



Please submit complete sets with all the necessary documents directly to:

CITY OF LOS BANOS

Public Works Department
411 Madison Avenue, Los Banos, CA 93635
209 827-7056

IMPROVEMENT PLAN/LANDSCAPE PLAN SUBMITTAL CHECKLIST

On-Site Improvement Plans
 Off-Site Improvement Plans
 Landscape Plans

Project Name: _____

Owner: _____

Mailing/Billing Address: _____

Signature of Owner: _____

Developer: _____

Signature of Developer: _____

Design Engineer: _____ Firm: _____

Mailing Address: _____

Telephone: _____ E-Mail: _____



COMPLETE SUBMITTAL IS REQUIRED TO PROCESS PLAN CHECK

	Four (4) sets of complete Improvement Plans including Erosion Control Plan
	Plan Check Fee Deposit in the amount of 2% of the Preliminary Engineer's Cost Estimate* <i>(Total Plan Check Fee is 5% of Preliminary Engineer's Cost Estimate. Remainder of fees owed shall be paid prior to project approval)</i>
	Two (2) copies of the following:
	Improvement Plan/Landscape Plan Submittal Checklist
	Preliminary Engineer's Cost Estimate
	Approved Conditions of Approval
	Approved Tentative Map
	Geotechnical Soils Report
	Storm Drain Calculations
	One (1) copy of the following:
	Approved Water Master Plan Layout Sheet
	Approved Sanitary Sewer Master Plan Layout Sheet
	Approved Storm Drain Master Plan Layout Sheet
	Proposed Storm Water Pollution Prevention Plan (SWPPP)
	LANDSCAPE DOCUMENTATION PACKAGE <i>(Section 10-2, CLB Municipal Code, Ord. 1090)</i>
	Four (4) sets of Landscape Plans including Planting Plan (Provide Shade Canopy Calculations for nonresidential parking lots and related areas only) <i>Per Section 9-3.2012 CLB Municipal Code</i>
	Landscape Plan Check and Inspection Fees* (See Landscape Fee Schedule)
	Two (2) copies of the following:
	Improvement Plan/Landscape Plan Submittal Checklist <i>(All Projects)</i>
	Landscape Plan Review Application <i>(All Projects)</i>
	Water Efficient Landscape Worksheet (Parts A and B) <i>(All Projects)</i>
	Soils Analysis Report <i>(Commercial/Non-Residential Only)</i>
	Irrigation Design Plan <i>(Commercial/Non-Residential Only)</i>
	Grading Design Plan <i>(Commercial/Non-Residential Only)</i>

*Improvement Plan Fees are separate from Landscape Plan Fees.

Revised November 2016

Office Use Only

Date Rec'd: _____ Receipt #: _____ Amt Paid: _____ Rec'd By: _____



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LANDSCAPE PLAN REVIEW PROCEDURE

FOR ALL PROJECTS:

1. Obtain Improvement Plan/Landscape Plan Submittal Packet from the Public Works Department or from the City of Los Banos' website, under Public Works Department Documents tab. (www.losbanos.org)
2. Submit the **Landscape Documentation Package** which includes the Landscape Plan Review Application, Plans, landscape plan check and site inspection fees, and all supporting documents listed on the Improvement Plan/Landscape Plan Submittal Checklist to: Public Works Department, 411 Madison Avenue, Los Banos, 93635.
3. Once a complete *Landscape Documentation Package* is received, the Public Works Department will review the plans. Plans that are not in compliance with City of Los Banos Standards and Ordinances will be returned to the applicant for revisions. All approved plans will bear a stamp of approval and signature by the Public Works Department. Once approved, one (1) set of signed plans will be available for pick up from the Public Works Department.

FOR COMMERCIAL/NON-RESIDENTIAL PROJECTS:

4. Upon completion of the landscape installation, the applicant shall prepare and submit to the Public Works Department, the "**Certificate of Completion**" (Certificate) and supporting documentation which includes: an Irrigation Schedule, a Landscape and Irrigation Maintenance Schedule, an Irrigation Audit Report completed by a certified landscape irrigation auditor, and a copy of the Soil Analysis Report (if not submitted prior) with documentation verifying implementation of soil report recommendations.

The Certificate shall include original signatures of the following:

- a) Either the signer of the landscape design plan, signer of the irrigation plan, or a licensed landscape contractor, verifying that the irrigation system and plantings have been installed as designed/approved.
- b) The owner, verifying receipt of all contract documents and acknowledging responsibility for maintaining the project in accordance with the Landscape and Irrigation Maintenance Schedule.

The Certificate will be reviewed by the City. Once the certificate is approved, the applicant must contact the Public Works Department to schedule a final inspection of installed landscape and irrigation systems for compliance with the approved plans before the certificate of occupancy will be issued. (*Per Section 10-2.10 CLB Municipal Code*)

If the certificate is denied, the City will provide information to the applicant regarding reapplication, appeal, or other assistance.

5. Both, the *Landscape Documentation Package* and the approved *Certificate of Completion* (with supporting documents), will be kept on file for use during property maintenance assessments. The property owner is responsible for keeping the Landscape Documentation Package and Certificate information updated. An inspection by the City will be performed after a 1-year maintenance period from the date of the final inspection. Landscape maintenance assessments will be conducted each year thereafter, or as considered necessary, by the City. Properties found to be out of compliance will be notified in order to correct identified deficiencies within a specified time period. Failure to correct deficiencies could result in administrative fines to the property owner.



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LANDSCAPE PLAN REVIEW APPLICATION

Project Type: New Rehabilitation Public Private Cemetery Owner-Installed

Water Supply Type: Potable Non-Potable **Water Source Type:** City Private Well

Date Submitted: _____ Total Landscape Area (Sq. Ft): _____

Project Name: _____

Project Address: _____

Owner: _____

Owner's Address: _____

Telephone: (Office) _____ (Cell) _____

Email: _____

Design Engineer: _____ **Firm:** _____

Engineer's Address: _____

Telephone: (Office) _____ (Cell) _____

E-Mail: _____

Applicant: _____

Address: _____

Telephone: (Office) _____ (Cell) _____

Email: _____

"I agree to comply with the requirements of the water efficient landscape ordinance, and to submit a complete landscape documentation package." (§ 1, Ord. 1090, eff. March 3, 2010)

Applicant's Signature: _____ **Date:** _____

Applicant's Name Printed: _____

City of Los Banos Public Works Department

SCHEDULE OF FEES

Landscape Plans

Landscape Area	Plan Check	Re-Check
Up to 5,000 square feet	\$250.00	\$150.00
5,000-10,000 square feet	\$325.00	\$150.00
10,000-15,000 square feet	\$400.00	\$210.00
15,000-25,000 square feet	\$500.00	\$275.00
25,000-50,000 square feet	\$625.00	\$350.00
Greater than 50,000 square feet	\$900.00	\$400.00

Site Inspections

Landscape Area	Inspection	Re-Inspection
Up to 5,000 square feet	\$250.00	\$200.00
5,000-10,000 square feet	\$325.00	\$200.00
10,000-15,000 square feet	\$400.00	\$210.00
15,000-25,000 square feet	\$500.00	\$275.00
25,000-50,000 square feet	\$625.00	\$350.00
Greater than 50,000 square feet	\$900.00	\$400.00



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WATER EFFICIENT LANDSCAPE WORKSHEET

This worksheet is filled out by the project applicant and it is a required element of the Landscape Documentation Package. (§ 1, Ord. 1090, eff. March 3, 2010)

Please complete all sections (A and B) of the worksheet.

PART A. HYDROZONE INFORMATION TABLE

Please complete the hydrozone table(s) for each hydrozone. Use as many tables as necessary to provide the square footage of landscape area per hydrozone.

Hydrozone*	Zone or Valve	Irrigation Method**	Area (Sq. Ft.)	% of Landscape Area
	Total			100%

PART B. WATER BUDGET CALCULATIONS

Part B1. Maximum Applied Water Allowance (MAWA)

The project’s Maximum Applied Water Allowance shall be calculated using this equation:

$$MAWA = (ET_o) (0.62) [(0.7 \times LA) + (0.3 \times SLA)]$$

where:

MAWA = Maximum Applied Water Allowance (gallons per year)

ET_o = Reference Evapotranspiration Table from Section 10-2.06 (inches per year)

0.7 = ET Adjustment Factor (ETAF)

LA = Landscaped Area includes Special Landscape Area (square feet)

0.62 = Conversion factor (to gallons per square foot)

SLA = Portion of the landscape area identified as Special Landscape Area (square feet)

0.3 = the additional ET Adjustment Factor for Special Landscape Area (1.0 - 0.7 = 0.3)

Maximum Applied Water Allowance = _____ gallons per year

Show calculations.

Effective Precipitation (Eppt)

If considering Effective Precipitation, use 25% of annual precipitation. Use the following equation to calculate Maximum Applied Water Allowance:

$$\text{MAWA} = (\text{ETo} - \text{Eppt}) (0.62) [(0.7 \times \text{LA}) + (0.3 \times \text{SLA})]$$

Maximum Applied Water Allowance = _____ gallons per year

Show calculations.

Part B2. Estimated Total Water Use (ETWU)

The project's Estimated Total Water Use is calculated using the following formula:

$$\text{ETWU} = (\text{ETo})(0.62)[(0.7 \times \text{LA}) + (0.3 \times \text{SLA})]$$

where:

ETWU = Estimated total water use per year (gallons per year)

ETo = Reference Evapotranspiration (inches per year)

PF = Plant Factor from WUCOLS (see Definitions)

HA = Hydrozone Area [high, medium, and low water use areas] (square feet)

SLA = Special Landscape Area (square feet)

0.62 = Conversion Factor (to gallons per square foot)

IE = Irrigation Efficiency (minimum 0.71)

Hydrozone Table for Calculating ETWU

Please complete the hydrozone table(s). Use as many tables as necessary.

Hydrozone	Plant Water Use Type(s)	Plant Factor (PF)	Area (HA) (square feet)	PF x HA (square feet)
			Sum	
	SLA			

Estimated Total Water Use = _____ *gallons*

Show calculations.

(§ 1, Ord. 1090, eff. March 3, 2010)



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CERTIFICATE OF COMPLETION

This certificate is filled out by the project applicant upon completion of the landscape project.
 (§ 1, Ord. 1090, eff. March 3, 2010)

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		Parcel, tract or lot number, if available.	
City		Latitude/Longitude (optional)	
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 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 substantially 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 ordinance Section 10-2.03.10.

PART 4. SCHEDULE OF LANDSCAPE AND IRRIGATION MAINTENANCE

Attach schedule of Landscape and Irrigation Maintenance per ordinance Section 10-2.03.11.

PART 5. LANDSCAPE IRRIGATION AUDIT REPORT

Attach Landscape Irrigation Audit Report per ordinance Section 10-2.03.12.

PART 6. SOIL MANAGEMENT REPORT

Attach soil analysis report, if not previously submitted with the Landscape Documentation Package per ordinance Section 10-2.03.05.

Attach documentation verifying implementation of recommendations from soil analysis report per ordinance Section 10-2.03.05.

(§ 1, Ord. 1090, eff. March 3, 2010)

Certificate and supporting documents are in conformance with City of Los Banos requirements.

City of Los Banos Representative (Print) Date
Signature