



# CITY OF SIMI VALLEY

**Environmental Services Department  
Planning Division**

## **Final Landscape Plan Checklist**

**2929 Tapo Canyon Road  
Simi Valley, CA 93063**

***Hours: Monday-Thursday 7:30 a.m. to 5:30 p.m.***

***Friday 7:30 a.m. to 4:30 p.m.***

***Planning Counter: (805) 583-6769***

**PLEASE MAKE AN APPOINTMENT TO SUBMIT**

***<http://www.simivalley.org>***

## Final Landscape Plans

Final Landscape Plans must be submitted following any project approval where new landscaping is required or where existing required landscaping will be modified. Final Landscape Plans, documentation worksheets, and reports must be submitted with required fees. Final Landscape Plans must be approved prior to issuance of grading permits and/or building permits as applicable.

Final Landscape Plans must:

- Show disposition of all on-site mature trees, as applicable;
- Show any landscape-related stormwater specialized areas;
- Show erosion control for any graded slopes over three feet in height subject to the City's Hillside Performance Standards (Simi Valley Municipal Code 9-32);
- Differentiate short-term vs. ultimate landscape treatments;
- Document compliance with original project approvals and conditions, as applicable;
- Be consistent with the approved Conceptual Landscape Plan and the City's Landscape Design Guidelines;
- Comply with all applicable requirements of the current Water Efficient Landscape Ordinance as enacted by the State of California; and,
- Be consistent with the project site, civil, and architectural plans.

Plans for properties having more than 500 square feet of new landscaping or 2,500 square feet of improved landscaping should be prepared by a California registered landscape architect for compliance with all required State and Local codes and guidelines related to irrigation, water use efficiencies, plant selections, and required landscape area. It is recommended that any desired high water use plants, such as turf grasses, be placed in very limited areas.

The Final Landscape Plan submittal must be accompanied by a completed **Project Information Form** (page 4). Plans that do not have the Project Information Form will not be accepted.

State-required forms, including the Water Efficient Landscape Worksheet, and the Certificate of Completion, are also necessary. Your landscape plan check and sign off will not be completed without these forms.

**The following page is the checklist that Planning staff will use when you turn in your landscape plan package. Please include all applicable items in the submittal package. Incomplete plans may not be accepted.**

## FINAL LANDSCAPE PLAN COUNTER ACCEPTANCE CHECKLIST

Date: \_\_\_\_\_

TRUST FUND NO.: \_\_\_\_\_

TRUST FUND AMT.: \_\_\_\_\_

Applicant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site Location: \_\_\_\_\_

Case Nos.: \_\_\_\_\_ Case Planner: \_\_\_\_\_

<input type="checkbox"/>	Three copies of the Planting Plan that are signed by the Landscape Architect (plans must be at a scale of at least 1"= 20')
<input type="checkbox"/>	Three Copies of the Irrigation Plan that are signed by the Landscape Architect (plans must be at a scale of at least 1"= 20')
<input type="checkbox"/>	One copy of "Project Information For Final Landscape Plan" form
<input type="checkbox"/>	One copy of "Water Efficient Landscape Worksheet" form
<input type="checkbox"/>	Two copies of the approved conceptual landscape plan, if applicable.
<input type="checkbox"/>	Two copies of the Tree Report, if applicable.
<input type="checkbox"/>	Two copies of the civil/grading site plan, if applicable.
<input type="checkbox"/>	Two copies of the approved architectural site and elevation plans, if applicable.
<input type="checkbox"/>	Two copies of the photometric plan (if light fixtures may conflict with landscaping).
<input type="checkbox"/>	Two copies of the above-ground utility plan unless included with the landscape plan, if applicable.
<input type="checkbox"/>	Two copies of the estimated labor and materials costs for the landscaping and irrigation.
<input type="checkbox"/>	Minimum application deposit of \$2,000 or 1.5% of the total estimated landscape construction costs, whichever is larger. Additional fees will be charged as needed to cover the actual cost of review by City consultants. Unused fees will be refunded.

Accepted By:

\_\_\_\_\_

Note that three (3) copies of the agronomic soils report are required for review with the planting and irrigation plans prior to approval.

**INCLUDE ALL THE FOLLOWING REQUIRED INFORMATION ON YOUR  
FINAL LANDSCAPE PLANS**

Final Landscape Plan Requirements	Provided
<b>1. Dimension/Orientation</b>	
1a. The landscape plan shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 14 inches.	<input type="checkbox"/>
1b. The scale should be 1 inch equals 20 feet for non-residential projects and multi-family residential projects, and 1/8" for single-family residential projects.	<input type="checkbox"/>
1c. Legend including scale, north arrow, and description of all symbols used on the plan.	<input type="checkbox"/>
<b>2. Title Block</b>	
2a. The Title Block shall include:	<input type="checkbox"/>
(1) The address of the project.	
(2) Name, address and phone numbers of:	
(i) Applicant.	
(ii) Individual preparing the Final Landscape Plan, their license/seal/expiration, signature, and date signed.	
(iii) Property Owner.	
(3) Date of latest revision. Any future revisions shall be clearly annotated.	
(4) Assessor's Parcel Number(s).	
<b>3. Project Information</b>	
3a. Total square footage of project site, parking area, total landscaped area, parking area perimeter landscaping, parking area interior landscaping.	<input type="checkbox"/>
3b. Percentage of the project site that will be landscaped and the parking area that will be landscaped. Indicate both the percentage that is required and the percentage that will be provided.	<input type="checkbox"/>
3c. Number and location of motor vehicle parking spaces and loading zones related to parking lots with planting areas.	<input type="checkbox"/>
3d. General planting notes and details including any Public Works street tree or right-of-way installation instructions.	<input type="checkbox"/>
<b>4. Planting Legends</b>	
4a. The legend must include the scale and description of all symbols used on the plan.	<input type="checkbox"/>
4b. General list of plant names (both botanical and common names) categorized and quantified by use.	<input type="checkbox"/>
4c. Plant sizes and recommended spacing at time of planting.	<input type="checkbox"/>
4d. Water Use Classification of Landscape Species (WUCOLS) rating for each proposed plant.	<input type="checkbox"/>
4e. Estimated number of trees and plants required for the designated planting areas.	<input type="checkbox"/>
4f. Include a Water Efficient Landscape Worksheet with each submittal of landscape and irrigation plans. A sample of the Landscape Worksheet is attached on page 6.	<input type="checkbox"/>

Final Landscape Plan Requirements	Provided
<b>5. Plan Features</b>	
5a. Identify and dimension all landscaped planter, curbs, and features.	<input type="checkbox"/>
5b. Identify adjacent property features within 20 feet of the property line including, but not limited to: trees (type, diameter, and drip line), driveways, planting areas, lights, walls and other structures.	<input type="checkbox"/>
5c. Identify all on-site light standards located in or adjacent to planter areas and trees.	<input type="checkbox"/>
5d. Identify all special paved surfaces (hardscape areas), decorative paving, decorative hardscape, seating areas, raised planter walls, etc. and identify if included in the landscape percentages.	<input type="checkbox"/>
5e. Identify and dimension all General Plan required enriched parkways.	<input type="checkbox"/>
5f. Identify spot elevations for top/bottom of landings, slopes, and walls and topography of slopes.	<input type="checkbox"/>
5g. Identify important natural features such as drainages and rock outcroppings.	<input type="checkbox"/>
5h. Identify fuel modification zones.	<input type="checkbox"/>
5i. Identify landscape design elements (e.g., fountains, sculptures, mounds, screening berms).	<input type="checkbox"/>
5j. Identify sight distance triangles (and Traffic Safety Sight Areas) at street intersections and driveways, and planting restrictions in these areas.	<input type="checkbox"/>
<b>6. Grading</b>	
6a. Identify all grading, slopes, and disturbed areas.	<input type="checkbox"/>
6b. Identify restoration of disturbed land to its natural state.	<input type="checkbox"/>
6c. Identify Interim landscaping related to erosion control.	<input type="checkbox"/>
<b>7. Trees</b> (for preparation of a Tree Report refer to Appendix H)	
7a. Identify all existing and proposed trees as outlined in the requirements for preparation of a Tree Report prepared for the project (graphically and in a table). Show tree drip lines.	<input type="checkbox"/>
7b. Indicate those trees (graphically and in a table) that have mature tree status by tree identification number as established in the Tree Report.	<input type="checkbox"/>
7c. Provide a table and plan labels identifying the tree mitigation strategy, required trees, values, sizes, and placement of mitigation trees as outlined in the Tree Report prepared for the project.	<input type="checkbox"/>
<b>8. Drainage</b>	
8a. Identify site retention and treatment of stormwater, bioswales, infiltration, and structures and any limitations related to affected plantings.	<input type="checkbox"/>
<b>9. Utilities, Walls, Trash, and Screening</b>	
9a. Identify and screen all utilities by showing on plans, as outlined in the requirements for preparation of a Utility Screening Program prepared for the project. Show utility and access easements and overhead lines. [Note: screening of utilities must be at 80% at time of installation.]	<input type="checkbox"/>
9b. Identify all trash enclosures and show landscaping vines and shrubs associated with screening of the walls.	<input type="checkbox"/>
9c. Identify all project walls and structures and their landscape screening. Shrubs and vines are required on walls to deter vandalism.	<input type="checkbox"/>

Final Landscape Plan Requirements	Provided
9d. If fencing is not otherwise shown, identify all location, color, materials, heights and installation details.	<input type="checkbox"/>
<b>10. Irrigation</b>	
10a. Show all pipes, valves, points of connection, irrigation heads, sleeving, meters and controllers by size and location.	<input type="checkbox"/>
10b. Provide controller irrigation seasonal schedules including total water application rates for each valve (smart controllers using evapotranspiration data or soil moisture sensor data are required).	<input type="checkbox"/>
<b>11. Landscape Documentation Package and Certificate of Completion</b>	
11a. Provide completed landscape documentation package and certificate of completion to City. The sample Certificate of Completion is attached on page 7.	<input type="checkbox"/>

# Project Information for Final Landscape Plan

## Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Project Information

Site Address: \_\_\_\_\_

Project Type (select one):  Residential  Non-Residential  Landscape-only

This plan includes new landscaping area over 500 square feet

This plan includes rehabilitated landscaping area over 2,500 square feet

This plan includes new and rehabilitated landscaping areas

Total landscape area (sq. feet): \_\_\_\_\_

New landscape area (sq. feet): \_\_\_\_\_

Rehabilitated landscape area (sq. feet): \_\_\_\_\_

Special landscape area (sq. feet): \_\_\_\_\_

Water Source:  Potable  Recycled

Water Purveyor: \_\_\_\_\_

## Proposed Compliance Method

Performance (new and/or rehabilitated landscape area over 2,500 sq. feet)

Prescriptive (new landscape area less than 2,500 sq. feet)

## Signature

I certify the above information is correct and agree to comply with the MWELO requirements

\_\_\_\_\_  
Signature of property owner or authorized representative

\_\_\_\_\_  
Date

**STAFF USE ONLY BELOW**

CASE # \_\_\_\_\_

CASE PLANNER \_\_\_\_\_

## Water Efficient Landscape Worksheet

### Must be Included with Final Landscape Plan Submittals

This Department of Water Resources worksheet is filled out by the project applicant and is a required element of the Landscape Documentation Package.

#### Reference Evapotranspiration (ETo) 51.0

Hydrozone # /Planting Description <sup>a</sup>	Plant Factor (PF)	Irrigation Method <sup>b</sup>	Irrigation Efficiency (IE) <sup>c</sup>	ETAF (PF/IE)	Landscape Area (sq. ft.)	ETAF x Area	Estimated Total Water Use (ETWU) <sup>e</sup>
<b>Regular Landscape Areas (add rows as needed)</b>							
				Totals	(A)	(B)	
<b>Special Landscape Areas</b>							
				1			
				1			
				1			
				Totals	(C)	(D)	
						<b>ETWU Total</b>	

<sup>a</sup>**Hydrozone Description**  
E.g  
1.) front lawn  
2.) low water use plantings

<sup>#</sup>**Planting**

<sup>b</sup>**Irrigation Method**  
overhead spray  
or drip

<sup>c</sup>**Irrigation Efficiency**  
0.75 for spray head  
0.81 for drip

<sup>d</sup>**ETWU (Annual Gallons Required) =**  
 $Eto \times 0.62 \times ETAF \times Area$

where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year.

<sup>e</sup>**MAWA (Annual Gallons Allowed) = (Eto) ( 0.62) [ (ETAF x LA) + ((1-ETAF) x 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)
<b>Average ETAF</b>	<b>B ÷ A</b>

**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)
<b>Sitewide ETAF</b>	<b>(B+D) ÷ (A+C)</b>





## CERTIFICATE OF COMPLETION

This Department of Water Resources certificate is filled out by the project applicant upon completion of the project and is a required element of the Landscape Documentation Package.

### **PART 1. PROJECT INFORMATION**

#### **Project and Applicant**

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	Parcel, tract or lot number, if available.	
City	Assessor Parcel Number	
State		

#### **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 the local agency \_\_\_\_\_
2. Date the Landscape Documentation Package was approved by the local agency \_\_\_\_\_
3. Date that a copy of the Water Efficient Landscape Worksheet (including the Water Budget Calculation) was submitted to the local water purveyor \_\_\_\_\_

**PART 2. 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."

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

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

**PART 3. IRRIGATION SCHEDULING**

- Attach parameters for setting the irrigation schedule on controller per Model Water Efficient Landscape Ordinance Section 492.10.

**PART 4. SCHEDULE OF LANDSCAPE AND IRRIGATION MAINTENANCE**

- Attach schedule of Landscape and Irrigation Maintenance per Model Water Efficient Landscape Ordinance Section 492.11.

**PART 5. LANDSCAPE IRRIGATION AUDIT REPORT**

- Attach Landscape Irrigation Audit Report per Model Water Efficient Landscape Ordinance Section 492.12.

**PART 6. SOIL MANAGEMENT REPORT**

- Attach soil analysis report, if not previously submitted with the Landscape Documentation Package per Model Water Efficient Landscape Ordinance Section 492.5.
- Attach documentation verifying implementation of recommendations from soil analysis report per Model Water Efficient Landscape Ordinance Section 492.6.

## **PRESCRIPTIVE COMPLIANCE METHOD FOR LANDSCAPES BETWEEN 500 AND 2500 SQUARE FEET**

1. Complete the “Project Information for Final Landscape Plan” worksheet on page 6 of this handout, and provide two copies of a landscape plan and an irrigation plan.
2. Incorporate compost to 6 inches in depth
3. Plant material must comply with the following:
  - 75% of the total landscape area must be low water use (0.3 plant factor)
  - Minimum 3” layer of mulch
4. If used, turf must comply with the following:
  - No more than 25% of the landscape area
  - Not used on slopes steeper than 1:4
  - Not used in parkways less than 10 feet wide
5. Irrigation systems must comply with the following:
  - Smart controllers must be used
  - System must have pressure regulators
  - Provide manual shut-off at point of connection
  - Areas less than 10 feet wide must be irrigated with drip or other method that does not create overspray or runoff
  - All irrigation emitters must comply with latest ANSI standards
6. At time of final inspection, applicant or owner must provide copies of the Certificate of Completion (see page 8) Certificate of Installation (see page 9), and schedule of landscape irrigation operation and maintenance (see page 9).