



# WELO LANDSCAPE DOCUMENT PACKAGE

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The City of South San Francisco has adopted the State of California Model Water Efficient Landscape Ordinance ([WELO](#)) and all qualified development projects must comply with the water efficient landscape requirements.

Project compliance with WELO standards is evaluated during the building permit process. This Landscape Document Package provides checklists of the WELO requirements and all of the required forms.

**Qualified Projects Table: Use this table to determine required process and forms, based on size of landscape areas:**

<b>New Landscaping – Total Area in Square Feet (sq. ft.)</b>	<b>Required Process &amp; Forms</b>
0 - 500 sq. ft.	None, project not subject to WELO. See SSFMC Section <a href="#">20.300.008</a> for general landscaping requirements.
501 - 2,499 sq. ft.	Prescriptive Option - Short Form (Form 1)
2,500 + sq. ft. (new or refurbished)	Performance Option (Forms 2-7)

## **WELO FORMS CONTAINED IN THIS PACKAGE:**

### **Prescriptive Option**

1. Prescriptive Option Short Form

### **Performance Option**

2. Project Information and Submittal Checklist
3. Water Efficient Landscape
4. Soil Management Report Checklist
5. Landscape Design Plan Checklist
6. Irrigation Design Plan Checklist
7. Certificate of Completion

# 1. WELO PRESCRIPTIVE OPTION SHORT FORM

## **Applicant Information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

## **Project Information**

Site Address / APN: \_\_\_\_\_

Project Type (*residential, commercial, industrial*): \_\_\_\_\_

- This project incorporates new landscaping areas between 500 – 2,499 square feet (sq. ft.) and will be using this form to identify prescriptive requirements which will be included as part of the landscape project.

***Please see the Prescriptive Compliance Option Checklist on the next page for required landscape design measures.***

Total Landscape Area (sq. ft.): \_\_\_\_\_

Turf Area (sq. ft.): \_\_\_\_\_

Non-Turf Plan Area (sq. ft.): \_\_\_\_\_ Special Landscape Area (sq. ft.): \_\_\_\_\_

Water Type (*potable, recycled, well*): \_\_\_\_\_

Name of water purveyor (*If not served by private well*): \_\_\_\_\_

## **WELO Prescriptive Compliance Certification**

I certify the above information is correct and agree to comply with the prescriptive compliance requirements of the WELO.

\_\_\_\_\_  
Signature of property owner / authorized representative

\_\_\_\_\_  
Date

**WELO Prescriptive Option: Required Landscape Design Measures**  
**(Can only be used when aggregate landscape areas are 2,499 square feet or less)**

<b>Landscape Parameter</b>	<b>Design Measures</b>	<b>Shown on Plans / Page #</b>
<b>Compost</b>	Incorporate compost at a rate of at least four (4) cubic yards per 1,000 sq. ft. to a depth of 6 inches into landscape area (unless contra-indicated by a soil test).	
<b>Plant Water Use</b>	<u>Residential:</u> Install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water.  <u>Non-residential:</u> Install climate adapted plants that require occasional, little or no summer water (average WUCOLS plant factor 0.3) for 100% of the plant area excluding edibles and areas using recycled water.	
<b>Mulch</b>	A minimum 3-inch layer of mulch should be applied on all exposed soil surfaces of planting areas, except in areas of turf or creeping or rooting groundcovers.	
<b>Turf</b>	Total turf area shall not exceed 25% of the landscape area. Turf is not allowed in non-residential projects.	
	Turf (if utilized) is limited to slopes not exceeding 25% and is not used in parkways less than 10 feet in width.	
	Turf, if utilized in parkways, is irrigated by sub-surface irrigation or other technology that prevents overspray or runoff.	
<b>Irrigation System</b>	Irrigation controllers use evapotranspiration or soil moisture data and utilize a rain sensor.	
	Irrigation controller programming data will not be lost due to an interruption in the primary power source.	
	Areas less than 10 feet in any direction utilize sub-surface irrigation or other technology that prevents overspray or runoff.	
	A private landscape submeter is installed at non-residential landscape areas of 1,000 sq. ft. or more.	

## 2. WELO Project Information and Submittal Checklist

### **Project Information**

Site Address / APN: \_\_\_\_\_

Project Type / Description (*residential, commercial, industrial*): \_\_\_\_\_

Total Landscape Area (sq. ft.): \_\_\_\_\_ Water Supply Type: \_\_\_\_\_

### **Property Owner Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### **Applicant Information (if different from property owner)**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### **Submittal Checklist**

- |   |                          |
|---|--------------------------|
| 1. Water Efficient Landscape Worksheet    | <input type="checkbox"/> |
| a. Hydrozone Information Table            | <input type="checkbox"/> |
| b. Water Budget Calculations              | <input type="checkbox"/> |
| i. Maximum Applied Water Allowance (MAWA) | <input type="checkbox"/> |
| ii. Estimated Total Water Use (ETWU)      | <input type="checkbox"/> |
| 2. Soil Management Plan                   | <input type="checkbox"/> |
| 3. Landscape Design Plan                  | <input type="checkbox"/> |
| 4. Irrigation Design Plan                 | <input type="checkbox"/> |

### **Signature**

I agree to comply with the requirements of the WELO and submit a complete Landscape Document Package.

\_\_\_\_\_  
Landscape Plans Preparer Signature Required

\_\_\_\_\_  
Date

### 3. Water Efficient Landscape Worksheet

City of South San Francisco Reference Evapotranspiration (ET<sub>o</sub>): 42.8

Hydrozone # / Planting Description <sup>a</sup>	Plant Factor (PF)	Irrigation Method <sup>b</sup>	Irrigation Efficiency (IE) <sup>c</sup>	ETAF (PF/IE)	Landscape Area (sq. ft.)	ETAF x Area	Estimated Total Water Use (ETWU) <sup>e</sup>
<b>Regular Landscape Areas</b>							
				Totals	(A)	(B)	
<b>Special Landscape Areas</b>							
				1			
				1			
				1			
				Totals	(C)	(D)	
				<b>ETWU Total</b>			
				<b>Maximum Allowed Water Allowance (MAWA)<sup>e</sup></b>			

<sup>a</sup>**Hydrozone #/Planting Description**

- E.g
- 1.) front lawn
  - 2.) low water use plantings
  - 3.) medium water use planting

<sup>b</sup>**Irrigation Method**  
overhead spray  
or drip

<sup>c</sup>**Irrigation Efficiency**  
0.75 for spray head  
0.81 for drip

<sup>d</sup>**ETWU (Annual Gallons Required)**  
=  $Eto \times 0.62 \times ETAF \times Area$   
where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year.

<sup>e</sup>**MAWA (Annual Gallons Allowed) =  $(Eto) (0.62) [(ETAF \times LA) + ((1-ETAF) \times SLA)]$**

where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year, LA is the total landscape area in square feet, SLA is the total special landscape area in square feet, and ETAF is .55 for residential areas and 0.45 for non-residential areas.

#### ETAF Calculations

##### Regular Landscape Areas

Total ETAF x Area	(B)
Total Area	(A)
<b>Average ETAF</b>	<b>B ÷ A</b>

**Average ETAF for Regular Landscape Areas must be 0.55 or below for residential areas, and 0.45 or below for non-residential areas.**

##### All Landscape Areas

Total ETAF x Area	(B+D)
Total Area	(A+C)
<b>Sitewide ETAF</b>	<b>(B+D) ÷ (A+C)</b>

## 4. Soil Management Report Checklist

Site Address / APN: \_\_\_\_\_

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

### Soil Management Report Submittal Checklist

1. Soil Sample Lab Report

a. Soil Sampling Conducted at Appropriate Depth for Intended Plants

b. Soil Analysis

i. Soil Texture

ii. Infiltration Rate

iii. pH

iv. Total Soluble Salts

v. Percent Organic Matter

vi. Recommendations

2. Soil Management Plan

3. Landscape Design Plan

4. Irrigation Design Plan

### Signature

I verify that the Soil Management Report was provided to the person(s) preparing the Landscape Design Plan.

\_\_\_\_\_  
Landscape Plans Preparer Signature Required

\_\_\_\_\_  
Date

## 5. Landscape Design Plan Checklist

Site Address / APN: \_\_\_\_\_

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

### Landscape Design Plan Submittal Checklist

#### 1. Hydrozone

- a. Delineate and Label each Hydrozone by #, Letter, or Other Method
- b. Identify each Hydrozone as Low, Moderate, High, or Mixed Water Use

#### 2. Identify on Plans:

- a. Recreation Areas
- b. Areas Permanently and Solely Dedicated to Edible Plants
- c. Areas Irrigated with Recycled Water
- d. Types of Mulch and Application Depth
- e. Soil Amendments, Type & Quantity
- f. Location of Hardscape (Pervious & Non-Pervious)
- g. Applicable Rain Harvest or Catchment Technologies 
  - i. 24-Hour Capacities
- h. Graywater Systems (if applicable) 
  - i. Discharge Piping
  - ii. System Components
  - iii. Area(s) of Distribution

- 3. Stormwater Requirements Checklist (C3)

### Signature

The following statement shall be printed on the front page of the Landscape Design Plan along with the signature of person(s)

I have complied with the criteria of the Water Efficient Landscape Ordinance and applied them for efficient use of water in the Landscape Design Plan.

\_\_\_\_\_  
Landscape Plans Preparer Signature Required

\_\_\_\_\_  
Date

## 6. Irrigation Design Plan Checklist

Site Address / APN: \_\_\_\_\_

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

### Irrigation Design Plan Submittal Checklist

- 1. Location of Separate Water Meters for Landscaped Areas
- 2. Location, Type and Size of all System Components
  - a. Controllers
  - b. Main and Lateral Lines
  - c. Valves
  - d. Sprinkler Heads
  - e. Moisture Sensing Devices
  - f. Rain Switches
  - g. Quick Couplers
  - h. Pressure Regulators
  - i. Backflow Prevention Devices
- 3. For each Station:
  - a. Flow Rate (gallons per minute)
  - b. Application Rate (inches per hour)
  - c. Design Operating Pressure (pressure per square inch)
  -

### Signature

The following statement shall be printed on the front page of the Irrigation Design Plan along with the signature of person(s) authorized to design the landscaping plan:

I have complied with the criteria of the Water Efficient Landscape Ordinance and applied them for efficient use of water in the irrigation design plan.

\_\_\_\_\_  
Landscape Plans Preparer Signature Required

\_\_\_\_\_  
Date



## 7. Certificate of Completion

Part 1: This certificate is filled out by the project applicant, landscape architect and / or landscape contractor upon completion of the landscape project, and submitted to the City.

### Project Information

**Date**

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**Project Name**

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**Site Address**

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**APN(s)**

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**Applicant Name**

---

**Phone Number**

---

**Email Address**

---

**Street Address, City, and Zip**

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**Property Owner Name (if different from applicant)**

---

**Phone Number**

---

**Email Address**

---

**Street Address, City, and Zip**

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### Property Owner Signature

“I / we certify that I / we have received copies of all of the documents within the Landscape Documentation Package and the Certificate of Completion, and that it is our responsibility to ensure that the project is maintained in accordance with the Landscape and Irrigation Maintenance Schedule.”

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

Part 2: This certificate is signed by the signer of the Landscape Design Plan, Irrigation Design Plan, or by the licensed landscape contractor and submitted to the City following project installation.

“I / we certify that based on periodic site observations, the work has been completed in accordance with the Water Efficient Landscape Ordinance and that the landscape planting and irrigation installation conform with the criteria and specifications of the approved Landscape Documentation Package. Significant changes made during construction comply with the ordinance.”

**Site Address**

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**APN**

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**Contractor / Professional Signature**

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**Date**

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**Print Name**

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**License Number**

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