



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/Appendix 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 (sq. ft.)	Water Purveyor	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

SECTION B: LANDSCAPE DOCUMENTATION PACKAGE CERTIFICATION

"I agree to comply with the water efficient landscape ordinance and submit a complete Landscape Documentation Package."

Applicant Name (Print) _____ Signature _____ Date _____

¹ Any project with an aggregate landscape area of 2,500 sq. ft. or less may comply with the performance requirements of the MWELo listed in the Landscape Documentation Package or may conform to the prescriptive measures contained in Section D (MWELo Appendix D). Projects using graywater or rainwater should refer to Section 490.1 (d) of MWELo.

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.			
B. Recommendations incorporated into landscape plans.			
C. Copy of report provided in the landscape package (if no significant grading).			
D. Or copy to be provided with Certificate of Completion (if significant grading necessary).			
E. Provide verification of implementation of soil analysis report recommendation with Certificate of Completion.			
4. LANDSCAPE DESIGN PLAN			
Plant Material			
A. Uses appropriate plants so that Estimated Total Water Use does not exceed Maximum Applied Water Allowance.			
B. Plants are grouped by hydrozone (See Fact Sheet or MWELO/MPWMD WELO			

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

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
for exception).			
C. Plant materials list/information (botanical & common name, plant symbols, container size, plant spacing & quantities).			
D. Turf is not allowed on slopes greater than 25%.			
Water Features			
E. Recirculating water system is used for water features.			
F. Recycled water is used for decorative water features if available.			
G. Surface area of water feature is included as high water use hydrozone for calculations.			
Soil Preparation, Mulch and Amendments			
H. Minimum 3" mulch or bark.			
I. Compacted soils transformed to friable condition before planting.			
J. Compost minimum of 4 cubic yards per 1,000 sq. ft. of permeable area to a depth of 6". (See Fact Sheet or MWEL0/MPWMD WEL0 for exception).			
K. Stabilizing mulch used on slopes.			
L. Mulching portion of seed/mulch slurry in hydro-seeded applications meets mulching requirements.			
M. Soil amendments incorporated according to soil report recommendations.			
Landscape Design Plan Requirements			
N. Designate and label hydrozones (low, moderate, high, mixed-use).			
O. Identify recreational areas.			
P. Identify areas dedicated to edible plants.			
Q. Identify areas irrigated with recycled water.			
R. Identify mulch type and depth.			
S. Identify soil amendments,			

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
type & quantity.			
T. Identify water features & surface area.			
U. Identify stormwater best management practices.			
V. Identify rain catching or rain harvesting improvements.			
W. Identify any graywater discharge piping, system components and area(s) of distribution.			
X. Identify "Special Landscape Areas" if any.			
Y. Identify natural features to remain (rock outcroppings, trees, etc.).			
Z. Include statement: <i>"I have complied with the criteria of the ordinance and applied them for the efficient use of water in the landscape design plan."</i> with signature/date of landscape architect, contractor, or authorized person.			
5. IRRIGATION DESIGN PLAN			
A. Dedicated water meters required on non-residential landscape areas between 1,000-5,000 sq. ft. and residential landscape areas 5,000 sq. ft. and greater.			
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 sq. ft. or larger)			
F. Includes manual shut off valves.			
G. Includes master shut-off valve. (See Fact Sheet or			

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
MWEL0/MPWMD WEL0 for exception).			
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.			
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 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.			
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).			
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</i>			

SUBMITTAL REQUIREMENTS	Y/N	APPLICANT NOTES	STAFF NOTES
<p><i>complied with the criteria of the ordinance 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.</p>			
6. GRADING/DRAINAGE PLAN			
A. Height of graded slope			
B. Drainage patterns			
C. Proposed underground and in-ground drainage improvements			
D. Pad elevations			
E. Finish grade			
F. Stormwater retention or treatment improvements, if any			
<p>G. Include statement: <i>“I have complied with the criteria of the ordinance 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.</p>			

SECTION D: PRESCRIPTIVE COMPLIANCE OPTION (MWELO APPENDIX D).

This Section contains prescriptive requirements which may be used as a compliance option to the MWELO. 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 (square feet), 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 requirements of the prescriptive compliance option to the MWELO."*
2. Incorporate **compost** at a rate of at least four cubic yards per 1,000 square feet 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 WUCOLS 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;
 - 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 not exceed 25% of the landscape area in residential areas, and there shall be no turf in non-residential areas;
 - B. Turf shall not be planted on sloped areas which exceed a slope of one foot (1') vertical elevation change for every four feet (4') of horizontal length.
 - C. Turf is prohibited in parkways less than ten feet (10') wide, unless the parkway is adjacent to a parking strip and used to enter and exit vehicles. Any turf in parkways must be irrigated by sub-surface irrigation or by other technology that creates no overspray or runoff.
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 square feet 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 D. CERTIFICATION OF COMPLETION.

This document is acceptable for use as a Certification of Completion.