of hardscape.

\_\_\_\_\_ Landscape improvements, including, but not limited to, plants, berms, walls (decorative or retaining), signs, and structures have been selected and positioned so as to avoid obstructing views of motorists near intersections or aisles, drives, and pedestrian walkways. Trees have been selected (and shall be maintained) such that, at mature size, scaffold branches will be a minimum of 60 inches above the finished grade. Tree Separation Note provided.

\_\_\_\_\_ A note on the plans indicates who is responsible for maintaining the landscape, including the public right-of-way, in a healthy, disease free condition.

\_\_\_\_\_ Plantings adjacent to open space lots do not contain any non-native, invasive, or fire prone plants.

\_\_\_\_\_ Erosion control planting is provided for all slopes over 3 feet in vertical height and additional planting (as per Section 87.417 of the Grading Ordinance) is provided for slopes over 15 feet in vertical height.

All vegetated Structural BMPs, as per the applicable sections of the approved Storm Water Quality Management Plan (SWQMP), are shown on the Landscape Design Plan in compliance with Sections 67.801 et. seq. of the Watershed Protection, Storm Water Management, and Discharge Control Ordinance and all the applicable Fact Sheets within the County's BMP Design Manual.

If Vegetation Stabilization (Planting or Hydroseeding) is proposed for erosion control may be installed between May 1st and August 15<sup>th</sup>. Slope irrigation is in place and needs to be operable for slopes >3 feet. Vegetation must be watered and established prior to October 1st. The owner must implement a contingency physical BMP by August 15<sup>th</sup> if vegetation establishment does not occur by that date. If landscaping is proposed, erosion control measures must also be used while landscaping is being established. Established vegetation must have a subsurface mat of intertwined mature roots with a uniform vegetative coverage of 70 percent of the natural vegetative coverage or more on all disturbed areas.

\_\_\_\_\_ For all storm water basins that a County Flood District (CFD) has been formed to maintain the basins, the irrigation is temporary on-grade and easily removed prior to acceptance by the County and landscaping of the slopes and bottom of the basin is being achieved by hydroseeding or some other form of groundcovers to prevent erosion. No trees or shrubs are located inside of the fence surrounding the basin.

\_\_\_\_\_ Plan shows location of two trees for each single family lot for compliance with Section 86.709 (b) (10).

\_\_\_\_\_ Single Family Residential Plans are compliant with Section 1.D (2) and the Tree Planting Guidelines within Section 5 of the Water Efficient Landscape Design Manual.

## MODEL HOME LANDSCAPE PLANS

\_\_\_\_\_ Water Efficient Landscape signage is provided for each individual lot as required by Section 86.718 of the Water Conservation in Landscaping Ordinance.

Copies of all written information to demonstrate the principles of water efficient landscapes is provided with Landscape Documentation Package plans. Printed



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\_\_\_\_\_ information will be available at all model homes for public education.

\_\_\_\_\_ Construction details of each sign provided along with specific text for each sign.

\_\_\_\_\_ Plan shows location of two trees for each model home for compliance with Section 86.709 (b) (10).

\_\_\_\_\_ Location of rain barrels are shown on plans. Signage includes mention of benefits in capturing and re-using rainwater.

### IRRIGATION DESIGN PLAN

#### INITIAL

\_\_\_\_\_ Dedicated Irrigation water meter, and/or submeter location, size and available pressure are shown as required.

\_\_\_\_\_ Plan shows all hydrozones by number, letter or other method and identifies each as very low water use, low water use, moderate water use, high water use or special landscaped area.

\_\_\_\_\_ Point of connection and backflow prevention are shown on the Irrigation Design Plans. Include make and model number of backflow prevention device.

\_\_\_\_\_ The irrigation legend provides a complete description of all the irrigation equipment.

\_\_\_\_\_ Location, size, and type of valves and sprinklers (include make and model number in an irrigation legend).

\_\_\_\_\_ Location, depth, size and type of pressure and lateral lines. Use of sleeves for pipes under driveways and paved surfaces.

\_\_\_\_\_ All piping is sized, including sleeve pipe.

\_\_\_\_\_ The system design pressure and the recorded static pressure or hydraulic gradeline information (with recording date) is indicated on the plans.

\_\_\_\_\_ An automatic controller shall be weather based (or have a moisture sensor) and utilize a rain sensor either integral or auxiliary, capable of shutting off the unit. The controller is shown on the plans graphically, for placement in the field, and described in the legend.

\_\_\_\_\_ Details such as water filters, air release valves, flush valves and pressure regulators on any drip irrigation systems are provided.

\_\_\_\_\_ Irrigation layout is consistent with the Water Efficient Landscape Design Manual.

\_\_\_\_\_ Avoid sprinkler risers in corner, along walls and parking areas. No overhead irrigation within 24" of an impermeable surface or in areas less than 10' wide in any direction.

\_\_\_\_\_ Check valves/anti-drain valves shown on slopes where needed.

\_\_\_\_\_ Temporary, on-grade irrigation is shown for areas planted solely with native vegetation. Temporary irrigation is required to help establish native vegetation and then shall be removed (typically two to three years after initial planting and up to five years for tree establishment).

\_\_\_\_\_ An overspray note such as: "Field adjust all sprinklers to eliminate overspray onto sidewalks"



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\_\_\_\_\_ or driveways.”

\_\_\_\_\_ Details/specifications and guarantees on all Irrigation Design Plans.

### Reclaimed Water:

For projects using reclaimed water or projects where reclaimed water will be available in the future;

The local water district has confirmed that reclaimed water is available and plans have been submitted and approved by the Department of Environmental Health and Quality (DEHQ) prior to submittal to Planning & Development Services (PDS). Irrigation Plans have the required LRWS# posted as required by DEHQ. LRWS# \_\_\_\_\_

### Reclaimed Water: (continued)

For projects using reclaimed water or projects where reclaimed water will be available in the future;

The local water district has confirmed that reclaimed water will be available in the future, or is currently available, and the submitted plans provide for a dual distribution system for all landscaped areas (dual distribution is required if potable water is used for areas where food is served or consumed).

### Graywater:

For Projects Using Graywater;

All areas utilizing graywater for irrigation conform to the California Plumbing Code (Title 24, Part 5, Chapter 16) and section 86.720 of the Water Conservation in Landscape Ordinance.

## WATER EFFICIENT LANDSCAPE WORKSHEET

All sections of form PDS-405 are complete and accurately conform to the Landscape Design Plan, Irrigation Design Plan and County regulatory requirements.

Calculations of Estimated Total Water Use (ETWU) and Maximum Applied Water Allowance (MAWA) are provided and the average ETAF value is compliant with County regulations based on project type.

Confirm that Estimated Total Water Use (ETWU) does not exceed the Maximum Applied Water Allowance (MAWA).

Confirm that the Average Irrigation Efficiency for the overall irrigation system shall meet or exceed 0.75.

## GRADING DESIGN PLAN

Demonstrate the elimination or minimization of soil erosion, runoff and water waste resulting from precipitation or irrigation.

Finished configuration and elevations of each landscaped area shown.

Height of graded slopes shown.

Drainage pattern shown.

Pad elevations shown.

Finish grade shown.



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\_\_\_\_\_ All vegetated structural BMP's or any other vegetated structural BMP stormwater retention improvements are shown and labeled.

\_\_\_\_\_ Sight line distances are shown per the project's California registered Civil Engineer as applicable and certification provided acknowledging grading has been designed to avoid obstructing roadway user's views.

## INITIAL

### Grading Permit in lieu of Grading Design Plan:

If the project requires a grading permit and a plan, that grading plan may be used in lieu of a grading design plan provided it meets all the grading design plan requirements listed above and the additional requirements of the Grading Ordinance listed below;

\_\_\_\_\_ All planting shown as required by Section 87.417 of the Grading Ordinance.

\_\_\_\_\_ All irrigation shown as required by Section 87.418 of the Grading Ordinance.

\_\_\_\_\_ Certification statement, as required by Section 87.401.a.2 (cuts) and 87.406.a (fills) for all slopes steeper than 2:1.

\_\_\_\_\_ **Compliance Statements** - per the Department of Public Works (DPW) – are provided on all sheets in document set prepared by, or under the direct supervision of, the California licensed landscape professional of record.

### The required signed and dated Compliance Statements are as follows:

*"I, \_\_\_\_\_, certify that the landscape and irrigation plan as shown hereon per this grading plan L- \_\_\_\_\_ satisfy the grading ordinance requirements as stated per section 87.417 (planting) and section 87.418 (irrigation)."*

*"I am familiar with the requirements for grading design plans contained in the County Landscape Water Conservation Regulations, in Title 8, Division 6, Chapter 7 of the San Diego County Code of Regulatory Ordinances. I have prepared this plan in compliance with those regulations. I certify that the plan implements those regulations to provide efficient use of water."*

\_\_\_\_\_ Prior to the approval of the record plan, the licensed landscape professional of record shall certify that the landscape and irrigation has been constructed per the approved landscape and irrigation as is shown hereon.

## SOIL MANAGEMENT REPORT

\_\_\_\_\_ If the project requires mass grading, the soil management report should be submitted with the Certificate of Completion. Mass grading projects shall provide a soil sampling test for every 25,000 sq. ft. of area graded. Otherwise, the soil management report must be submitted as part of the Landscape Documentation Package.

\_\_\_\_\_ Soil analysis, completed by a properly certified or accredited laboratory using accepted industry protocol, of the landscaped areas with information on the soil texture, soil infiltration rate, pH, total soluble salts, sodium, and percent of organic matter.

\_\_\_\_\_ Recommendations for improving the soil to efficiently utilize irrigation to sustain the health of landscape plantings.



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Soil sampling tests have been submitted for those projects with multiple landscape installations, such as production home developments, for every 1 in 7 lots. Large projects shall also provide test results at a rate equivalent to 1 in 7 lots.

**NOTE:** For all building permit applications not requiring a discretionary review (per the zoning of the property), landscape plans shall be submitted to Planning & Development Services when there is 2,500 square feet or more of single-family residential landscaped area or 500 square feet or more of any other type of landscaped area. All submittal requirements, certification of landscape plan compliance, reclaimed water, and off-street parking standards mentioned above are applicable and shall be addressed and initialed by the California licensed landscape professional of record, or property owner upon submittal.

**NOTE:** All built structures proposed with the approval of these landscape plans shall require the applicant to obtain necessary building permits to comply with the most current version of the County's Building, Electrical, Fire, and Plumbing Codes.

**NOTE:** All building permit applications for custom-built single-family homes within the Rancho Santa Fe Fire Protection District that require a Landscape Documentation Package to be submitted per Section 86.703 (a) (3) of the Water Conservation in Landscaping Ordinance shall submit plans per this Checklist. Prior to final approval from Planning & Development Services, proof of the districts' approval of the most current design is required. This shall be submitted as a digital copy of the plans with their approval stamps and notes. This applies to all other Fire District's that may require landscape review prior to approval of building permits.

**NOTE:** Per Sections 86.723 and 86.725 of the San Diego County Code, the landscape professional who prepared the Landscape Documentation Package is required to submit (to the County Landscape Architect), prior to the issuance of a Certificate Of Occupancy, Record Plan (associated with Grading/Improvement Plans), or Notice Of Completion, whichever is applicable, a Certificate of Completion acknowledging that the landscape improvements have been installed per the approved landscape plans. Periodic inspections may be conducted by PDS to verify conformance and corrections may be required if needed.

**For additional information, please contact:**

Bethany McDonnell  
County Landscape Architect, LLA 6857  
County of San Diego  
Planning & Development Services  
(619) 997-2791  
[Bethany.McDonnell@sdcounty.ca.gov](mailto:Bethany.McDonnell@sdcounty.ca.gov)

As a landscape professional licensed by the State of California, or owner of the property, I hereby acknowledge that the preceding items initialed by me are provided on the attached landscape plans. I understand that Planning & Development Services may verify compliance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Phone No. (include area code)

\_\_\_\_\_  
License No.

\_\_\_\_\_  
Renewal Date





*County of San Diego, Planning & Development Services*

# **LANDSCAPE DOCUMENTATION PACKAGE CHECKLIST**

**COUNTY LANDSCAPE ARCHITECT**

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Email Address



# LANDSCAPE DOCUMENTATION PACKAGE CHECKLIST

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## Summary of Landscape Approval Process

(based on the type of permit)

<p>SINGLE-FAMILY LANDSCAPES 500 - 2,499 sq. ft. choosing to use the Water Use Application Using Prescriptive Compliance Option</p>
<p>Submit <b>WATER USE APPLICATION USING PRESCRIPTIVE COMPLIANCE OPTION</b> and Receive Approval</p>
<p>Receive Building Permit</p>
<p>Install Landscaping &amp; Irrigation</p>
<p>Submit <b>CERTIFICATE OF COMPLETION USING PRESCRIPTIVE COMPLIANCE OPTION</b></p>
<p>Receive Outdoor Water Use Authorization at Final Inspection</p>

<p>SINGLE-FAMILY LANDSCAPES 2,500 sq. ft. or more</p>
<p>Submit <b>LANDSCAPE DOCUMENT PACKAGE</b> and Receive Approval</p>
<p>Receive Building Permit</p>
<p>Install Landscaping &amp; Irrigation</p>
<p>Submit <b>CERTIFICATE OF COMPLETION</b> Package and Receive Approval</p>
<p>Receive Outdoor Water Use Authorization and Final Inspection Approval for Occupancy</p>

<p>SINGLE-FAMILY RESIDENTIAL SUBDIVISIONS WITH DEVELOPER-INSTALLED LANDSCAPING</p>
<p>Initial Outdoor Water Use Authorization Granted upon approval of; either <b>WATER USE APPLICATION USING PRESCRIPTIVE COMPLIANCE OPTION</b> (for landscaped areas between 500 – 2,500 sq. ft.) or <b>LANDSCAPE DOCUMENTATION PACKAGE</b> (for those lots with over 2,500 sq. ft. of landscaping)</p>
<p>Receive Building Permit for lot</p>
<p>Install Landscaping &amp; Irrigation Per <b>LANDSCAPE DOCUMENT PACKAGE</b></p>
<p>Submit <b>CERTIFICATE OF COMPLETION PACKAGE</b> and Receive Approval</p>
<p>For each partially landscaped lot, Receive Outdoor Water Use Authorization for all landscaped areas installed by Developer, combined with, MAWA calculations established for the remaining Exclusive Use Area's to be installed by the buyer at a future date.</p>
<p>Agree to Notify each buyer of Conditions and Responsibilities under the Outdoor Water Use Authorization and Receive Approval for Occupancy</p>

<p>LANDSCAPES FOR COMMERCIAL, INDUSTRIAL, MULTIFAMILY AND COMMON AREA FOR SINGLE-FAMILY over 500 sq. ft.</p>
<p>Submit Concept Plan as part of Discretionary Permit Approval Process</p>
<p>Receive Discretionary Permit Approval</p>
<p>Submit <b>LANDSCAPE DOCUMENTATION PACKAGE</b> and Receive Approval</p>
<p>Receive Building Permit</p>
<p>Install Landscaping &amp; Irrigation</p>
<p>Submit <b>CERTIFICATE OF COMPLETION</b> Package and Receive Approval</p>
<p>Receive Outdoor Water Use Authorization and Final Inspection Approval for Occupancy</p>