

LANDSCAPE DOCUMENTATION PACKAGE SUBMITTAL FORM

To be completed by applicant and submitted with the required materials listed in Section C. For projects that qualify and apply using the Prescriptive Compliance Option¹, see Section D.

SECTION A. PROJECT INFORMATION SHEET

Project Name		Date
Name of Project Applicant	Telephone No.	
Title	Email Address	
Company	Street Address	
City	State	Zip Code

Project Address, Location, Type:

Street Address		Assessor's Parcel Number (APN)	
City	State	Zip Code	
Project Type <input type="checkbox"/> New <input type="checkbox"/> Rehabilitated <input type="checkbox"/> Private <input type="checkbox"/> Homeowner- installed <input type="checkbox"/> Public <input type="checkbox"/> Other:	Total Landscaped Area (ft ²)	Water Provider	Water Supply <input type="checkbox"/> Potable <input type="checkbox"/> Recycled <input type="checkbox"/> Well (WDS)

Property Owner or His/Her Designee:

Name		Telephone No.	
Title		Email Address	
Company		Street Address	
City	State	Zip Code	

¹ Any project with an aggregate landscape area of less than 2,500 ft² may comply with the performance requirements listed in the Landscape Documentation Package or may conform to the prescriptive measures contained in Section D. Projects using graywater or rainwater should refer to Section 490.1 (d) of the State's Model Water Efficient Landscape Ordinance.

SECTION B: LANDSCAPE DOCUMENTATION PACKAGE CERTIFICATION

"I agree to submit a complete Landscape Package that complies with the Monterey Peninsula Water Management District Landscape Requirements including, but not limited to, the use of climate appropriate, non-invasive species, and limited Turf."

Applicant Name (Print) Signature Date

SECTION C: LANDSCAPE PACKAGE SUBMITTAL CHECKLIST

Applicant must indicate compliance with requirements. Include notes if necessary. Prior to final, a complete **Certificate of Compliance** form for landscape projects with the required information must be submitted to the Monterey Peninsula Water Management District for review and approval. See Section E for example.

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
1. PROJECT INFORMATION (complete above Section A and B or equivalent)			
A. Completed checklist (Section C) of documents in package.			
2. WATER EFFICIENT LANDSCAPE WORKSHEET (APPENDIX B)			
A. Hydrozone Information Table.			
B. Water Budget Calculations for (1) Maximum Applied Water Allowance (MAWA) and (2) Estimated Total Water Use (ETWU).			
3. SOIL MANAGEMENT REPORT²			
A. Includes soil analysis.			

² Not required if project is eligible for and uses the Prescriptive Compliance Option (Section D)

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
B. Recommendations incorporated into landscape plans.			
C. Copy of report provided in the landscape package (if no significant grading), or			
D. Copy to be provided with Certificate of Completion (if significant grading is necessary).			
E. Provide verification of implementation of soil analysis report recommendation with Certificate of Completion.			
4. LANDSCAPE DESIGN PLAN			
Plant Material			
<p>A. Uses appropriate plants so that Estimated Total Water Use does not exceed Maximum Applied Water Allowance.</p> <p>Average WUCOLS Plant Water Use Factor of 0.3 for Minor Landscape Projects.</p>			
B. Plants are grouped by hydrozone			

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
C. Plant materials list/information (botanical & common name, plant symbols, container size, plant spacing & quantities).			
D. Turf is not allowed on slopes greater than 10%.			
E. Turf is restricted to 1,500 ft ² or 20% of the landscape area, whichever is less for residential areas. No turf is allowed for non-residential areas.			
Water Features			
F. Recirculating water system is used for water features.			
G. Recycled water is used for decorative water features if available.			
H. Surface area of water feature is included as high water use hydrozone for calculations.			
Soil Preparation, Mulch and Amendments			
I. Minimum 3" mulch or bark.			
J. Compacted soils transformed to friable condition before planting.			

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
K. Compost minimum of 4 cubic yards per 1,000 ft ² of permeable area to a depth of 6". (See Fact Sheet or MWEL0/MPWMD WEL0 for exception).			
L. Stabilizing mulch used on slopes.			
M. Mulching portion of seed/mulch slurry in hydro-seeded applications meets mulching requirements.			
N. Soil amendments incorporated according to soil report recommendations.			
Landscape Design Plan Requirements			
O. Designate and label hydrozones (low, moderate, high, mixed-use).			
P. Identify recreational areas.			
Q. Identify areas dedicated to edible plants.			
R. Identify areas irrigated with recycled water.			
S. Identify mulch type and depth.			

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
T. Identify soil amendments, type & quantity.			
U. Identify water features & surface area.			
V. Identify stormwater best management practices.			
W. Identify rain catching or rain harvesting improvements.			
X. Identify any graywater discharge piping, system components and area(s) of distribution.			
Y. Identify "Special Landscape Areas," if any.			
Z. Identify natural features to remain (rock outcroppings, trees, etc.).			
AA. Include statement: <i>"I have complied with the Monterey Peninsula Water Management District Water Efficient Landscape Requirements including, but not limited to, the use of climate appropriate, non-invasive species, and limited Turf."</i> with signature/date of landscape architect, contractor, or authorized person.			

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
5. IRRIGATION DESIGN PLAN			
A. Dedicated water meter is required on non-residential landscape areas greater than 1,000 ft ² and residential landscape areas greater than 5,000 ft ² .			
B. Uses automatic irrigation controllers utilizing evapotranspiration or soil moisture sensor data.			
C. Designed to optimal dynamic pressure (Booster pumps or pressure regulators shall be used to achieve required dynamic pressure).			
D. Includes rain sensor(s)			
E. Includes flow sensor (landscape area is 5,000 ft ² or larger)			
F. Includes manual shut off valves.			
G. Includes master shut-off valve. (See Rule 142.1 for exception).			

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
H. Includes backflow prevention devices.			
I. Designed to prevent low head drainage & no overspray or runoff.			
J. Uses information from the Soil Management Report.			
K. Conforms to hydrozones indicated on landscape plan.			
L. Designed to achieve minimum irrigation efficiency of 0.75 for overhead spray devices and 0.81 for drip systems.			
M. Uses low volume irrigation in mulched planting areas.			
N. Matched precipitation rates for heads and emission devices.			
O. Uses optimal sprinkler spacing.			

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
P. Swing joints or other riser protection for used on risers adjacent to high traffic areas.			
Q. Uses check or anti-drain valves.			
R. Subsurface irrigation or other means that produces no runoff or overspray for turf strips or other areas less than 10 feet in width (MSMTR heads acceptable with 6" setback).			
S. Sprinkler heads setback 24" from hardscape? If not, are they:			
i. Adjacent hardscape permeable?			
ii. Adjacent impermeable hardscape is designed to drain entirely to landscaping?			
iii. Alternative design or technology specified to minimize overspray/runoff? (such as MSMTR heads with 6" setback).			

SUBMITTAL REQUIREMENTS		Y/N	APPLICANT NOTES	STAFF NOTES
Hydrozone				
T. Maximum 0.75 inch per hour precipitation rate for slopes greater than 4:1.				
U. Each valve irrigates hydrozone with similar conditions.				
V. Sprinkler head and emission devices are appropriate for the plant type within the hydrozone.				
W. Trees are placed on separate valves from shrubs, groundcovers and turf, where feasible.				
X. Designate hydrozone areas and designate areas irrigated by each valve.				
Y. Location & size of water meters.				
Z. Type & size of all irrigation system components.				
	i. Irrigation controller type (soil-moisture based, weather-based, or other self-adjusting controller).			
	ii. Main and lateral lines.			

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
iii. Valves.			
iv. Sprinkler head location/type			
v. Moisture sensing devices (soil and or rain).			
vi. Quick couplers.			
vii. Pressure regulators.			
viii. Backflow devices.			
AA. Indicate static water pressure at connection point to water supply.			
BB. Indicate flow rate (gallons/minute).			

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
CC. Indicate application rate (inches/hour) for each station.			
DD. Indicate design operating pressure (per square inch).			
EE. Indicate recycled water irrigation systems.			
FF. Include statement: <i>“I have complied with the criteria of the Monterey Peninsula Water Management District Water Efficient Landscape Requirements and applied them accordingly for the efficient use of water in the Irrigation Design Plan.”</i> with signature/date of landscape architect, irrigation designer, landscape contractor, or other authorized person.			
6. GRADING/DRAINAGE PLAN			
A. Height of graded slope			
B. Drainage patterns			
C. Proposed underground and in-ground drainage improvements.			

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
D. Pad elevations.			
E. Finish grade.			
F. Stormwater retention or treatment improvements, if any.			
G. Include statement: <i>“I have complied with the criteria of the Monterey Peninsula Water Management District Water Efficient Landscape Requirements and applied them accordingly for the efficient use of water in the grading design plan.”</i> with signature/date of a licensed professional as authorized by law.			

SECTION D: PRESCRIPTIVE COMPLIANCE OPTION

This Section contains prescriptive requirements which may be used as a compliance option for Minor Landscape Projects (less than 2,500 ft²). In addition to the items listed below, at the time of final inspection, the permit applicant must provide the owner of the property with a Certificate of Completion, Certificate of Installation, irrigation schedule, and a schedule of landscape and irrigation maintenance.

Compliance with the following items is mandatory and must be documented on the Landscape Design Plan:

1. Submit a **Landscape Documentation Package** which includes the following elements:
 - A. Date.
 - B. Project applicant.
 - C. Project address and Assessor's Parcel Number.
 - D. Total landscape area (ft²), including a breakdown of turf and plant material.
 - E. Project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed).
 - F. Water supply type (e.g. new, rehabilitated, public, private, cemetery, homeowner-installed).
 - G. Contact information for the project applicant and property owner(s).
 - H. Applicant signature and date with statement: "I agree to comply with the Monterey Peninsula Water Management District Minor Landscape requirements including, but not limited to, the use of climate appropriate, non-invasive species, and limited Turf."
2. Incorporate **compost** at a rate of at least four cubic yards per 1,000 ft² to a depth of six inches into landscape area (unless contra-indicated by a soil test).
3. **Plant material** shall comply with all of the following:
 - A. For residential areas, install climate adapted plants that require occasional, little or no summer water (average WUCOLS³ plant factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water; For non-residential areas, install climate adopted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 100% of the plant area excluding edibles and areas using recycled water.

³ WUCOLS (Water Use Classification of Landscape Species) can be found at <http://ucanr.edu/sites/WUCOLS/>

- B. A minimum of three-inch (3") layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications where mulch is contra-indicated.
4. **Turf** shall comply with all of the following:
- A. Turf shall be limited to twenty percent (20%) of the landscape area or up to 1,500 ft², whichever is less, for residential projects, and there shall be no turf in non-residential areas.
 - B. Planting of turf is prohibited in the following conditions: (1) Non-Residential Minor Landscape Projects; (2) Slopes exceeding ten percent (10%); (3) Planting areas eight (8) feet wide or less; and (4) Street Medians, traffic islands, planter strips, or bulb-outs of any size.
5. **Irrigation systems** shall comply with the following:
- A. Automatic irrigation controllers are required and must use evapotranspiration or soil moisture sensor data and utilize a rain sensor.
 - B. Irrigation controllers shall be of a type which does not lose programming data in the event the primary power source is interrupted.
 - C. Pressure regulators shall be installed on the irrigation system to ensure the dynamic pressure of the system is within the manufacturers recommended pressure range.
 - D. Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be installed as close as possible to the point of connection to the water supply.
 - E. All irrigation emission devices must meet the requirements set in the ANSI standard, ASABE/ICC 802-2014. "Landscape Irrigation Sprinkler and Emitter Standard." All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.
 - F. Areas less than ten feet (10') in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.
6. For **non-residential projects with landscape areas of 1,000 ft² or more**, a separate irrigation water meter by the water purveyor to measure landscape water use shall be installed. MPWMD also requires a separate water meter if there is landscape beyond ten feet (10') of a building.

SECTION E. CERTIFICATION OF INSTALLATION.

This form is completed and signed by the signer of the landscape design plan, the irrigation design plan, or a licensed landscape contractor. Certification must be based on periodic observation of the installation.

The following documents must be submitted to MPWMD and provided to the property owner:

- Irrigation audit report;
- Controller parameters/settings;
- Landscape irrigation audit report;
- Soil analysis report and documentation verifying implementation of recommendations from soil analysis (if not using the Prescriptive Compliance Option).

SECTION F. CERTIFICATION OF COMPLETION.

The Certification of Completion must be signed by the property owner and submitted to MPWMD for final sign off.



Water Efficient Landscape Worksheet – Appendix B

This worksheet is filled out by the Project Applicant as a required element of the Landscape Documentation Package.

Reference Evapotranspiration (ET_o) Monterey Region: 36.00”

Hydrozone #/Planting Description ^a	Plant Factor (PF)	Irrigation Method ^b	Irrigation Efficiency (IE) ^c	Evaporation Adjustment Factor or ETAF (PF/IE)	Landscape Area (sq. ft.)	ETAF x Area	Estimated Total Water Use (ETWU) ^e
Regular Landscape Areas							
				Totals	(A)	(B)	
Special Landscape Areas (SLA)							
				1			
				1			
				1			
				Totals	(C)	(D)	
ETWU Total							
Maximum Allowed Water Allowance (MAWA)^e							

^a**Hydrozone #/Planting Description**
For example:
1.) “front lawn”
2.) “low water use plantings”
3.) “medium water use plantings”

^b**Irrigation Method**
overhead spray
or drip

^c**Irrigation Efficiency**
0.75 for spray head
0.81 for drip

^d**ETWU (Annual Gallons Required) =**
 $Et_o \times 0.62 \times ETAF \times Area$
where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year.

^e**MAWA (Annual Gallons Allowed) =** $(Et_o) (0.62) [(ETAF \times LA) + ((1-ETAF) \times SLA)]$
where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year, LA is the total landscape area in square feet, SLA is the total special landscape area in square feet, and ETAF is .55 for residential areas and 0.45 for non-residential areas.

ETAF Calculations

Regular Landscape Areas

Total ETAF x Area	(B)
Total Area	(A)
Average ETAF	B ÷ A

Average ETAF for Regular Landscape Areas must be 0.55 or below for residential areas, and 0.45 or below for Non-Residential areas.

All Landscape Areas

Total ETAF x Area	(B+D)
Total Area	(A+C)
Sitewide ETAF	(B+D) ÷ (A+C)



CERTIFICATE OF INSTALLATION

CERTIFICATION OF INSTALLATION ACCORDING TO THE LANDSCAPE DOCUMENTATION PACKAGE

“I/we certify that based upon periodic site observations, the work has been completed in accordance with the ordinance and that the landscape planting and irrigation installation conform with the criteria and specifications of the approved Landscape Documentation Package.”

Name (print)	Telephone No.	
	Fax No.	
Title	Email Address	
License No. or Certification No.		
Company	Street Address	
City	State	Zip Code
Signature*	Date	

Project Address: _____ **Assessor Parcel Number:** _____

*Signer of the landscape design plan, signer of the irrigation plan, or a licensed landscape contractor.

The following documents must be provided to the owner and to MPWMD upon completion of the landscape project:

- Certificate of Completion. This form is completed and signed by property owner.
- Certificate of Installation. This form is completed and signed by the signer of the landscape design plan, the irrigation design plan, or a licensed landscape contractor. Certification shall be based on periodic observation of the installation. The following documents must be submitted to MPWMD and provided to the property owner:
 - Irrigation audit report;
 - Controller parameters/settings;
 - Landscape irrigation audit report;
 - Soil analysis report and documentation verifying implementation of recommendations from soil analysis (if not using the Prescriptive Compliance Option).



CERTIFICATE OF COMPLETION LANDSCAPE AND IRRIGATION INSTALLATION

This certificate must be completed by the project applicant upon completion of the landscape project.

Project Name: _____ **Assessor's Parcel Number:** _____

PART 1. PROJECT INFORMATION SHEET

Date		
Project Name		
Name of Project Applicant	Telephone No.	
	Fax No.	
Title	Email Address	
Company	Street Address	
City	State	Zip Code

Project address and location:

Street Address	Assessor's Parcel Number	
City	State	Zip Code

Property owner or his/her designee:

Name	Telephone No.	
	Fax No.	
Title	Email Address	
Company	Street Address	
City	State	Zip Code

Property Owner

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

Property Owner Signature

Date

Please answer the questions below:

1. Date the Landscape Documentation Package was submitted to MPWMD _____
2. Date the Landscape Documentation Package was approved by MPWMD _____
3. Date that a copy of the Water Efficient Landscape Worksheet (including the Water Budget Calculation) was submitted to MPWMD _____