OAKLEY
CALIFORNIA

CITY OF OAKLEY
LANDSCAPE PLAN CHECKLIST
PUBLIC WORKS AND ENGINEERING DIVISION
3231 MAIN STREET
OAKLEY, CA 94561
PH. (925) 625-7000 FAX (925) 625-9194

PROJECT DESCRIPTION

Project Name: _____Subdivision Number: _____

Developer	**Landscape Architect**
Contact Person: *Address:* *Telephone:* *Email Address:*	*Contact Person:* *Address:* *Telephone:* *Email Address:*

FOR OFFICE USE ONLY

☐ Preliminary Bond Estimate _____

☐ Landscape Plan Review Fee _____

☐ Conceptual/Preliminary Plan Dated _____

☐ 5 copies (full size) of Landscape Improvement Plans

☐ 1 copy of Hydrology and Hydraulic study (park only)

Plan Check No.	**Date Submitted**	**Date Returned With Comments**
☐ 1st		
☐ 2nd		
☐ 3rd		
☐ 4th		
☐ ___th		

INSTRUCTIONS: Place √ to indicate you comply or N/A to indicate not applicable next to each item. Any requests for exceptions shall be made in writing and attached herewith.

GENERAL CHECKLIST

RM=Requirement Met			**AR**=Action Required **NA**=Not Applicable
RM	**AR**	**NA**	**ITEM**
			Label all plans with subdivision number and project title. Drawing Scale and North Arrow shown on plan sheets.
			Text and lines do not conflict with legibility.
			Vicinity Map shown (must be micro-filmable).
			Minimum 1/8" lettering on all call outs and notes.
			Sheet Index and key map included for more than 3 sheets.
			Consistent scale, layout and matchlines (viewport) used for plans.
			Landscape Architect's name, number, expiration date and signature included.
			City Engineer and Park and Landscape Manager Signature block.
			Property lines and subdivision boundary shown.
			Lots numbers/letters shown.
			Adjacent subdivisions and parcels numbers/letters shown.
			Work installed under separate contracts on adjacent properties outside of limits of work indicated.
			Location of utilities shown including electroliers, fire hydrants, drain inlets, water meters, vaults and transformers shown.
			Location of underground utilities shown including water, sewer and storm drain shown.
			Limits of work clearly shown and consistent with civil site improvements.
			Right-of-way, slope, drainage, and landscape easements shown.
			Street names shown.
			Control line/street centerline with stations at 50 feet intervals shown.
			Corner Sightlines shown.
			Landscape Documentation Package submitted in conformance with State of California Model Water Efficient Landscape Ordinance requirements.
			Landscape Concept Statement – Include reference to compatibility with overall landscape context and adjacent uses; appropriateness of plant materials to environmental setting and any special considerations addressed in the design, also include reference to existing tree species in balance of streetscape.
			Contain the following statement: "I have complied with the criteria of the State of California Model Water Efficient Landscape Ordinance and applied them for the efficient use of water in the landscape and irrigation design plan"; and bear the signature of a licensed landscape architect, licensed landscape contractor, or any other person authorized to design a landscape.
			Contain the following statement: "Landscape and irrigation maintenance schedule, irrigation audit, irrigation survey, and irrigation water use analysis shall be submitted with the Certificate of Completion in compliance with State of California Model Water Efficient Landscape Ordinance."
			City of Oakley Landscape General Notes included on plans.

SITEWORK CHECKLIST

RM=Requirement Met		**AR**=Action Required	**NA**=Not Applicable
RM	**AR**	**NA**	**ITEM**
			Improvements to be constructed are clearly identified and labeled.
			Existing adjacent improvements to remain are clearly shown.
			Existing adjacent improvements to be removed are clearly shown.
			Existing adjacent improvements to remain are labeled.
			Layout dimensions are provided for all improvements.
			Installation details for all improvements are provided.
			Details are fully dimensioned and all materials, colors, and finishes are specified.
			Control lines and sections are provided for site improvements.
			Horizontal (stations and offsets) and vertical (elevations) controls provided for site improvements.
			Playground design shows safety fall zones.
			Playground design includes age appropriate sign.
			Park rules and regulations signs shown.
			Plans conform to ADA requirements.
			Minimum of one (1) accessible route to site amenities provided (ADAAG 4.1.2).
			Ground surface along accessible route is stable, firm and slip resistant (ADAAG 4.5.1).
			Note included on plans stating “Play structure layout and installation shall be in strict accordance with the manufacturer’s requirements, CPSC, ASTM F1487 and ADA Guidelines. Manufacturer’s representative shall submit to City certification in writing that installation meets all safety measures set forth in the U.S. Consumer Product Safety Commission “Handbook for Public Playground Safety” and ASTM F1487 “Standard Consumer Safety Performance Specification for Playground Equipment for Public Use”; as applicable.
			Playground design contains the following statement: “The installation of playgrounds shall be certified in writing by a Certified Playground Safety Inspector, certified by the National Playground Safety Institute, for conformance to the playground-related standards set forth by the American Society for Testing and Materials and the playground-related guidelines set forth by the United States Consumer Product Safety Commission”; or similar statement as applicable.
			Identified hardscapes (pervious and non-pervious). (MWELO)
			Identified type and surface area of water features. (MWELO)
			Identify location, installation details, and 24-hour retention or infiltration capacity of any applicable stormwater best management practices that encourage on-site retention and infiltration of stormwater. (MWELO)

PLANTING PLAN CHECKLIST

RM=Requirement Met	**AR**=Action Required	**NA**=Not Applicable	
RM	**AR**	**NA**	**ITEM**
			Identified recreational areas. (MWELO)
			Legend summarizing botanical and common name, quantity, size and spacing where applicable, of all plant materials is provided.
			Location of all proposed plant materials is indicated.
			Plant materials are appropriate to setting and use; use of water conserving plant materials is emphasized.
			Privacy walls and fences are not shown in ROW; vines are not indicated on walls outside the ROW.
			Where landscaped areas exceed 10 % slope, contour lines and/or spot elevations are provided for the proposed finished grade or note is provided indicating that proposed grading does not exceed 10 %.
			Existing trees (greater than 6" diameter) are shown, including tree type, diameter of trunk, and dripline and statement as to whether they will be removed or retained. If there are no existing trees on site, a statement to this effect is provided.
			Tree protection plans and details shown for existing vegetation to remain, as applicable.
			Arborist report or references to Arborist report is by title, preparer and date included, as applicable.
			Sightline clearances are maintained with no structures or vegetation higher than two and one-half feet (2-1/2') above top of curb or three feet (3') above the edge of paving. If no signage exists on site a statement to this effect is provided.
			Street trees along the road are 24" box and are installed approximately 30 feet (30') on center.
			All trees less than five feet (5') from paving have required root barrier.
			Minimum tree setbacks as listed on General Notes are adhered to.
			Turf not installed in areas narrower than ten feet (10') wide.
			Turf and spray irrigation heads are not installed within ten feet (10') of existing oak tree driplines.
			Above ground utilities and backflow prevention devices are screened with landscaping.
			A minimum 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 contraindicated. (MWELO)
			Stabilizing mulching products used on slopes greater than 4:1.
			Identified soil amendments, type, and quantity. (MWELO)
			Soil Report prepared by a qualified soil and plant laboratory. Recommendations for soil amendment and fertilizers shall be indicated on planting plan (soil tests requirement may be included as a part of specification).

IRRIGATION PLAN CHECKLIST

RM=Requirement Met			**AR**=Action Required **NA**=Not Applicable
RM	**AR**	**NA**	**ITEM**
			Each hydrozone is delineated and labeled by number, letter, or other method. (MWELO)
			Identified each hydrozone as low, moderate, high water, or mixed water use. Temporarily irrigated areas of the landscape shall be included in the low water use hydrozone for the water budget calculation. (MWELO)
			Irrigation valves are separated between drip and spray and between lawn and shrubs.
			Where feasible, trees shall be placed on separate valves from shrubs, groundcovers. (MWELO)
			Identified any applicable rain harvesting or catchment technologies as discussed in MWELO Section 492.16 and their 24-hour retention or infiltration capacity. (MWELO)
			Identified any applicable graywater discharge piping, system components and area(s) of distribution. (MWELO)
			Identified identify areas irrigated with recycled water. (MWELO)
			Irrigation schedules are provided for plant establishment, established landscape and temporarily irrigation areas. (MWELO)
			Legend summarizing the manufacturer name, model number, and size of all components of the irrigation system is included.
			Location and size of separate water meters for landscape noted. (MWELO)
			Location, type and size of all components of the irrigation system is provided, including controllers, main and lateral lines, valves, sprinklers, bubblers, drip system devices, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow prevention devices. (MWELO)
			Sprinkler heads are indicted. Lawn pop-up spray heads have a pop-up height of six inches (6”) as required.
			Sprinkler radius and pressure is provided. (The maximum spacing between sprinkler heads is at the listed radius of throw.)
			Static water pressure at the point of connection to the public water supply. (MWELO)
			If the static pressure is above or below the required dynamic pressure of the irrigation system, pressure-regulating devices such as inline pressure regulators, booster pumps, or other devices shall be installed. (MWELO)
			Static water pressure, dynamic or operating pressure, and flow reading of the water supply shall be measured at the point of connection. If the measurements are not available at the design stage, the measurements shall be conducted at installation. (MWELO)
			Flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) indicated for each station. (MWELO)
			Locate and note size of required Reduced Pressure Backflow Preventer. (MWELO)

RM=Requirement Met			**AR**=Action Required **NA**=Not Applicable
RM	**AR**	**NA**	**ITEM**
			Sprinkler heads and other emission devices have matched precipitation rates, unless otherwise directed by the manufacturer's recommendations. (MWELO)
			Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be required, as close as possible to the point of connection of the water supply. (MWELO)
			Automatic irrigation controllers are to be self-adjust and schedule irrigation events using either evapotranspiration (weather-based) or soil moisture data. (MWELO)
			Rain sensor, either integral or auxiliary, are provided. (MWELO)
			Quick coupling valves located at a maximum 200 feet on center and minimum 100 feet from end of landscape area.
			Quick coupling valves located at ends of irrigation mainline.
			Pipe sizing shown including labeling pipe at ends of pipe runs of various sizes, feed lines and typical offsets.
			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.
			Sprinkler spacing shall be designed to achieve the highest possible distribution uniformity using the manufacturer's recommendations. (MWELO)
			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. (MWELO)
			In mulched planting areas, the use of low volume irrigation is required to maximize water infiltration into the root zone. (MWELO)
			Sprinkler heads and other emission devices shall have matched precipitation rates, unless otherwise directed by the manufacturer's recommendations. (MWELO)
			Head to head coverage is recommended. However, sprinkler spacing shall be designed to achieve the highest possible distribution uniformity using the manufacturer's recommendations. (MWELO)
			Swing joints or other riser-protection components are required on all risers subject to damage that are adjacent to hardscapes or in high traffic areas of turfgrass. (MWELO)
			Check valves or anti-drain valves are required on all sprinkler heads where low point drainage could occur. (MWELO)
			Areas less than ten (10) feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray. (MWELO)
			Overhead irrigation shall not be permitted within 24 inches of any non-permeable surface. (MWELO)
			Slopes greater than 25% shall not be irrigated with an irrigation system with an application rate exceeding 0.75 inches per hour. (MWELO)