

LANDSCAPE APPLICATION PACKAGE



**City of Hollister
DEVELOPMENT SERVICES DEPARTMENT
375 Fifth Street
Hollister, CA 95023
(831) 636-4360 Fax (831) 634-4913**

Application Procedure

Background

A Landscape Application Package is required if your project falls under one of the following categories:

- 1.) New Landscape Construction (Commercial or Industrial)
- 2.) New Landscape Construction (Residential equal or greater than 5,000 sq. ft.)
- 3.) Development of a lot in a subdivision where the combined lots are landscaped equal to or greater to 2,500 sq. ft. (fee per each model plan submitted)
- 4.) Rehabilitation of landscape equal or greater than 2,500 sq. ft
- 5.) Homeowner-installed (Residential equal or greater than 5,000 sq. ft.)

STEP #1 Submittal of Landscape Application Package

Prepare drawings and obtain necessary calculations and documents to complete the Landscape Application Package and submit to the Planning Department at 339 Fifth St. All fees are due at time of submittal. The documents and calculations required are listed with project plan requirements and the project application portion of this packet.

STEP #2 City review of application

Staff will have the project reviewed and contact the applicant in writing whether the project has been approved or further items need to be addressed concerning the project submittal; therefore, the project is subject to a corrections letter. The applicant must address the items listed in the corrections letter and resubmit the corrected drawings prior to approval by the Planning Department.

STEP #3

Receive approval from the Planning Department that project plans are complete for the landscape installation to commence.

STEP #4

Submit a copy of the Water Efficient Landscape Worksheet (including the Water Budget Calculation) to the local water purveyor that your project will be receiving service. Obtain a receipt showing proof of the submittal.

STEP #5

After project installation, the applicant must provide an irrigation audit report conducted by a certified landscape irrigation auditor. The applicant will then submit the irrigation audit report with the Certificate of Completion to the City of Hollister Planning Department within 30 days of the completed landscape project installation.

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**LANDSCAPE APPLICATION PACKAGE GUIDELINES AND
REQUIREMENTS**

Please read and follow these guidelines carefully

Please prepare **3 sets** of plans, one electronic plan submittal, one application and other required information listed below and return them to the Planning Department. The checklist provided is intended to aid applicants in providing the required information to determine the completeness of your application. Plans that do not provide all of the necessary data from the checklist, in the required order, will be considered incomplete and be returned for revision. Applications will only be accepted for processing if they are complete and consist of the following:

PROJECT INFORMATION PLAN

- All sheets shall be drawn on 24' x 36" paper and folded to approximately 10" x 12".
- All sheets shall be numbered in proper sequence and numbers located on the lower right hand side of each page.
- All sheets shall be dated.
- All plans shall be drawn to scale.
- All sheets shall have a North Arrow.
- All sheets shall be given a sheet title. Continuing

A.) The Water Efficient Landscape Plan Application Package shall include the following six (6) elements:

- 1.) Project information;
 - a. Date
 - b. Project applicant
 - c. Project address (if available, parcel and/or lot number(s))
 - d. Total landscape area (square feet)
 - e. Project type (e.g., new, rehabilitated, public, private, cemetery, homeowner-installed)
 - f. Water supply type (e.g., potable, recycled, well) and identify the local retail water purveyor if the applicant is not served by a private well
 - g. Checklist of all documents in Landscape Documentation Package
 - h. Project contacts to include contact information for the project applicant and property owner

- i. Applicant signature and date with statement, “I agree to comply with the requirements of the water efficient landscape ordinance and submit a complete Landscape Documentation Package”.
 - 2.) Water Efficient Landscape Worksheet; (See page 11 of application form)
 - a. Hydrozone information table (See page 11 of application form)
 - b. Water budget calculations (See page 10 of application form)
 1. Maximum Applied Water Allowance (MAWA)
 2. Estimated Total Water Use (ETWU)
 - 3.) Soil management report. 15.22.090
 - a. Submit soil samples to a laboratory for analysis and recommendations.
 1. Soil sampling shall be conducted in accordance with laboratory protocol, including protocols regarding adequate sampling depth for the intended plants.
 2. The soil analysis shall include:
 - a. Soil texture;
 - b. Infiltration rate determined by laboratory test or soil texture infiltration rate table;
 - c. PH;
 - d. Total soluble salts;
 - e. Sodium;
 - f. Percent organic matter; and
 - g. Recommendations.
 - b. The project applicant, or his/her designee, shall comply with one of the following:
 1. If significant mass grading is not planned, the soil analysis report shall be submitted to the City of Hollister as part of the Landscape Application Package; or
 2. If significant mass grading is planned, the soil analysis report shall be submitted to the City of Hollister as part of the Certificate of Completion.
 3. The soil analysis report shall be made available, in a timely manner, to the professionals preparing the landscape design plans and irrigation design plans to make any necessary adjustments to the design plans.
 4. The project applicant, or his/her designee, shall submit documentation verifying implementation of soil analysis report recommendations to the City of Hollister with Certificate of Completion.
 - 4.) Landscape Design Plan
 - 5.) Irrigation Design Plan
 - 6.) Grading Design Plan

LANDSCAPE DESIGN PLAN

The plan shall include the following information and labeled accordingly:

North Arrow

Scale

Sheet title

Page number

Planting schedule (See Attached schedule provided by the Development Services Department.)

1. Delineate and label each hydrozone by number, letter, or other method;
2. Identify 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; (See City of Hollister Example planting legend attached)
 1. Identify Special Landscape Areas
 - a. any recreational areas?
 - b. any areas permanently and solely dedicated to edible plants?
 - c. any areas irrigated with recycled water? (if applicable)
4. Identify type of mulch and application depth;
5. Identify soil amendments, type, and quantity;
6. Identify type and surface area of water features;
7. Identify hardscapes (pervious and non-pervious);
8. Identify location and installation details of any applicable storm water best management practices that encourage on-site retention and infiltration of storm water. Storm water best management practices are required in the landscape design plan and examples include, but are not limited to:
 - a. Infiltration beds, swales, and basins that allow water to collect and soak into the ground;
 - b. Constructed wetlands and retention ponds that retain water, handle excess flow, and filter pollutants; and
 - c. Pervious or porous surfaces (e.g., permeable pavers or blocks, pervious or porous concrete, etc.) that minimize runoff.
11. Identify any applicable rain harvesting or catchment technologies (e.g., rain gardens, cisterns, etc.);
12. The adjacent non-permeable surfaces are designed and constructed to drain entirely to landscaping.
- 13. Contain the following statement: “I have complied with the criteria of the ordinance and applied them for the efficient use of water in the landscape design plan”; and**
- 14. Bear the signature of a licensed landscape architect, licensed landscape contractor, or any other person authorized to design a landscape.** (See Sections 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5 of the Business and Professions Code, Section 832.27 of Title 16 of the California Code of Regulations, and Section 6721 of the Food and Agriculture Code.)

IRRIGATION DESIGN PLAN

The plan shall include the following information and labeled accordingly:

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Page number

For the efficient use of water, an irrigation system shall meet all the requirements listed in The Water Efficient Landscape Ordinance (section 15.22.110) and the manufacturers' recommendations. The irrigation system and its related components shall be planned and designed to allow for proper installation, management, and maintenance. An irrigation design plan meeting the following design criteria shall be submitted as part of the Landscape Documentation Package.

Equipment in the irrigation design plan shall include:

- 1.) Integral or auxiliary sensors (rain, freeze, wind, etc.) that suspend or alter irrigation during a period of high wind, freezing weather or rain.
- 2.) Automatic irrigation controllers with either evapotranspiration or soil moisture sensor data.
- 3.) Manual shut-off valves
- 4.) Backflow prevention devices (except single family residences). Please contact the City of Hollister Engineering Department at (831) 636-4340 for permit requirements.
- 5.) High flow sensors to detect malfunction or high flow conditions.
- 6.) Check valves or anti-drain valves are required for all irrigation systems.
- 7.) Swing joints or other riser-protection components are required on all risers subject to damage that are adjacent to high traffic areas.
- 8.) Sprinkler heads and other emission devices shall have matched precipitation rates, unless otherwise directed by the manufacturer's recommendations.
- 9.) The project applicant shall inquire information from their local water purveyor about peak water operating demands (on the water supply system) or water restrictions that may impact the effectiveness of the irrigation system.

Irrigation design requirements:

- 1.) Manual shut-off valves shall be located as close as possible to the point of connection of water supply.
- 2.) The irrigation design conforms to the hydrozones of the landscape design plan and at a minimum the irrigation efficiency criteria in the 'Maximum Applied Water Allowance' based on the Water Efficient Landscape Worksheet in the application form.
- 3.) Irrigation near non-permeable surfaces:
 - a.) Eliminate overspray to non-permeable surface

- b.) Narrow or irregularly shaped areas, including turf, less than eight (8) feet in width in any direction shall be irrigated with subsurface irrigation or low volume irrigation system.
- c.) Within 24 inches of a non-permeable surface
 - Overhead must set back at least 24 inches
 - Drip, drip line or other non-spray irrigation allowed
 - Alternative design to prevent runoff to hardscapes
- 4.) Slopes greater than 25%
 - a.) Precipitation rate of irrigation system shall be 0.75 inches per hour or less.
- 5.) Hydrozone
 - a.) Each valve shall irrigate a hydrozone with similar site, slope, sun exposure, soil conditions, and plant materials with similar water use.
 - b.) Sprinkler heads and other emission devices shall be selected based on what is appropriate for the plant type within that hydrozone.
 - c.) Where feasible, trees shall be placed on separate valves from shrubs, groundcovers, and turf.
 - d.) Individual hydrozones that mix plants of moderate and low water use, or moderate and high water use, may be allowed if:
 - plant factor calculation is based on the proportions of the respective plant water uses and their plant factor; or
 - the plant factor of the higher water using plant is used for calculations.
 - e.) Individual hydrozones that mix high and low water use plants shall not be permitted.
 - f.) On the landscape design plan and irrigation design plan, hydrozone areas shall be designated by number, letter, or other designation and correlated to a Hydrozone Information Table provided by the City of Hollister. On the irrigation design plan, designate the areas irrigated by each valve and assign a number to each valve. Use this valve number in the Hydrozone Information Table provided by the City of Hollister. This table can also assist with the irrigation audit and programming the controller. (see page 11 of Landscape Application Package)
- 6.) Low volume irrigation is required in mulched planting areas.
- 7.) Sprinkler spacing shall be designed to achieve the highest possible distribution uniformity using the manufacturer's recommendations and minimize overspray.
- 8.) The design of the irrigation system shall conform to the hydrozones of the landscape design plan.

The irrigation design plan shall contain:

- 1.) Location and size of separate water meters for landscape;
- 2.) Location, type and size of all components of the irrigation system, including controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow

prevention devices; (create legend where applicable, also see sample City provided legend attached)

- 3.) Static water pressure at the point of connection to the public water supply;
- 4.) Flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station;
- 5.) Landscapes shall be maintained to ensure water use efficiency. A regular maintenance schedule shall be submitted with the Certificate of Completion. Attach Schedule of landscape and irrigation maintenance.
- 6.) Attach Parameters for setting the irrigation schedule on controller. Parameters used to set the automatic controller shall be developed and submitted for each of the following:
 - a.) The plant establishment period;
 - b.) The established landscape; and
 - c.) Temporarily irrigated areas.

Each irrigation schedule shall consider for each station all of the following that apply:

- a.) Irrigation interval (days between irrigation);
 - b.) Irrigation run times (hours or minutes per irrigation event to avoid runoff);
 - c.) Number of cycle starts required for each irrigation event to avoid runoff;
 - d.) Amount of applied water scheduled to be applied on a monthly basis;
 - e.) Application rate setting;
 - f.) Root depth setting;
 - g.) Plant type setting;
 - h.) Soil type;
 - i.) Slope factor setting;
 - j.) Shade factor setting; and
 - k.) Irrigation uniformity or efficiency setting.
- 7.) Recycled water irrigation systems as specified in Section 15.22.180 Recycled Water; (if applicable) A separate water meter for the use of recycled water where it is available for any property other than a single family residence. If recycled water is available, the irrigation system shall be designed to use recycle water for decorative water features and irrigation unless a written exemption has been granted by the City of Hollister or Sunnyslope Water District.
- 8.) Contain the following statement: “I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the irrigation design plan”; and**
- 9.) The signature of a licensed landscape architect, certified irrigation designer, licensed landscape contractor, or any other person authorized to design an irrigation system.** (See Sections 5500.1, 5615, 5641, 5641.1, 5641.2, 5641.3, 5641.4, 5641.5, 5641.6, 6701, 7027.5 of the Business and Professions Code, Section 832.27 of Title 16 of the California Code of Regulations, and Section 6721 of the Food and Agricultural Code.)

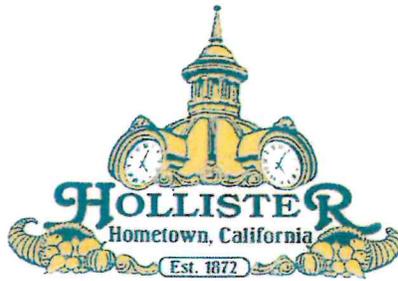
GRADING DESIGN PLAN

The plan shall include the following information and labeled accordingly:

North Arrow
Scale
Sheet title
Page number

For the efficient use of water, grading of a project site shall be designed to minimize soil erosion, runoff, and water waste. A grading plan shall be submitted as part of the Landscape Application Package. **A comprehensive grading plan prepared by a civil engineer for other local agency permits satisfies this requirement.**

- 1.) The project applicant shall submit a landscape grading plan that indicates finished configurations and elevations of the landscape area including:
 - a.) Height of graded slopes;
 - b.) Drainage patterns;
 - c.) Pad elevations;
 - d.) Finish grade; and
 - e.) Storm water retention improvements, (if applicable.)
- 2.) **The grading design plan shall contain the following statement: “I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the grading design plan” and will bear the signature of a licensed professional as authorized by law.**



POST-CONSTRUCTION STORMWATER MANAGEMENT REQUIREMENTS

Applicants please be advised that all new and redevelopment projects which receive their first discretionary approval for design elements on, or after, March 6, 2014, or, if no discretionary approval is required, receive their first ministerial permit on, or after that date, are subject to Post-construction Stormwater Management Requirements as mandated by the State of California Regional Water Quality Control Board, Central Coast Region's Resolution No. R3-2013-0032, as applicable.

In general, projects which create and/or replace 2500 square feet or more of impervious surface (collectively over the entire project site) are subject to the requirements, unless otherwise stated in State of California Regional Water Quality Control Board, Central Coast Region Resolution No. R3-2013-0032.

A pre-application meeting with City development staff is highly recommended for all projects subject to Post-construction Stormwater Management Requirements.

A copy of the State of California Regional Water Quality Control Board, Central Coast Region Resolution No. R3-2013-0032 can be downloaded at the link below:

http://www.waterboards.ca.gov/centralcoast/water_issues/programs/stormwater/docs/lid/lid_hydromod_charette_index.shtml



CITY OF HOLLISTER
DEVELOPMENT SERVICES DEPARTMENT
375 FIFTH STREET
HOLLISTER, CA 95023
831-636-4360 831-634-4913 FAX

LANDSCAPE APPLICATION PACKAGE

**PLEASE READ AND COMPLETE THIS
APPLICATION FORM CAREFULLY**

THIS APPLICATION IS FOR (CHECK THE APPROPRIATE BOX):

- New Landscape Construction (Commercial or Industrial)
- New Landscape Construction (Residential equal or greater than 5,000 sq. ft.)
- Development of a lot in a subdivision where the combined lots are landscaped equal to or greater to 2,500 sq. ft. (fee applicable per each design plan)
- Rehabilitation of landscape equal or greater than 2,500 sq. ft
- Homeowner-installed (Residential equal or greater than 5,000 sq. ft.)
- Other

1. Applicant(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ FAX: _____ E-Mail: _____

2. Property Owner(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ FAX: _____ E-Mail: _____

3. Property Location: _____

4. Assessor Parcel Number(s): _____

5. Size of Landscape Area (acres or square feet): _____

6. Zoning District: Present: _____ Proposed (if applicable): _____

7. General Plan Designation: _____

8. Describe the proposed project: _____

9. Soil Management Report: (check the appropriate box)

- Mass grading is not planned and report is included with the application.
- Mass grading is planned and the soil management report is with the certificate of completion.

10. Recycled Water:

- Not proposed at this time
- Recycled water will be used. Recycle Water Use Permit # _____ has been approved. Attach a copy of the permit to the application.

11. Certification: The facts, maps and documents submitted herewith are true, correct and accurate to the best of my knowledge. If the request is granted, I (we) agree that the provisions of City and State Law will be complied with and the conditions, if any, upon which the permit is granted will be carefully observed.

Date

Owner's Signature

Date

Applicant's Signature

Staff Use Only

Received by: _____

Date: _____

Application Fee \$ _____

Application Number _____

The Community Development Staff appreciates your effort to complete this application. If you have questions or comments, please contact our staff at (831) 636-4360.

WATER EFFICIENT LANDSCAPE WORKSHEET

This worksheet is filled out by the project applicant and it is a required element of the Landscape Application Package. Please complete all sections (A and B) of the worksheet.

SECTION A. HYDROZONE INFORMATION TABLE

Please complete the hydrozone table(s) for each hydrozone. Use as many tables as necessary to provide the square footage of landscape area per hydrozone.

| Hydrozone | Zone or Valve | Irrigation Method** | Area (Sq. Ft.) | % of Landscape Area |
|--------------|---------------|---------------------|----------------|---------------------|
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| | | | | |
| Total | | | | 100% |

*Hydrozone
 HW = High Water Use Plants
 MW = Moderate Water Use Plants
 LW = Low Water Use Plants

** Irrigation Method
 MS = Micro-spray
 S = Spray
 R = Rotor O = Other
 B = Bubbler D = Drip

SECTION B. WATER BUDGET CALCULATIONS

Section B1. Maximum Applied Water Allowance (MAWA)

The project's Maximum Applied Water Allowance shall be calculated using this equation:

$$\text{MAWA} = (\text{ETo}) (0.62) [(0.7 \times \text{LA}) + (0.3 \times \text{SLA})]$$

where:

MAWA = Maximum Applied Water Allowance (gallons per year)

ETo = Reference Evapotranspiration from Appendix A (inches per year)

0.7 = ET Adjustment Factor (ETAF)

LA = Landscaped Area includes Special Landscape Area (square feet)

0.62 = Conversion factor (to gallons per square foot)

SLA = Portion of the landscape area identified as Special Landscape Area (square feet)

0.3 = the additional ET Adjustment Factor for Special Landscape Area (1.0 - 0.7 = 0.3)

Maximum Applied Water Allowance = _____ gallons per year

Show calculations. (See Section 15.22.080 Water Efficient Landscape Worksheet, B-4 for MAWA example calculations)

Effective Precipitation (Eppt)

If considering Effective Precipitation, use 25% of annual precipitation. Use the following equation to calculate Maximum Applied Water Allowance:

$$\text{MAWA} = (\text{ETo} - \text{Eppt}) (0.62) [(0.7 \times \text{LA}) + (0.3 \times \text{SLA})]$$

Maximum Applied Water Allowance = _____ gallons per year

Show calculations. (See Section 15.22.080 Water Efficient Landscape Worksheet, B.4 for MAWA example calculations)

Section B2. Estimated Total Water Use (ETWU)

The project’s Estimated Total Water Use is calculated using the following formula:

$$ETWU = (E_{to})(0.62)[(PF \times HA/IE) + SLA]$$

where:

- ETWU = Estimated total water use per year (gallons per year)
- E_{to} = Reference Evapotranspiration (inches per year)
- PF = Plant Factor from WUCOLS (see Definitions)
- HA = Hydrozone Area [high, medium, and low water use areas] (square feet)
- SLA = Special Landscape Area (square feet)
- 0.62 = Conversion Factor (to gallons per square foot)
- IE = Irrigation Efficiency (minimum 0.71)

Hydrozone Table for Calculating ETWU

Please complete the hydrozone table(s). Use as many tables as necessary.

| Hydrozone | *Plant Water Use Type (s) | *Plant Factor (PF) | Area (HA) (square feet) | PF x HA (square feet) |
|------------------|----------------------------------|---------------------------|--------------------------------|------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | <u>Sum</u> | |
| | <u>SLA</u> | | | |

Estimated Total Water Use = _____gallons

* Refer to the Water Use Classification of Landscape Species (WUCOLS). The document is available for free online at:
<http://ucce.ucdavis.edu/files/filelibrary/1726/15359.pdf> (scroll down page of pdf file)

Show calculations. (See Section 15.22.080 Water Efficient Landscape Worksheet, B.5 for ETWU example calculations)

CERTIFICATE OF COMPLETION

This certificate is filled out by the project applicant upon completion of the landscape project.

PART 1. PROJECT INFORMATION SHEET

| | | |
|---------------------------|--------------------|----------|
| Date | Landscape Permit # | |
| Project Name | | |
| Name of Project Applicant | Telephone No. | |
| | Fax No. | |
| Title | Email Address | |
| Company | Street Address | |
| City | State | Zip code |

Project Address and Location

| | | |
|----------------|--|--|
| Street Address | Parcel, tract or lot number if available | |
| City | | |
| State | Zip Code | |

Property Owner or his/her designee:

| | | |
|---------|----------------|----------|
| Name | Telephone No. | |
| | Fax No. | |
| Title | Email Address | |
| Company | Street Address | |
| City | State | Zip Code |

Property Owner

“I/we certify that I/we have received copies of all the documents within the Landscape Application 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 APPLICATION PACKAGE

“I/we certify that based upon periodic site observations, the work has been substantially completed in accordance with the ordinance and that the landscape planting and irrigation installation conform with the criteria and specifications of the approved Landscape Application Package.”

| | | |
|----------------------------------|----------------|----------|
| Signature* | Date | |
| Name (print) | Telephone No. | |
| | Fax No. | |
| Title | Email Address | |
| License No. or Certification No. | | |
| Company | Street Address | |
| City | State | Zip Code |

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

PART 3. LANDSCAPE IRRIGATION AUDIT REPORT

Attach Landscape Irrigation Audit Report per ordinance Section 15.22.160

PART 4. SOIL MANAGEMENT REPORT

Attach soil analysis report, if not previously submitted with the Landscape Application Package per ordinance Section 15.22.090

Attach documentation that verifies implementation of recommendation from soil analysis report per ordinance Section 15.22.090