



**Building Division**  
330 West 20th Avenue  
San Mateo, CA 94403  
(650) 522 - 7172  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## **Water Conservation in Landscaping** **Project Information and Submission Checklist**

REVISED 08/22/19

### **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: \_\_\_\_\_

Shown on Plans /  
Page #

### **Submittal Checklist**

1. Water Efficient Landscape Worksheet
  - a. Hydrozone Information Table
  - b. Water Budget Calculations
    - i. Maximum Applied Water Allowance (MAWA)
    - ii. Estimated Total Water Use (ETWU)
2. Soil Management Plan
3. Landscape Design Plan
4. Irrigation Design Plan

### **Signature**

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

---

Landscape Plans Preparer Signature Required

---

Date

# Water Efficient Landscape Worksheet

City of San Mateo Reference Evapotranspiration (ETo): 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 x LA)**

+ ((1-ETAF) x 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 .45  
for non-residential areas.

## ETAF Calculations

### Regular Landscape Areas

Total ETAF x Area	(B)
Total Area	(A)
Average ETAF	$B \div A$

**Average Evapotranspiration Adjustment Factor  
(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)
Sitewide ETAF	$(B+D) \div (A+C)$

# Soil Management Report Checklist

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

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

## **Soil Management Report Submittal Checklist**

Shown on Plans /  
Page #

### 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

# Landscape Design Plan Checklist

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

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

## Landscape Design Plan Submittal Checklist

Shown on Plans /  
Page #

### 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

# Irrigation Design Plan Checklist

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

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

Shown on Plans /  
Page #

## 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

# Certificate of Completion

**Part 1:** This portion 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

### Project Name

---

### Site Address

---

### APN(s)

---

### Applicant Name

---

### Property Owner Name

(if different from applicant)

---

### Phone Number

---

### Phone Number

---

### Email Address

---

### Email Address

---

### Street Address

---

### Street Address

---

## 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 portion is stamped and 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. This means the signer is one or more of the following: a licensed landscape architect, a licensed landscape contractor, a certified irrigation designer, any person authorized to design landscapes and/or an irrigation system.

"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."

---

Signature

---

Date

Please provide completed stamp here

---

Printed Name

---

License Number