

## LANDSCAPE PLAN CHECKLIST TRACTS AND PARCEL MAPS

Date: \_\_\_\_\_

Case No. \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Before submitting a landscape plan:

- Check if project is in a Specific Plan Area. If yes, consult the assigned planner and provide 3 copies of the approved landscape plan. (Some Specific Plans have more strict landscape plan requirements).
- If the project requires moving or cutting down any protected native tree(s) (Oak, California Black Walnut, Western Sycamore or California Bay), provide a Protected Tree Report.

CHECKLIST

- ☐ 1. Copy of the Letter of Determination (LOD).
- ☐ 2. Three sets of landscape plans, folded to fit in an 8-1/2" x 14" file, prepared by a Landscape Professional. Please **DO NOT** submit construction or staking plans or details.
- ☐ 3. The following statement shall appear on the landscape plan and be recorded as a Covenant and Agreement with the County Recorder (Form CP-6775), on the first page of the landscape drawings:
- "The subdivider shall record a covenant and agreement satisfactory to the Advisory Agency guaranteeing that:
- a. The planting and irrigation system shall be completed by the developer/builder prior to the close of escrow of 50 percent of the units of the project or phase.
  - b. Sixty days after landscape and irrigation installation, the landscape professional shall submit to the homeowners/property owners association a Certificate of Substantial Completion (§12.40 G. LAMC.)
  - c. The developer/builder shall maintain the landscaping and irrigation for 60 days after completion of the landscape and irrigation installation.
  - d. The developer/builder shall guarantee all trees and irrigation for a period of six months and all other plants for a period of 60 days after landscape and irrigation installation."
- ☐ 4. The landscape professional shall certify on the landscape plan the following statement with signature, license number, and stamp, on the first page of the landscape drawings:
- "I have reviewed the approved "Solar Access Report" prepared by \_\_\_\_\_ dated \_\_\_\_\_ and the tentative tract conditions of approval dated \_\_\_\_\_ prior to preparing the landscape plan. The landscape plan satisfies tentative tract condition nos. \_\_\_\_\_."
- ☐ 5. Applicant and Landscape Professional name, address, phone, and email address. (License number for Landscape Professional).

## 6. Plans must include the following:

- ☐ Project Address
- ☐ Tentative tract or parcel map number
- ☐ Map scale and north arrow
- ☐ Property dimensions
- ☐ Building footprints, driveways, walkways, horsekeeping areas/trails

## 7. Landscape Plans shall include the following:

- ☐ Complete Planting Plan with a clear **Planting Legend** (*Example below*) and Planting Detail

Reference No./Symbol (to Correspond with Plan)	Common Plant Name	Botanical Plant Name	Container Size (i.e., 15 gal., or 36" box, etc.)	Number to be Planted
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- ☐ **Recreational Amenities** (Multi-Family containing 6+ units) shown and labeled on the planting plan/hardscape plan, required by the Open Space provisions. *Recreational amenities include: swimming pool, spas, picnic tables, benches, play areas, barbecue and sitting areas.*
- ☐ **Irrigation plan** and Irrigation Detail
- ☐ **Water Management Point System** (*See attachment A*)
- ☐ Landscape **Point System** (*See attachment A*)
- ☐ **Potential Landscape Area** (Site MINUS all structures) = **Landscape Provided** (*EXAMPLE: See Attachment B*)
- ☐ **Landscaped Slope Area**: all manufactured slopes in Hillside Areas, and all manufactured slopes greater than 6 feet in height and 3:1 in slope in non-Hillside Areas.
- ☐ **Open Space Requirements**: (Multi-Family containing 6+ units) private open space, **common open space (must be 25% landscaped and one 24-inch-box size tree for every 4 dwelling units)**, total open space provided. (*EXAMPLE: See Attachment B*) *Note: Percent shall be incorporated in the landscape plan.*
- ☐ Clearly identify on the landscape plan the location, size, quantity, and the name of **Existing** trees to be retained and the **Replacement** trees to be added.
- ☐ Front Yard: (Multi-Family) 1 Shade tree/500 square feet.
- ☐ One tree per every 4 spaces in open parking lots, plus 1 tree per each 25 feet of buffer. (Ord. 170,978: Guideline K.)

## Attachment "A"

### *Guidelines O—Landscape Point System*

**Table I**

Points Required per Project

< 7,500	10
7,501–15,000	15
15,001–40,000	20
40,001–86,000	30
86,001–120,000	50
120,001–150,000	60
> 150,000 square feet or fraction thereof	60 per each 150,000 square feet of fraction thereof

**Table II**

**See pages 31-35** of the Landscape Ordinance (Ord. No. 170,978)

- Table II shall be used to determine the number of points awarded for various features and techniques. Existing features and techniques that will remain after the project is constructed may be awarded points.
- The applicant may choose any combination of points, from any category, to accrue the total number of points required for the project.

### ***GUIDELINES AA—WATER MANAGEMENT POINT SYSTEM***

Points Required per Project

Square Footage of Project Site	Points Required
< 1,501	25
1,501–3,000	50
3,001–7,500	100
7,501–15,000	200
15,001–40,000	300
40,001–86,000	400
86,001–120,000	600
120,001–150,000	800
> 150,000	800 per each 150,000 square feet or fraction thereof

## Attachment "B"

### Example Only

#### Landscape Point System

Square footage of site	27,000 sq.ft.
Points required	20 points

#### Points Provided

4 street trees – 24" box	4
7 Tree taxon that does not exist in 1000 ft. radius	
5 pts. Per tree – up to 50% of points	10
200 lin. Ft. of deciduous trees on the south side	16

Total Points provided	30
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#### Water Management Point System

Square footage of site	27,000 sq.ft.
Points required	300 points

#### Points Provided

Automatic controller	5
0-15% lawn area	10
Plants once established that will remain in good health with summer water 132@ 2 pts.	264
6 low precipitation sprinkler circuits	30

Total Points provided	309
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Potential Landscape Area = (SITE) 27,000 sq.ft. – (building) 20,631 = 6,369 sq.ft. Landscape provided = 2,916 sq.ft.
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#### Open Space Requirements:

Open Space Required:	9 UNITS x 125 SF/UNITS = 1,125 SF (3 habitable rooms per unit) 20 UNITS x 175 SF/UNITS = 3,500 SF (4 habitable rooms per unit)
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Total Open Space Required:	4,625 SF
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Common Open Space Provided:	3,912
Private Open Space Provided:	8 UNITS x 100 SF = 800 SF

Total Open Space Provided:	4,712 SF
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# Summary of "OPEN SPACE" Requirements

Ord. No. 171753, Eff. Date Nov. 16, 1997

This table for requirements of "Open Space" is intended as a guideline to simplify the different aspects of the different zones and their respective requirements.

NOTE: Open area requirements are only applicable to a multiple dwelling building or group of buildings resulting in a total of six units or more on a lot.

ZONE	Open Space	Common <sup>1 2</sup> Area.Rq'd	Private Area <sup>3</sup>	Rec. Rm. <sup>4</sup> allowed	Roof Deck <sup>5</sup> allowed
R2 <sup>6</sup>	100sf./dwlg. unit < 3 habitable rooms 125sf./dwlg. unit=3 habitable rooms 175sf./dwlg. unit > 3 habitable rooms	YES Minimum of 400sf. with a minimum dimension of 15ft. in any direction	100sf. minimum with a minimum dimension of 8ft. and maximum of 100sf. per dwlg. unit shall be attributed to total open space.	YES	NO
RD1.5	Same as above	Same as above	Same as above	YES	NO
R3	Same as above	Same as above and must constitute at least 50% of total required open space	Min of 50sf. with a min. dim. of 6ft. in any direction and max of 50sf. per dwlg. unit shall be attributed to total open space	YES	YES Except area within 10ft of parapet
R4 & R5	Same as above	Same as above	Same as above	YES	YES May use entire deck area

1. The required common area can be more than one area but each must be at least a min of 400sf. with a minimum horizontal dimension of 15ft. in any direction.

2. The common area defined in the Ordinance requires a minimum of 25% of the common area be landscaped. Refer back to the ord. for qualifications for compliance.

3. The private area is not a requirement but may be used, if so desired, to contribute to the open space requirement.

4. Recreation rooms having at least 600sf. in area for a development totaling 16 units or more, or at least 400sf. in area for a development of fewer than 16 dwelling units, may qualify as common open space, but shall not qualify for more than 25% of the total required usable open space.

5. Occupied roof decks which are readily accessible to all residents of the site.

6. For apartment houses permitted under Section 12.09 A 3.