

# City of Tehachapi

## Landscape Design Checklist

### 1. Purpose

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#### A. Who Should Use This Checklist?

The Landscape Design Checklist (Checklist) is intended for use by landscape architects preparing construction documents in the form of Building Permit or Improvement Plans, or in preparing preliminary design documents in the form of a Design Review application for review by the City of Tehachapi. Additional items may require coordination with other disciplines such as civil engineering, planning, arborists or others.

#### B. What the Checklist Provides

The Checklist assembles the City of Tehachapi adopted landscape standards and State landscape requirements into one checklist to assist the applicant/landscape architect when submitting for Building Permit or Improvement Plan approval. The Checklist is a required component of the application at the time of planning entitlement review (Design Review). Standalone single-family residential home projects (with less than 500 square feet of landscape area) are not expected to complete the Checklist unless conditioned through a separate approval.

#### C. Why Should This Checklist Be Used?

The primary reason to use this Checklist is to accelerate the Building Permit and Improvement Plan review process so that applicants can move their project through City approval in the most efficient manner possible. Landscape projects that address the applicable requirements accurately in their first submittal, along with the completed checklist, should be able to gain approval in 2 or 3 reviews (not withstanding other city permit requirements).

In addition to efficient plan reviews, this Checklist can assist the design team to organize and coordinate the multiple landscape requirements and forms set out in the Tehachapi Zoning Code (TZC), State of California Model Water Efficient Landscape Ordinance (MWELO), and Citywide Landscape Design Guidelines.

### **MWELO:**

MWELO is the acronym for Model Water Efficient Landscape Ordinance. On December 1, 2015 the State of California revision to MWELO became effective for new construction projects with total landscape area equal to or greater than 500 square feet in size and rehabilitated landscape projects with total landscape area of 2,500 square feet or larger. The City of Tehachapi is required to enforce the State Ordinance through the Building Permit plan review process. MWELO establishes many landscape and irrigation water conservation techniques which are included here in this Document. To review the full State Ordinance, visit: <http://www.water.ca.gov/wateruseefficiency/landscapeordinance/>

It should be noted that MWELO standards are frequently updated. In the event of a conflict between the latest MWELO, and the Checklist provided herein, the provisions of the revised MWELO shall prevail. Therefore, applicants should refer to the State website identified above for the current ordinance.

In summary, MWELO applies to the following project types that require building permit or improvement plan review and approval:

- a. New construction projects with total landscape area equal to or greater than 500 square feet in size.
- b. Rehabilitated landscape projects with total landscape area of 2,500 square feet or larger.

### **Tehachapi Zoning Code (TZC):**

The City Council enacts ordinances that influence and regulate development in Tehachapi. The citations of the Tehachapi Zoning Code (TZC) in the Checklist are referring to Chapter 4.40 of the Zoning code. The full Tehachapi Zoning Code is available at: [www.liveuptehachapi.com/documentcenter/view/3180](http://www.liveuptehachapi.com/documentcenter/view/3180)

### **Landscape Standard Details (LSDs):**

The Landscape Standard Details referenced in this document must be used for City of Tehachapi projects, on City of Tehachapi property, and within City of Tehachapi rights-of-way. These details are not required for private property landscapes, but are available for use.

### **Citywide Landscape Design Guidelines (CLDG):**

The adopted Citywide Landscape Design Guidelines to complement its Design Review permitting process. These Guidelines encourage the highest level of design quality while providing flexibility necessary to encourage creativity on the part of the project designers. The Citywide Landscape Design Guidelines may be found on the City's website.

## 2. Landscape Plan Submittal Items

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Refer to the California Model Water Efficient Landscape Ordinance - Section 490.1 - Applicability. Projects with minimum landscape area may qualify for an Alternative Prescriptive Compliance method and be exempt from certain requirements.

Deliverables by Submittal Stage		Format	Reference
A. Building Permit or Improvement Plan Review (Construction Documents)			
1.	Landscape Plan Checklist (see below)	8 ½ x 11	
2.	Water Efficient Landscape Worksheet	8 ½ x 11	MWELO
3.	Soil Management Report	8 ½ x 11	MWELO
4.	Grading Plan (prepared by Licensed Professional as authorized by law)	Plan Set	MWELO Section 492.8
5.	Planting Plan (prepared by Licensed Landscape Architect)	Plan Set	MWELO/TZC
6.	Hydrozone Plan	Plan Set	MWELO
7.	Irrigation Plan (prepared by Licensed Landscape Architect)	Plan Set	MWELO/TZC
8.	Exterior Lighting Photometric plan	Plan Set	TZC
B. Project Completion (Prior to Construction Sign-off and Occupancy)			
1.	Certificate of Completion by Property Owner	8 ½ x 11	MWELO
2.	Certification of Installation by Landscape Architect	8 ½ x 11	MWELO
3.	Irrigation Schedule	8 ½ x 11	MWELO
4.	Schedule of Landscape and Irrigation Maintenance	8 ½ x 11	MWELO
5.	Landscape Irrigation Audit Report (Not required if using Prescriptive Compliance Option in MWELO)	8 ½ x 11	MWELO

### 3. Landscape Plan Checklist (Permit Review)

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*(Submit this checklist with Building Permit Application)*

**Project Name:** \_\_\_\_\_

**Address or Tract Number:** \_\_\_\_\_

**Landscape Architect & Firm:** \_\_\_\_\_

**Landscape Architect Phone Number:** \_\_\_\_\_

**CA License Number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Submit the following checklist with submittal documents. Check boxes as they apply.

Complete  
Incomplete  
Not applicable

## A. GENERAL PROJECT

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Plans are prepared on an accurate site plan to an appropriate scale (No smaller than 1" = 50'). Graphic and written scale included on plans.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Plans include north arrow, property lines, street names, and an accurate right-of-way.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Plans and calculations are prepared by a currently licensed Landscape Architect.<br><br><b>Requirement:</b> Plans are stamped electronically or otherwise with a valid State of California Landscape Architect's license/stamp including registration number and expiration. Signature required on final set at time of permit issuance.                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Text/Fonts are appropriately sized and plans are legible.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Existing and proposed features are clearly shown on plans.<br><br><b>Requirement:</b> Plans show existing and proposed buildings (and building use), trees, structures, walls, fences, utilities, hardscape areas (differentiate each type), and other improvements. Existing trees shall be depicted with tree name, canopy, trunk location, and size. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Matchlines and key map are provided where necessary and properly referenced.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Verify existing and proposed site conditions are consistent through disciplines (civil, landscape, architecture) plan sheets.   |

Complete  
Incomplete  
Not applicable

## B. GENERAL STANDARDS

**Reference:** TZC 4.40.040

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Minimum landscape area: Project provides minimum required landscape coverage to comply with TZC Table 4.40.040.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Hardscape materials (e.g. rock, artificial turf, decomposed granite) do not cover more than forty percent (40%) of any required planter or landscape area. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Artificial turf (if applicable): Include sample as part of submittal for approval. Otherwise, choose from pre-approved list of suppliers.                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Minimize hardscape: Limit paving to fifty percent (50%) maximum of front or street side setback areas of residential zones.                                |

## C. FENCES AND SCREENING

**Reference:** TZC 4.40.080

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Fences, Walls, and Hedges: comply with the height limits and permitted locations shown in Section 4.40.080 of the TZC.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Details: Plans provide details for screening elements such as fences and walls.<br><b>Requirement:</b> Indicate materials of construction, dimensions, footings, and material connections. Include structural design if walls are more than 2 feet tall. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Screening: Roof or ground mounted mechanical equipment shall be screened from public view and residential uses.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Screening: Provide screening at property lines. See TZC Section 4.40.080, Section D, for application requirements.   |

Complete  
Incomplete  
Not applicable

## D. LIGHTING

**Reference:** TZC 4.40.090

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Light fixtures are selected and located in a manner to limit outdoor lighting to the minimum necessary for safety and security. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Outdoor light fixtures are limited to 20 feet (20') max or the height of the nearest building, whichever is less.               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Light Shields: Include light shields to minimize light bleed to adjoining properties.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Light fixtures selected are designed to project light downward and shall be dark sky compliant.                                 |

## E. SUSTAINABLE LANDSCAPING

**Reference:** CLDG

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Plans provide substantial conformance with the Sustainable Landscape section of the Citywide Landscape Design Guidelines. |
|--------------------------|--------------------------|--------------------------|--|

## F. PLANTING - GENERAL

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Plant list complies with City's list of approved plants.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Plant list contains no invasive species. Reference California Invasive Plant Council at <a href="http://www.cal-ipc.org/ip/management/plant_profiles/index.php">http://www.cal-ipc.org/ip/management/plant_profiles/index.php</a>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Bark mulch required in planter areas to 3" depth.<br><b>Requirement:</b> Provide a note on the plans to install three inches of shredded (walk-on) bark mulch for all non-sod planting areas. Mulch is not a substitute for landscape planting.<br><b>Reference:</b> MWEL0. |

Complete  
Incomplete  
Not applicable

4. Incorporate compost at a minimum rate of four cubic yards per 1,000 sf.  
**Requirement:** Soil amendments shall be incorporated based on the recommendations of the soil management plan. On engineered slopes, only planting holes require amendment. Soils with greater than six percent (6%) organic matter in the top 6 inches (6") are exempt.  
**Reference:** MWELO.

5. Plants meet minimum container size requirements.  
**Reference:** CLDG, TZC

6. City standards used for work in right-of-way or public property.  
**Requirement:** All landscape work shown in City right-of-way or City owned property/easements comply with City of Tehachapi Standard Details.  
**Reference:** LSD

7. Minimize turf use.  
**Requirement:** Turf is limited to no more than 25 percent (25%) of the total planted area on the project as long as the water budget is met. No turf in medians or on slopes greater than 4:1.  
**Reference:** MWELO

8. Select water conserving plants and turf species.  
**Requirement:** Plant list shown on plans shall include the Water Use Classification of Landscape Species (WUCOLS) designation or designation from horticultural researchers with academic or professional associations for the selected species, the spacing for shrub and groundcover species, and the quantity of each plant used. Note: Use of medium and high water plants is strongly discouraged to promote water conservation.  
**Reference:** MWELO

9. Plans provide substantial conformance with the Landscape Design section of the Citywide Landscape Design Guidelines.

Complete  
Incomplete  
Not applicable

## G. IRRIGATION - GENERAL

### 1. Irrigation meter

**Requirement:** Plans show location and size of all meters and submeters, points of connection, pumps, isolation valves, and remote control valves. Irrigation must be on a dedicated meter or submeter for non-residential projects 1,000 square feet and greater and residential projects 5,000 square feet and greater.

**Reference:** MWEL0

### 2. Master shut-off valves

**Requirement:** Plans show locations and types of all master shut-off valves. Landscapes that make use of technologies that allow for the individual control of sprinklers that are individually pressurized in a system equipped with low pressure shut down features are excepted.

**Reference:** MWEL0

### 3. Flow sensors

**Requirement:** Plans show flow sensors that detect high flow conditions created by system damage for all non-residential landscapes and residential landscapes of 5,000 square feet and larger.

**Reference:** MWEL0

### 4. Operating pressure and maximum flow (GPM)

**Requirement:** Maximum GPM (Gallons Per Minute) demand and minimum operating pressure for each point of connection is clearly shown on plan along with the GPM demand for each valve. If the water pressure exceeds the recommended pressure of the specified devices, a pressure regulating device is required.

**Reference:** MWEL0

Complete  
Incomplete  
Not applicable

5. Locate type and size of all components of irrigation system.  
**Requirement:** Locate controllers, piping (main and laterals), valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators, and backflow devices.  
**Reference:** MWEL0

6. Weather based irrigation controller  
**Requirement:** Locate automatic irrigation controller which utilizes either evapotranspiration or soil moisture sensor data.  
**Reference:** MWEL0

7. Irrigate trees separately  
**Requirement:** All trees are irrigated by individual bubblers on an irrigation circuit isolated from the main system by a remote control valve.  
**Reference:** MWEL0

8. Limit use of spray irrigation  
**Requirement:** Areas less than 10 feet (10') wide shall not use spray irrigation.  
**Reference:** MWEL0

9. No irrigation run-off allowed  
**Requirement:** Irrigation system shall be designed for zero run-off onto paved surfaces unless that surface drains to another landscape area (e.g. walkway with landscape on two sides). Spray irrigation must be placed two feet (2') away from impervious surfaces unless that surface drains to another landscape area.  
**Reference:** MWEL0

10. Final acceptance note  
**Requirement:** Include a note on the plans requiring submittal of the Certificates of Completion and Installation including additional related documents (Irrigation Schedule, Schedule of Landscape and Irrigation Maintenance, Landscape Irrigation Audit Report, and Soil Management Report) prior to project acceptance.  
**Reference:** MWEL0

Complete  
Incomplete  
Not applicable

11. Plans provide substantial conformance with the Irrigation and Water Conservation section of the Citywide Landscape Design Guidelines.

## H. PARKING LOT LANDSCAPING (Non-residential projects)

1. Landscaping shall screen parking areas from public streets.  
**Requirement:** Screening materials may include a combination of plant materials, earth berms, fences/walls, raised planters, or other screening devices at a minimum height of two feet (2'). See TZC Section 4.40.080.

2. Locate plant materials to avoid blocking visibility of signs and structures  
**Reference:** TZC Section 4.20.030.C

## I. Interior Parking Lots

**Reference:** TZC Section 4.40.050

1. The minimum landscape area within a parking area shall be 5 percent (5%) of the gross parking lot area.

2. Landscaping shall be dispersed throughout the parking area.

3. No artificial plant material is specified for parking lot landscaping.

4. Trees are planted at a minimum ratio of one (1) tree per eight (8) parking spaces.

5. Plans call for tree root barriers where applicable.

**Requirement:** Install in planters less than ten feet (10') in width or located closer than five feet (5') from a permanent structure.

6. Trees in parking lots have large canopies. Trees at entries shall be accent trees.

Complete  
Incomplete  
Not applicable

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Groundcover provided throughout landscape area and is spaced to achieve full coverage within one (1) year.                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Landscape area consists of no more than fifteen percent (15%) of materials consisting of crushed rock, redwood chips, pebbles, or stone.) |

## J. MULTIFAMILY DEVELOPMENT PROJECTS

**Reference:** TZC 4.40.040 Section D

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Front and street side setback areas shall be landscaped.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Trees shall be spaced no farther than fifty feet (50') apart and no closer than five feet (5') from the back of sidewalks within setback areas.         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. All interior open space areas shall be landscaped with live landscaping.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Provide additional planters/landscape areas in off-street parking areas, refer to TZC Parking Area Landscaping 4.40.050.                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Plans provide substantial conformance with the Multifamily Residential Landscape Design Guidelines section of the Citywide Landscape Design Guidelines. |

## K. R-1 & T3 DEVELOPMENT PROJECTS

**Reference:** TZC 4.40.040 Section E

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Front setback areas shall be landscaped with plant materials or a combination of plant materials and permeable surfaces.        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Plant materials shall compose a majority (more than 50%) of the street (front) setback areas, exclusive of permitted driveways. |

Complete  
Incomplete  
Not applicable

## L. MOBILE HOME PARK PROJECTS

**Reference:** TZC 4.40.040 Section F

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Setback areas between streets and the perimeter fence shall be landscaped   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Trees shall be spaced no farther than fifty feet (50') apart and no closer than five feet (5') from the back of sidewalks within setback areas. |

## M. COMMERCIAL AND INDUSTRIAL PROJECTS

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Maintain a 3 foot (3') minimum distance between landscaping and utility and/or electrical cabinets.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Setback areas not used for vehicular and pedestrian access shall be landscaped.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Trees shall be a minimum size of fifteen (15) gallons, shrubs shall be a minimum of five (5) gallons.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Space trees at a maximum of one (1) tree per thirty (30) linear feet of street frontage.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Space trees along any interior or rear property line abutting residential zoned lots at ten feet (10') in individual planters.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Trees shall be a mix of deciduous and evergreen varieties.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Trees planted under power lines shall not exceed twenty-four feet (24').   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Plans provide substantial conformance with the Commercial Landscape Design Guidelines and Industrial Landscape Design Guidelines sections of the Citywide Landscape Design Guidelines as applicable. |