



Procedures for Landscape Plan Reviews For Landscape Areas in excess of 10,000 sq. ft.

1. Pick up Information Packet from Parks, Recreation and Neighborhoods Department.
2. Submit Landscape and Irrigation plan set to Building Services Division, 3rd Floor, Suite 3100, 1010 Tenth Street, along with all other drawings when applying for a building permit.
3. Upon completion of the installation of the landscaping and irrigation, applicant shall direct a certified landscape auditor to conduct an irrigation audit. A copy of the irrigation audit shall be supplied to the Parks Planning and Development Division.
4. A "Certificate of Substantial Completion" shall be completed by the landscape professional and a copy delivered, faxed or mailed to Parks Planning and Development. A sample certificate is attached to this packet. The certification shall include signatures by the following:
 - a. The contractor, verifying that the irrigation system and plantings have been installed as designed and that the irrigation audit has been performed.
 - b. A landscape architect, architect or engineer, verifying that the above is true.
 - c. The owner, verifying receipt of all contract documents and acknowledging responsibility for maintaining the project in accordance with the contract documents.
5. Parks Planning and Development Division shall provide a copy of the Water Conservation Statement, Certificate of Substantial Completion and the irrigation audit to the Water Conservation Office.
6. A transmittal will be sent to the Water Operations Division of the Operations and Maintenance Department, stating that an irrigation audit has been performed on the subject property, and that an audit will be required at 5-year intervals. The Water Operations Division of the Operations and Maintenance Department will enter this information on their computers so that a notice may be mailed out at this interval.