



# LANDSCAPE CERTIFICATE OF COMPLETION CHECKLIST

COUNTY LANDSCAPE ARCHITECT (Email Submittal)

The Landscape Certificate of Completion must be submitted within 10 days after installation to the County Landscape Architect and approved before the project site can receive approval for occupancy or approval of a Record Plan.

**NOTE:** Email all required electronic PDF files to [Lisa.Robles1@sdcounty.ca.gov](mailto:Lisa.Robles1@sdcounty.ca.gov)

## INITIAL

## GENERAL REQUIREMENTS

\_\_\_\_\_ One copy of the completed and signed Landscape Certificate of Completion form.

\_\_\_\_\_ One copy of the Irrigation Schedule (per Section 86.726).

\_\_\_\_\_ One copy of the Landscape and Irrigation Maintenance schedule (per Section 86.727).

\_\_\_\_\_ One copy of the Soil Management Report, if not previously submitted, and documentation verifying implementation of soil report recommendations.

\_\_\_\_\_ One copy of an Irrigation Audit Report prepared by a certified landscape irrigation auditor. The audit must be conducted in a manner consistent with the Irrigation Association's Landscape Irrigation Auditor Certification Program or other US Environmental Protection Agency 'WaterSense' labeled auditing program. Proof of certification must be provided with the signed and dated report.

\_\_\_\_\_ One copy of a diagram of the irrigation plan showing hydrozones to be kept with the irrigation controller for subsequent management purposes.

## LANDSCAPE CERTIFICATE OF COMPLETION

\_\_\_\_\_ Completed and signed form certifying that the installed landscaping and irrigation system conform to the approved plans and the requirements of the County's Water Conservation in Landscaping Ordinance.

\_\_\_\_\_ Signed acknowledgment by property owner of ongoing responsibility to maintain the landscape and irrigation system in compliance with approved plans.

## IRRIGATION SCHEDULE

\_\_\_\_\_ Description of irrigation system and name of responsible party.

\_\_\_\_\_ Schedule of irrigation events and parameters used for setting the system controller (per Section 86.726). No overhead irrigation allowed between 8:00 p.m. and 10:00 a.m. or any more restrictive period mandated by a public water purveyor.

\_\_\_\_\_ Irrigation schedules for plant establishment period, established landscaping, temporarily irrigated areas, and different seasons during the year.

\_\_\_\_\_ Irrigation scheduling matches the Estimated Total Water Use approved with the Landscape Documentation Package for the established landscape. Actual applied water use in gallons per year to show compliance are provided.



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## INITIAL LANDSCAPE AND IRRIGATION MAINTENANCE SCHEDULE

A regular maintenance schedule for the landscaping and irrigation is provided that includes, but is not limited to, all the requirements listed in Section 86.727 (b) and ensures continuing compliance with the Total Estimated Water Use authorized by the County.

\_\_\_\_\_  
Verification that the irrigation system, as installed, meets or exceeds the average irrigation efficiency of 0.75 and will be maintained as such has been provided.

\_\_\_\_\_  
Emergency contact information has been provided, along with identification of the name of who will be responsible for irrigation system inspection, repair and ongoing maintenance activities.

\_\_\_\_\_  
Identification of established landscape industry sustainable Best Practices for all landscape maintenance activities has been provided.

\_\_\_\_\_  
Schedule of inspection and eradication of invasive species in transitional areas and areas where cuttings from maintenance activities could be transported downstream through storm water conveyance systems.

\_\_\_\_\_  
Instructions to replace broken irrigation components with the same or equivalent parts, or components with greater efficiency, and to maintain an average irrigation efficiency factor of at least 0.75 and that precipitation/application rates will remain matched on any given valve.

\_\_\_\_\_  
Instructions to replace a removed plant with a plant that is classified within the same hydrozone.

## SOIL MANAGEMENT REPORT

\_\_\_\_\_  
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.

\_\_\_\_\_  
Soils analyses have been provided for mass grading projects for every 25,000 square feet of area.

\_\_\_\_\_  
Soils analyses have been provided at a rate of 1 in 7 lots for multiple landscape installations such as subdivision residential projects. Landscape projects over 5,000 square feet have provided soil analyses equivalent to 15% of the total area.

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

\_\_\_\_\_  
Verification that all required compost, at the minimum rates established by the Water Conservation in Landscaping Ordinance, have been incorporated to a depth of at least 6" in depth into the soil for all landscaped areas.

\_\_\_\_\_  
Verification that all engineered soils have been installed for all vegetated BMP's.



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## INITIAL

## PHOTO DOCUMENTATION

Photos shall be taken of each individual lot/parcel, all cut and fill slopes, model homes, parking lots, stormwater basins/swales, tree wells, cell tower equipment shelters, and all other project types with an approved Landscape Documentation Package, including those properties utilizing the Prescriptive Compliance Option. Photos shall be taken at a distance in order to show details as needed of all irrigation components, built structures, mulch layout, and planting layout.

\_\_\_\_\_

Photos shall be labeled and tie back to the approved landscape plans. Photos shall be digital and provided in both hardcopies and on a flash drive. Hardcopies shall be displayed at two to six photos per sheet. Photos shall not be taken in shade or dark areas that cannot be determined to what the image is portraying. Photos shall be dated.

\_\_\_\_\_

Provide photographs of all points of connections to water district meters, groundwater wells, holding tanks, tie-ins to existing systems, or from a building. Label if meter is a dedicated landscape irrigation meter, or overall site meter. Show photographs of submeter.

\_\_\_\_\_

Backflow prevention, master valve, flow sensor, anti-siphon valves, shut-off valves, quick couplers, valve boxes. The intent is to show compliance with the approved plans. Not all individual valves, valve boxes, etc. need to be photographed.

\_\_\_\_\_

Weather-based automatic irrigation controller (s), rain sensor, and moisture sensors within storm water basins. Show close up of all valve/sensor wiring to controller.

\_\_\_\_\_

Solar/battery operated valves, controllers.

\_\_\_\_\_

Components of drip irrigation, including flush valves, air release valves, drip valves, tubing, Netafim.

\_\_\_\_\_

Tree planting along street frontage, tree staking, trees within parking lots, slopes, two trees per residential lot. Show irrigation to trees.

\_\_\_\_\_

Planting layout for groundcovers, shrubs, trees, and turf areas (including synthetic turf).

\_\_\_\_\_

Slope planting, screening (noise walls, storage areas, building, surrounding properties, retaining walls), stormwater basin/swale planting/tree wells.

\_\_\_\_\_

Drainage (inlets/outlets), decorative outdoor lighting (if shown on approved landscape plans).

\_\_\_\_\_

Hardscape, site furnishings, signage (including model homes, recycled water, open space easements, etc).

\_\_\_\_\_

Permitted and non-permit required structures, retaining walls, fences, noise walls, gates (vehicular/pedestrian).

\_\_\_\_\_

Mulch (both site area mulch and that used for storm water basins (non-floating)).

\_\_\_\_\_

Model home landscaping shall include photographs of all educational signage required by Section 86.718.

\_\_\_\_\_

Model home landscaping shall include photos of rain barrel locations.

\_\_\_\_\_

Model home landscaping shall include photos of two trees.

\_\_\_\_\_



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**NOTE:** Approval of the Certificate of Completion implies that all Sections within the Certificate will be adhered to in maintaining the landscape and irrigation with the Outdoor Water Use Authorization.

***Random audits may be conducted by the County to verify conformance, and corrections may be required if needed.***

As a landscape professional licensed by the State of California, the property owner, or the California licensed landscape contractor who designed and was hired by a single-family homeowner, I hereby acknowledge that the preceding items initialed by me are being provided to the County. Upon approval, I will provide copies to the property owner. I understand that the County may verify compliance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone No.

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

\_\_\_\_\_  
Email Address

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

**For additional information, please contact:**

David Kahler  
County Landscape Architect, LLA 3945  
Planning & Development Services  
(619) 323-8718  
[David.Kahler@sdcounty.ca.gov](mailto:David.Kahler@sdcounty.ca.gov)