



**COMMUNITY DEVELOPMENT DEPARTMENT
WATER EFFICIENT LANDSCAPE
APPLICATION CHECKLIST**

1001 W. Center Street, Manteca, CA 95337
(209) 456-8500, Fax: (209) 825-2349

To submit landscape plans for review and start the plan check process, complete the attached form and provide all the items in Section 1. The City may require additional information if determined it is needed to evaluate the project. If your submittal is determined to be incomplete, you will receive a notification of what is needed. If you have any questions about the application or plan check process, please contact the Community Development Department at 209-456-8500.

SECTION 1. THE FOLLOWING MATERIALS MUST BE SUBMITTED BY APPLICANT.

(Check all applicable)

- A completed Water Efficient Landscape Information & Criteria Sheet and this Application Checklist.
- Permit and plan review fees paid. Project Name: _____ Building Permit #: _____
- Landscape Documentation Package. Package shall consist of:
- Landscape Plans - planting, irrigation and grading.
Submit (2) two sets of hardcopy plans and (1) one CD of digital plans in .pdf or .tiff format
 - Plans must be prepared in accordance with applicable sections of the City of Manteca Zoning Ordinance and the State Model Water Efficient Landscape Ordinance. Plans must also meet any other conditions or stipulations placed on the project by the City
 - All Water Efficient Landscape Calculations, hydro zone charts, legends, schedules, compliance statements, signatures etc...shall be included in the landscape plans on one central sheet.
 - Water Efficient Landscape Worksheet. (2) Two sets of hardcopy sheets 8.5 x 11
 - Hydro zone information table, water budget calculations, MAWA Maximum Applied Water Allowance, ETWU Estimated Total Water Allowance
 - Soil Management Report. (2) Two sets of hardcopy sheets 8.5 x 11

SECTION 2. AFTER CONSTRUCTION, THE FOLLOWING MUST BE SUBMITTED FOR CERTIFICATE OF COMPLETION.

(Check to acknowledge)

- A completed Certificate of Completion Sheet
- "As Built" or final Landscape Plans representing actual field installation of project
Submit (1) one set of hardcopy plans and (1) one CD of digital plans in .pdf or .tif format.
- Final Water Efficient Landscape Worksheets. (2) Two sets of hardcopy sheets 8.5 x 11
- Irrigation Schedule with the parameters used to set the controller. (2) Two sets of hardcopy sheets 8.5 x 11
- Landscape and Irrigation Maintenance Schedule representing how the property owner will maintain the landscape to ensure water use efficiency. (2) Two sets of hardcopy sheets 8.5 x 11
- Soil Management Report with verification that rates and recommended products were incorporated. (2) Two sets of hardcopy sheets 8.5 x 11
- Landscape Irrigation Audit with verification that any recommendations were implemented. (2) Two sets of hardcopy sheets 8.5 x 11

I agree to comply with the requirements of the Water Efficient Landscape Ordinance and attached is the completed Landscape Documentation Package. Following construction, I agree to submit the above items for Certificate of Completion.

Applicant Signature

Date



CITY OF MANTECA

Public Works Department Mark Houghton, Director
 1001 W Center Street Manteca CA 95337 (209) 456-8629 Fax (209) 923-8940

WATER EFFICIENT LANDSCAPE ORDINANCE CERTIFICATE OF COMPLETION

Certificate # _____

PART 1. PROJECT INFORMATION SHEET

Date	
Project Name	Telephone No.
Name of Project Applicant	Fax No.
Title	E-mail address
Company	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	Building Permit #

Property Owner or his/her designee

Name	Telephone No.
Title	Fax No.
Company	Email Address
City	Street Address
	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 _____

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 ordinance and that the landscape planting and irrigation conform with the criteria and specifications of the approved Landscape Documentation Package."

Signature*	Name
Title	Telephone No.
Lic. No.	Fax No.
Cert. No.	Email Address
Company	Street Address
City	State, Zip Code

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

TO BE COMPLETED BY CITY:

PART 3. THE FOLLOWING PLANS AND LANDSCAPE DOCUMENTATION HAVE BEEN SUBMITTED

- "As Built" or final plans as installed. Submit one (1) set of hardcopy plans and one (1) CD of digital plans in .pdf or .tiff format
- Final Water Efficient Landscape Worksheets. Two (2) sets of hardcopy sheets 8.5" x 11"
- Irrigation Schedule with the parameters used to set the controller. Two (2) sets of hardcopy sheets 8.5" x 11"
- Landscape and Irrigation Maintenance Schedule representing how the property owner will maintain the landscape to ensure water use efficiency. Two (2) sets of hardcopy sheets 8.5" x 11"
- Soil Management Report with verification that rates and recommended products were incorporated. Two (2) sets of hardcopy sheets 8.5" x 11"
- Irrigation Audit with verification that recommendations were implemented. Two (2) sets of hardcopy sheets 8.5" x 11"

CERTIFICATE NOT VALID UNLESS EXECUTED BY DIRECTOR OF PUBLIC WORKS OR HIS AGENT

City Signature _____ Date _____