



LANDSCAPE ORDINANCE

INFORMATION – PROCEDURES

Applicability:

A Landscape Permit shall be required when any of the following applies:

1. Newly constructed and rehabilitated landscapes with landscape area $\geq 2,500$ sq ft requiring a building permit, landscape permit, plan check or design review.
2. Newly constructed and rehabilitated landscapes, developer-installed, with landscape area $\geq 2,500$ sq ft requiring a building permit, landscape permit, plan check or design review.
3. Newly constructed landscapes, homeowner-provided or homeowner-hired (homeowner could hire a contractor), for residential projects ≥ 5000 sq ft requiring a building permit, landscape permit, plan check or design review.
4. There are special requirements for existing landscapes over one acre and for cemeteries. Please contact the Planning Division at (626) 580-8624 for further information.

Exemptions:

1. Designated historical sites.
2. Ecological restoration projects not requiring irrigation systems.
3. Botanical gardens and arboretums open to the public.

Who Can Design/Sign Landscape and Irrigation Plans/Obtain a Permit:

Designer must be a State licensed Landscape Architect or a State licensed Landscape Contractor (with a C-27 license classification) **OR** as regulated by the California Business and Professions Code. Permits are to be issued to persons or entities authorized to obtain such permits as regulated by the Business and Professions Code.

Required Documentation Package to be submitted*:

1. **Project Information Sheet (Attachment 1).**
2. **Water Efficient Worksheet: (Attachment 2):**
 - a. Select plants and group them in similar hydrozones, determine area of each hydrozone. For the "Allowed" calculations, Special Landscape Area (SLA-e.g. edible plants) could be included in total (LA) and again as SLA. See the "MAWA" equation. In the "Proposed" equation, water features, if any, must be included in the high water use hydrozone.
 - b. Determine Plant Factor for each hydrozone from WUCOLS: Region 4 (or other approved sources), avoid invasive species.
 - c. Using the form (Attachment 2), calculate the allowed and proposed water use.
3. **Soil Management Report:**
 - a. Could be completed by applicant or designee.
 - b. Soil samples shall be submitted to an approved laboratory for analysis and recommendations for use with the design. Analysis may include: texture, infiltration rate, pH, total soluble salts, sodium, and percent organic matter.
 - c. If no massive grading required, applicant to submit the Soil Management Report along with documentation package. If massive grading is required, submit the Soil Report along with the Certificate of Completion (Attachments 3 & 4).
 - d. Report to be made available to the preparers of Landscape Design Plan and Irrigation Design Plan.
 - e. Applicant shall submit documents (See Item 6 – V below) verifying implementation of the Soil Analysis Report recommendations along with the Certificate of Completion (Attachments 3 & 4).

* **The entire package could be downloaded from the City's Website:** Government Tab>City Departments>Community Dev>Building—scroll down to General Information.



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4. Landscape Design Plan:

Legend: (R) = Recommended

- I. Plant Material:
 - a. Select so that:
 - i. Meet water budget.
 - ii. Preserve native species. **(R)**
 - iii. Water conserving plants and turf species. **(R)**
 - iv. Disease and pest resistant. **(R)**
 - b. Each hydrozone to contain plants with similar water use. Mixed use areas could be designated if the average or higher water rate is used in the proposed calculations. (See Item 5 II d & e below.)
 - c. Select plants based on adaptability to local conditions:
 - v. Use Sunset Western Climate Zone System (for El Monte, use Zone 20). **(R)**
 - vi. Consider mature plant size, invasive roots, etc. **(R)**
 - vii. Consider solar orientation, maximizing summer shade and winter solar gain. **(R)**
 - d. Turf is not allowed in slopes exceeding 25% if toe of slope is adjacent to impermeable hardscapes.
 - e. In fire-prone areas, a defensible zone around the building is required. Avoid highly flammable mulch.
 - f. Avoid invasive and noxious species.
- II. Water Features:
 - a. Use circulating systems.
 - b. Use "Tertiary" treated reclaimed (recycled) water, if available.
 - c. Surface area of the feature is to be used in "Proposed" calculations, using H (high) water use.
 - d. Use pool and spa covers. **(R)**
- III. Mulch:
 - a. Cover all exposed soil areas (except turf areas) with a minimum of 2" mulch.
 - b. Stabilize mulch on slopes.
- IV. The Landscape Design Plan shall:
 - a. Label each hydrozone with a number or letter.
 - b. Identify each hydrozone as low, moderate, high water or mixed water use.
 - c. Identify Special Landscape Areas (SLA) (e.g. for edible plants).
 - d. Identify areas irrigated with recycled (reclaimed or gray) water.
 - d. Identify type of mulch and application depth.
 - e. Identify type and surface area of water features.
 - f. Identify hardscapes (pervious and non-pervious).
 - g. Identify any storm water feature, such as infiltration beds, pervious or porous surfaces, etc.
 - h. Any rain water retention features, such as cisterns.
 - i. Contain the following sentence:
"I have complied with the criteria of the ordinance and applied them for the efficient use of water in the Landscape Design Plan."
 - j. The plan must bear the signature of a licensed landscape architect, licensed landscape contractor or any other person authorized to design landscape as per the California Business and Professions Code.
 - k. Incorporate requirement of the Soil Management Report into the Landscape Plan.



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5. Irrigation Design Plan:

I. System:

- a. Dedicated landscape water meter on landscape areas < 5,000 sq ft. **(R)**
- b. Automatic irrigation controller utilizing either evapotranspiration data (e.g. SIMIS, **See City Website**) or soil moisture sensor data.
- c. Design the system to ensure that dynamic pressure at each emission device is within manufacturer's specifications for optimal performance.
 - i. If pressure is below or above the optimum, use regulators or booster pumps.
 - ii. Provide available water main pressure and total required flow at plan check phase.
- d. Provide sensors (rain, wind, etc.) that suspend or alter irrigation operation.
- e. Manual shut-off valve is required at point of connection to the water supply.
- f. Reduced Pressure Backflow Prevention Device (RP) or Pressure Vacuum Breaker shall be required at point of connection to potable water system. (Atmospheric Vacuum Breakers may be used under certain conditions.)
- g. Provide high water flow sensors. **(R)**
- h. Design system to prevent runoff, low head drainage or overspray onto non-targeted areas.
- i. Designer to show that Soil Management Report has been used/considered in the design.
- j. Design is to conform to the hydrozones shown on the Landscape Design Plan.
- k. Design is to meet water budget (Attachment 2).
- l. Use drip irrigation in mulched planting areas.
- m. Provide swing joints or other riser protection for risers adjacent to traffic areas
- n. Provide check valves or anti-drain valves.
- o. Narrow or irregular shape areas (<8-ft width in any direction) are to use drip irrigation.
- p. Overhead (spray) irrigation shall not be permitted within 24-inch of non-permeable areas. Drip irrigation is to be used within the 24-inch setback, or if unplanted, cover with mulch, gravel or other porous material.

Exceptions:

 1. Irrigation is adjacent to permeable area with no runoff.
 2. Adjacent to non-permeable area sloped toward the landscaped area.

Prevention of overspray shall be confirmed during the irrigation audit.
- q. Slopes greater than 25% shall not be irrigated with heads exceeding 0.75 inch/hr.

II. Hydrozone:

- a. Each valve is to irrigate a hydrozone with similar slope, sun exposure, soil condition, and plant materials with similar water use.
- b. Sprinkler heads shall be selected to fit the plant type.
- c. Trees are to be placed on separate valves from shrubs, groundcovers and turf, when feasible.
- d. Hydrozones that mix moderate and low water use are allowed, provided:
 1. Plant Factor is based on the average; or
 2. Use the higher Plant Factor in the proposed water use calculations (ETWU).
- e. Hydrozones that mix high and low water use are prohibited.
- f. Designate hydrozone areas by numbers or letters.
- g. Designate areas irrigated by each valve.
- h. 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



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- devices, rain switches, quick couplers, pressure regulators and backflow prevention devices.
3. Static water pressure at the point of connection to the public water supply.
 4. Flow rate (gpm), application rate (inch/hr) and design pressure (psi) for each station.
 5. Submit manufacturer's data sheets on all water emitting devices (sprinkler heads, drip emitters, etc.) showing discharge rate and optimum pressure requirement.
 6. Incorporate the Soil Management Report into the Irrigation Design Plan.
 7. Recycled (reclaimed or gray) water, if used.
 8. The statement: ***"I have complied with criteria of the ordinance and applied them accordingly for the efficient use of water in the Irrigation Design Plan."***
 9. The signature of a licensed architect, certified irrigation designer or licensed landscape contractor or any other person authorized to design an irrigation plan as per the California Business and Professions Code.
- 6. Certificate of Completion and Certificate of Installation (Attachments 3 & 4):**
- I. If significant changes are made to the approved plans, submit "As-Built" plans.
 - II. Prepare and submit the irrigation schedule:
 - a. The schedule is to be controlled by an automatic irrigation controller, which shall use current reference of evapotranspiration data (e.g. CIMIS, **See City Website**) or soil moisture sensor data.
 - b. Overhead irrigation is to be scheduled between 8:00 pm and 10:00 am (check with water purveyor for possible further restrictions).
 - c. Parameters used to set the automatic controller shall be developed and submitted for each of the following:
 1. The plant establishment period.
 2. The established landscape.
 3. Temporarily irrigated areas.
 - d. Each irrigation schedule shall consider for each station all of the following (as applicable):
 1. Irrigation intervals (days between irrigation).
 2. Irrigation run times.
 3. Number of cycle starts for each irrigation event.
 4. Amount of applied water scheduled to be applied on a monthly basis.
 5. Application rate setting.
 6. Root depth setting.
 7. Plant type setting.
 8. Soil type.
 9. Slope factor setting.
 10. Shade factor setting.
 11. Irrigation uniformity or efficiency setting.
 - III. Prepare and submit the landscape and irrigation maintenance schedule that includes:
 - a. Routine inspection.
 - b. Adjustment and repair of irrigation system components.
 - c. Aerating and dethatching of turf areas.
 - d. Replenishing mulch.
 - e. Fertilizing.
 - f. Pruning.
 - g. Weeding.
 - h. Removing obstruction to emission devices.
 - i. Repair of all irrigation equipment shall be done with the originally installed components or their equivalent.



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- IV. Must provide an irrigation audit report by a certified irrigation auditor. (See list of approved Auditors—(See City Web Site)
The report is to include:
- a. Inspection and system tune-up.
 - b. System test for distribution uniformity.
 - c. Report on overspray or runoff, if any.
 - d. Report to include the irrigation schedule.
- V. Submit the Soil Analysis Report (if it was not submitted with the Landscape Documentation Package), and documentations verifying implementation of the Soil Analysis Report recommendations.
- VI. The applicant shall:
- a. Submit the signed Certificates to the Building Division for review.
 - b. Ensure that a copy of the approved Certificate of Completion is submitted to the local water purveyor and property owner or his/her designee.



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City of El Monte
11333 Valley Blvd. El
Monte, CA 91731
(626) 580-2050 (626)
443-3935 Fax

PROJECT INFORMATION SHEET

Date _____

Applicant Name _____

Property Address: _____, El Monte, CA

Assessor's Parcel Number _____

Total Landscape Area (sq ft) _____

Project Type New Rehabilitated Public Private Cemetery Homeowner Installed

Water Supply Type Potable Recycled Gray Well

Water Purveyor Name _____

Water Purveyor Address _____

Contact Person Name _____ Phone Number _____
email address _____

Designation Applicant Homeowner

Checklist of Documents in Pkg Water Efficient Work Sheet Landscape Design Plan
 Irrigation Design Plan Soils Management Report
 Grading Design Plan Others _____

I agree to comply with the requirements of the water efficient landscape ordinance and submit a complete Landscape Documentation Package.

Signature _____ Date _____



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City of El Monte
 11333 Valley Blvd.
 El Monte, CA 91713
 (626) 580-2050
 (626) 443-3935 Fax

CERTIFICATE OF COMPLETION

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

PART 1. PROJECT INFORMATION SHEET

Date		
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	Latitude/Longitude (optional)	
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 Documentation 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

Please answer the questions below:

1. Date the Landscape Documentation Package was submitted to the local agency _____
2. Date the Landscape Documentation Package was approved by the local agency _____
3. Date that a copy of the Water Efficient Landscape Worksheet (including the Water Budget Calculation was submitted to the local water purveyor _____



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 (626) 580-2050
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CERTIFICATION OF INSTALLATION ACCORDING TO THE LANDSCAPE DOCUMENTATION PACKAGE

PART 2.

"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 Documentation 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. IRRIGATION SCHEDULING

Attach parameters for setting the irrigation schedule on controller as required by the ordinance.

PART 4. SCHEDULE OF LANDSCAPE AND IRRIGATION MAINTENANCE

Attach schedule of Landscape and Irrigation Maintenance as required by the ordinance.

PART 5. LANDSCAPE IRRIGATION AUDIT REPORT

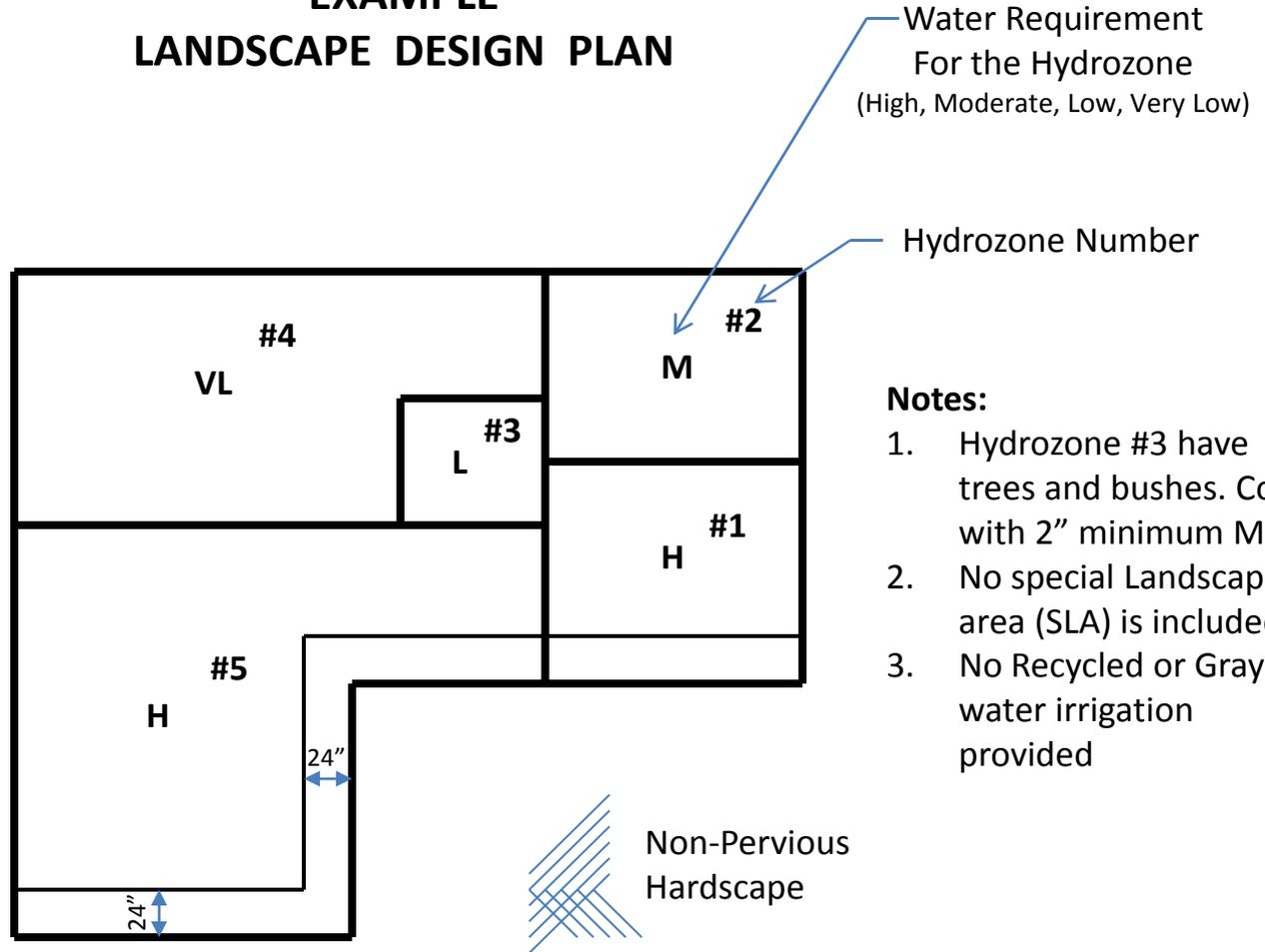
Attach Landscape Irrigation Audit Report as required by the ordinance.

PART 6. SOIL MANAGEMENT REPORT

Attach soil analysis report, if not previously submitted with the Landscape Documentation Package as required by the ordinance.

Attach documentation verifying implementation of recommendations from soil analysis report as required by the ordinance.

EXAMPLE LANDSCAPE DESIGN PLAN



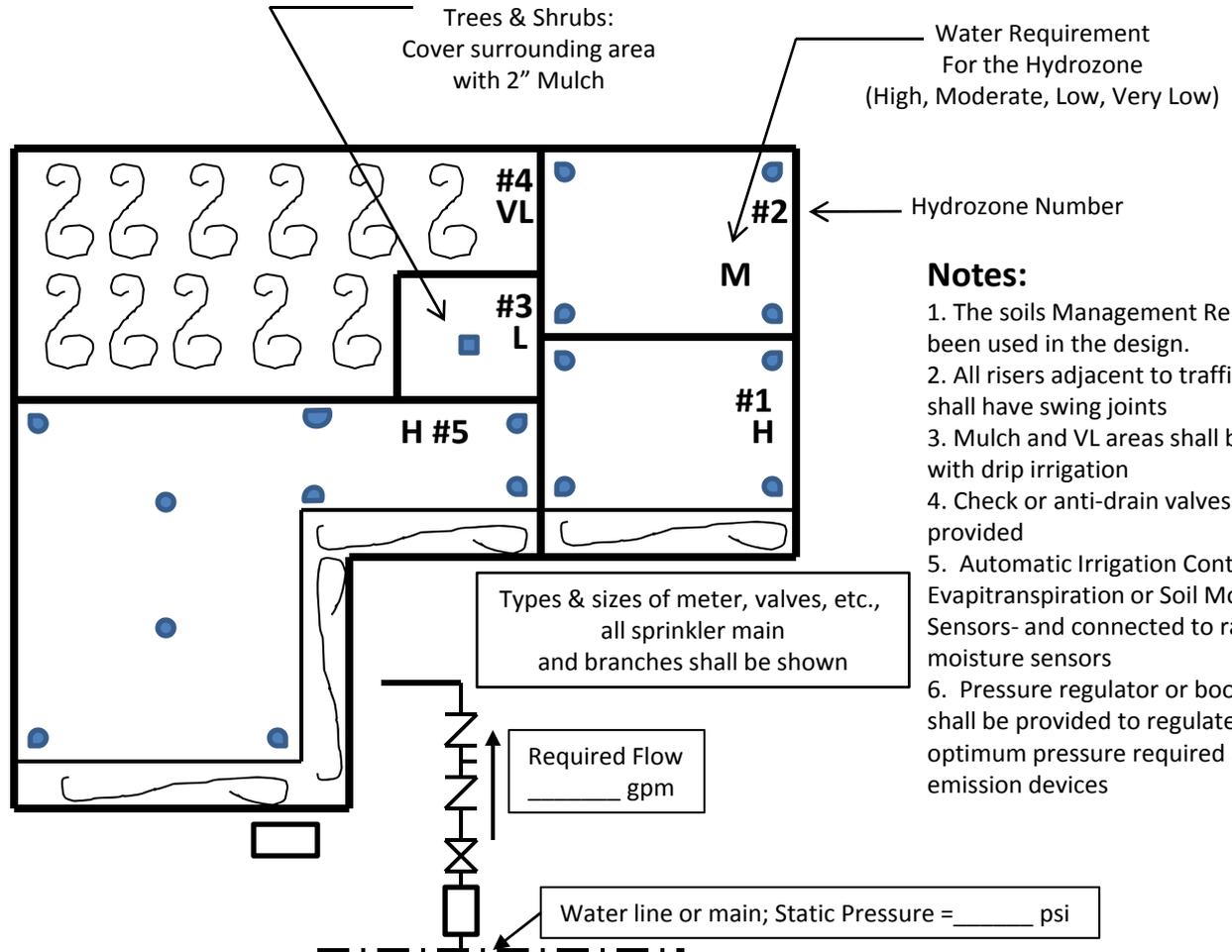
LEGEND:
 Plant Material:
 #1:
 #2:
 #3:
 ...

- Notes:**
1. Hydrozone #3 have trees and bushes. Cover with 2" minimum Mulch
 2. No special Landscape area (SLA) is included
 3. No Recycled or Gray water irrigation provided

I have complied with the criteria of the ordinance and applied them for the efficient use of water in the landscape design plan.

Signature _____ Date _____
 License Type _____, License No. _____

EXAMPLE IRRIGATION DESIGN PLAN



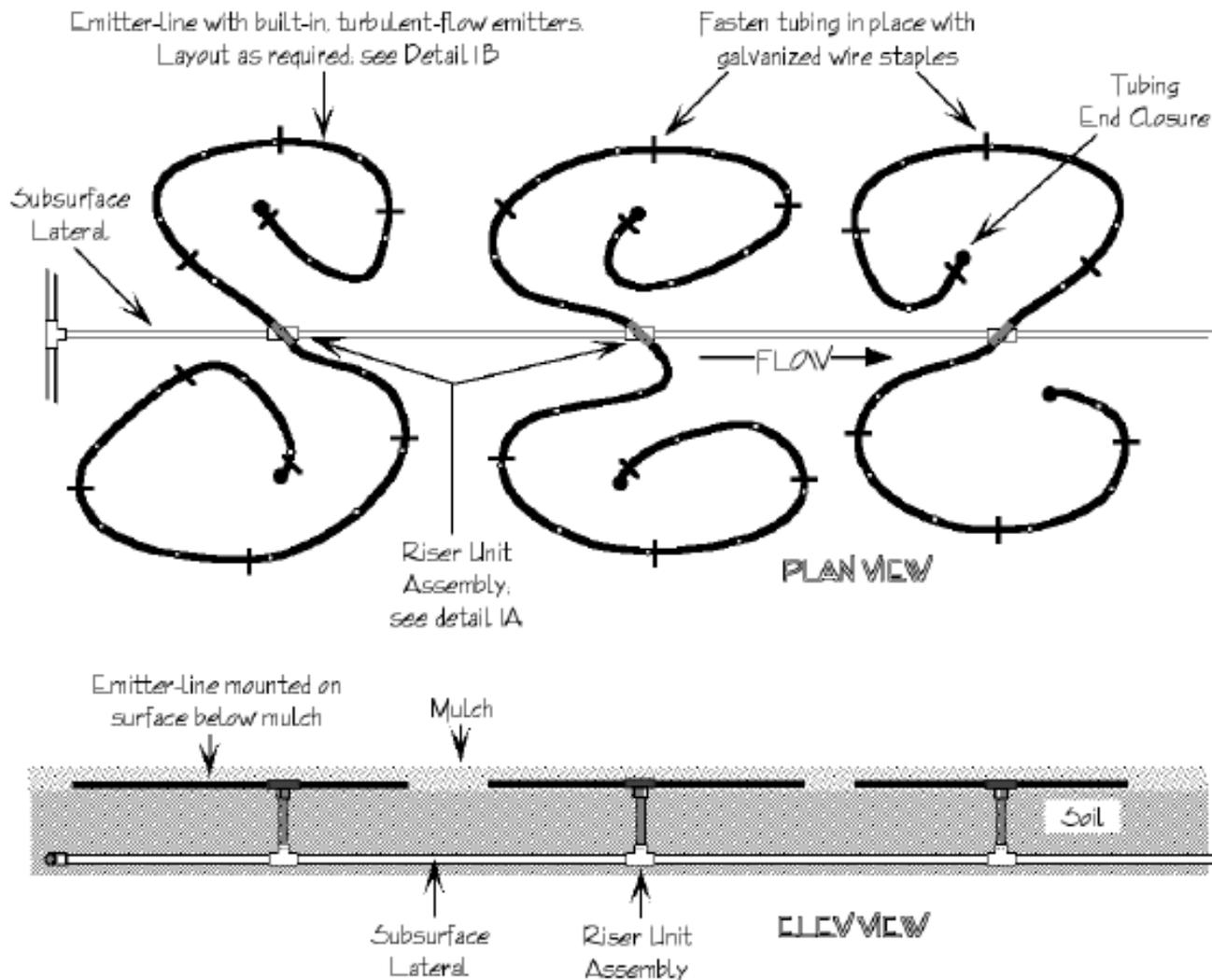
LEGEND:

- Overhead Round pattern Sprinkler
- Overhead 1/2 Round pattern Sprinkler
- Overhead 1/4 Round pattern Sprinkler
- Bubbler
- Drip Irrigation Emitters
- Manual Shut-off Valve
- R.P Device (Or use Vacuum Breakers, installed as per UPC)
- Separate Water Meter (recommended)
- Automatic Controller

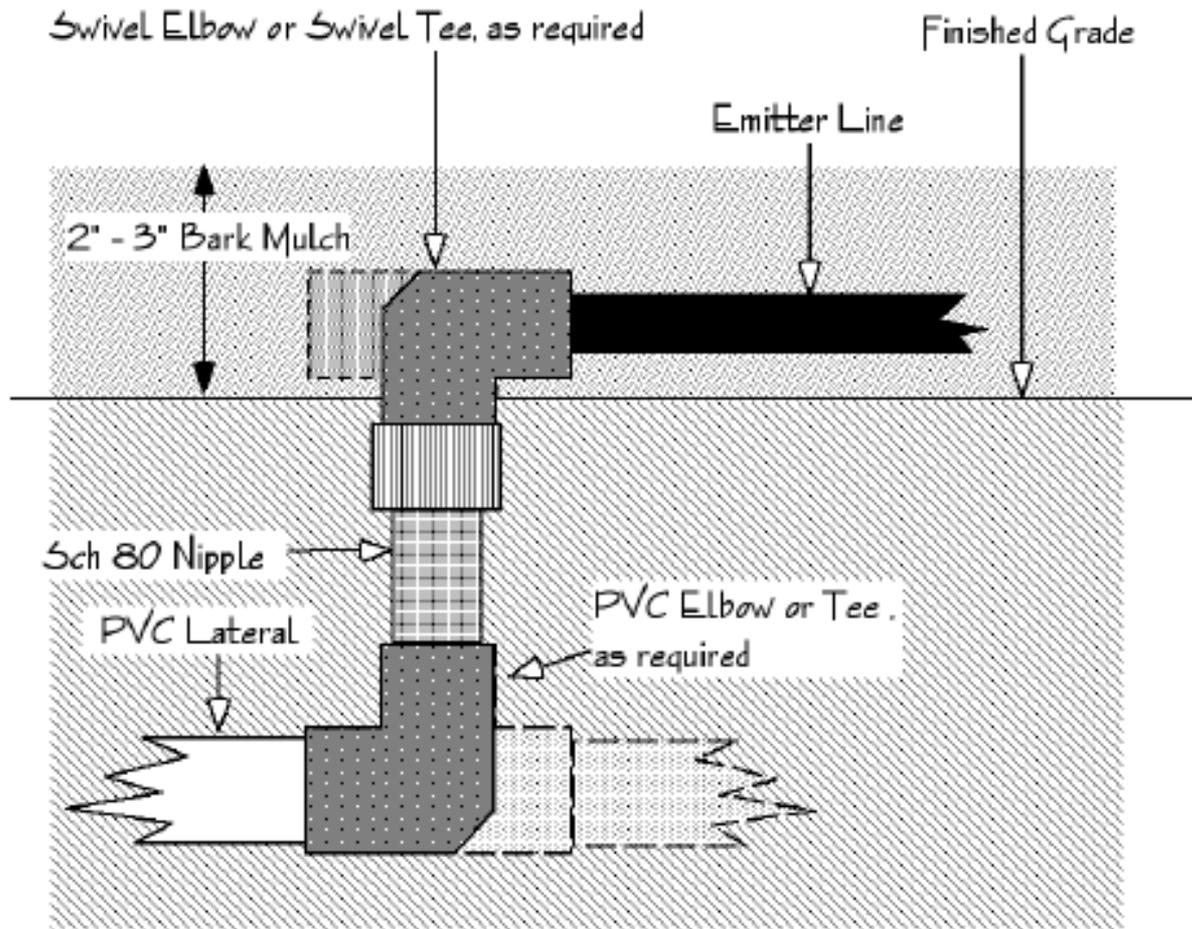
- Notes:**
1. The soils Management Report has been used in the design.
 2. All risers adjacent to traffic areas shall have swing joints
 3. Mulch and VL areas shall be served with drip irrigation
 4. Check or anti-drain valves shall be provided
 5. Automatic Irrigation Controller uses Evapitranspiration or Soil Moisture Sensors- and connected to rain & moisture sensors
 6. Pressure regulator or booster pump shall be provided to regulate the optimum pressure required at emission devices

I have complied with the criteria of the ordinance and applied them accordingly for the efficient use of water in the landscape design plan.

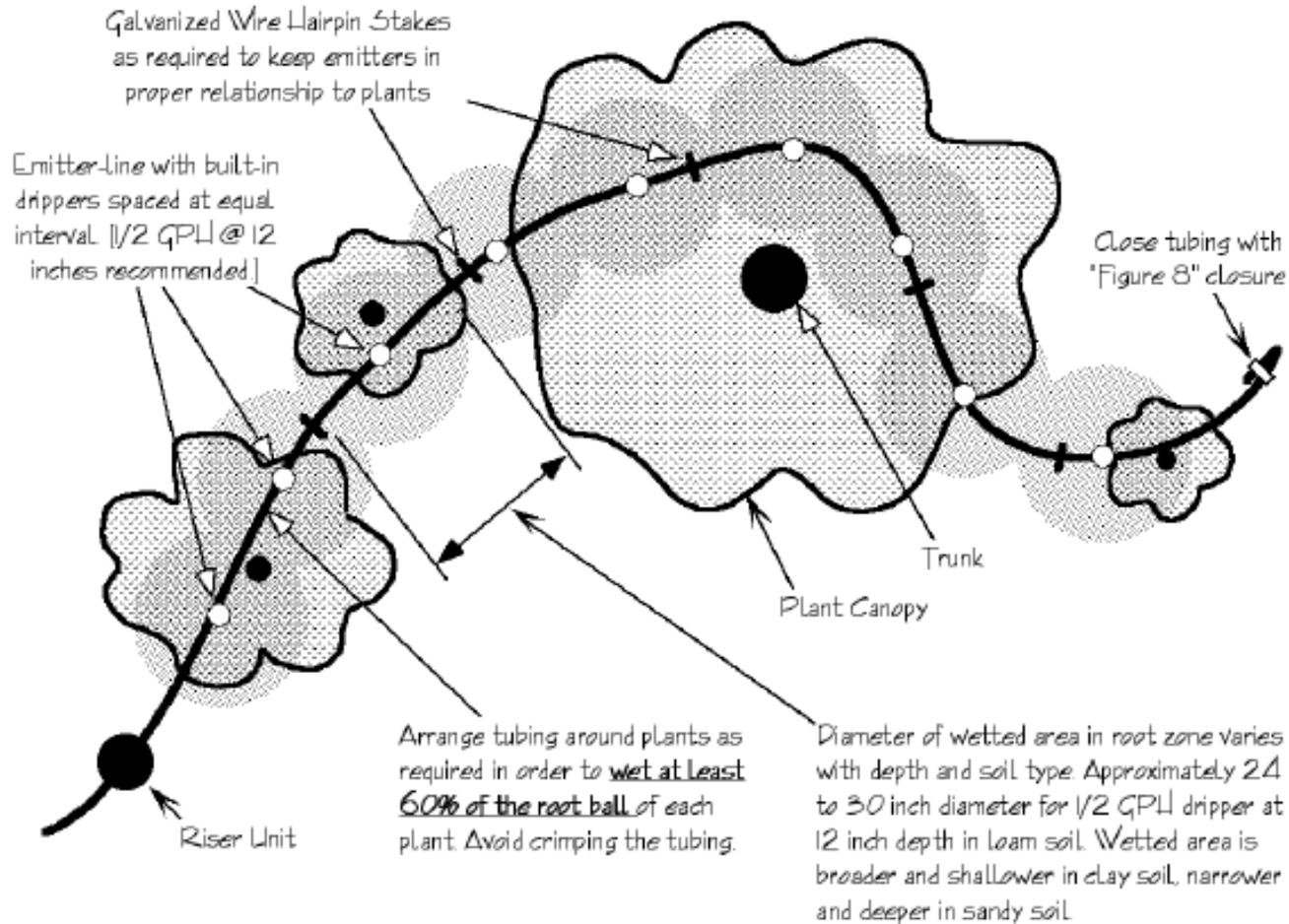
Signature _____ Date _____
License Type _____, License No. _____



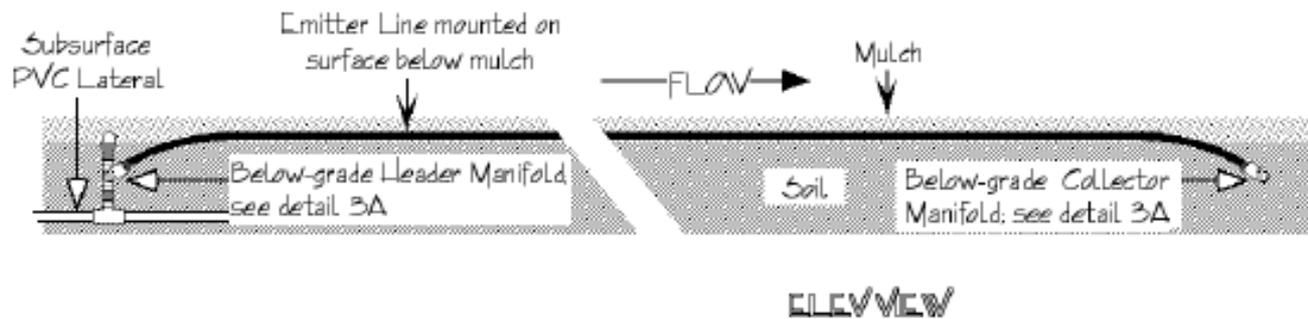
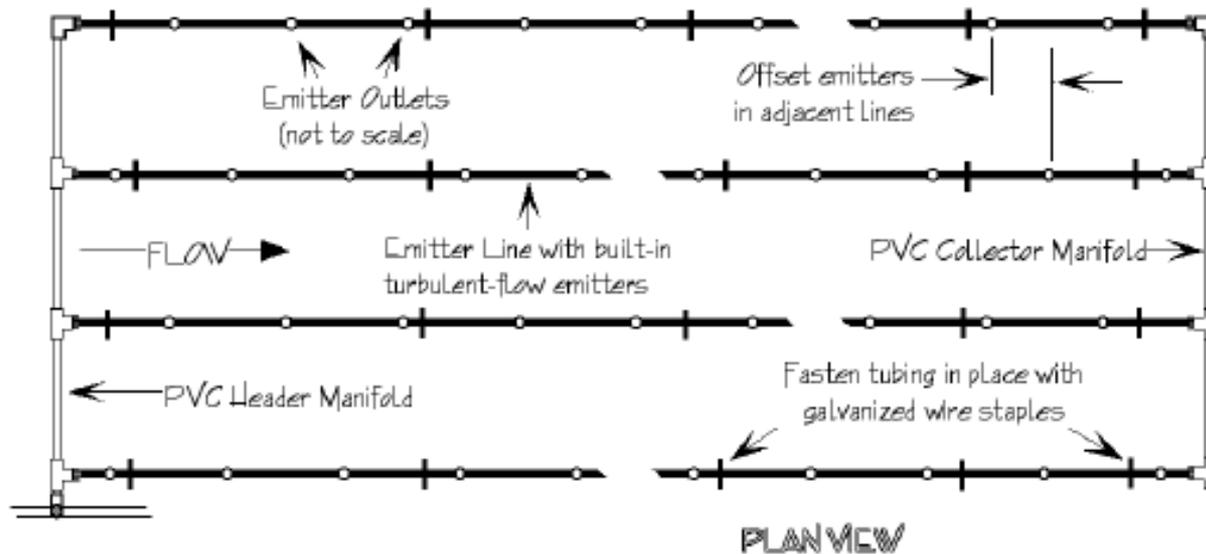
Recommended Drip Irrigation Layout-1



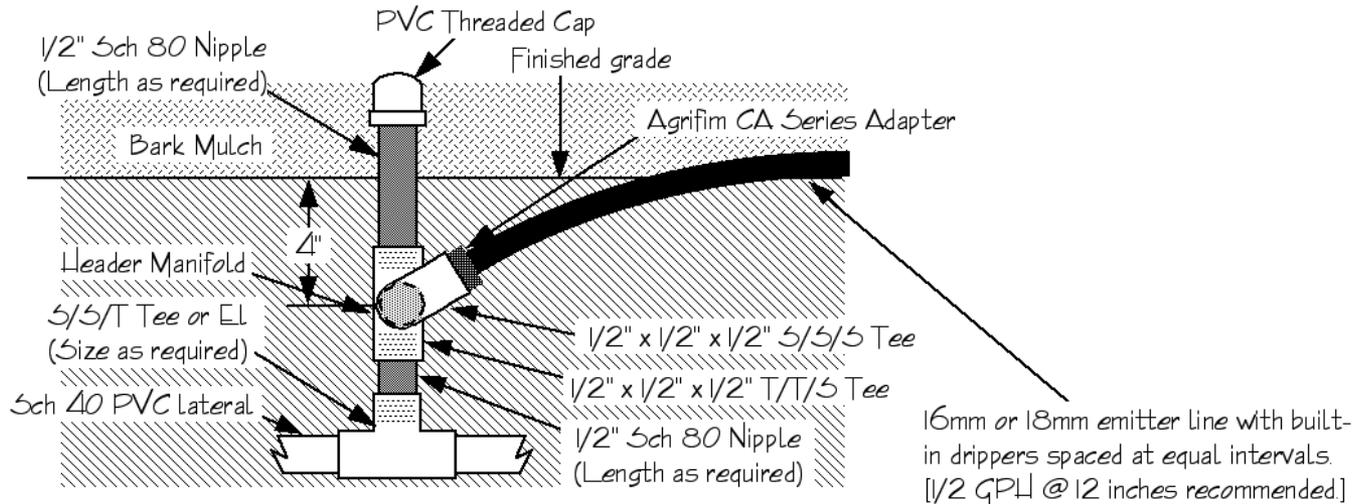
Recommended Configuration for Drip Irrigation Riser Units



Recommended Drip Irrigation Layout-2

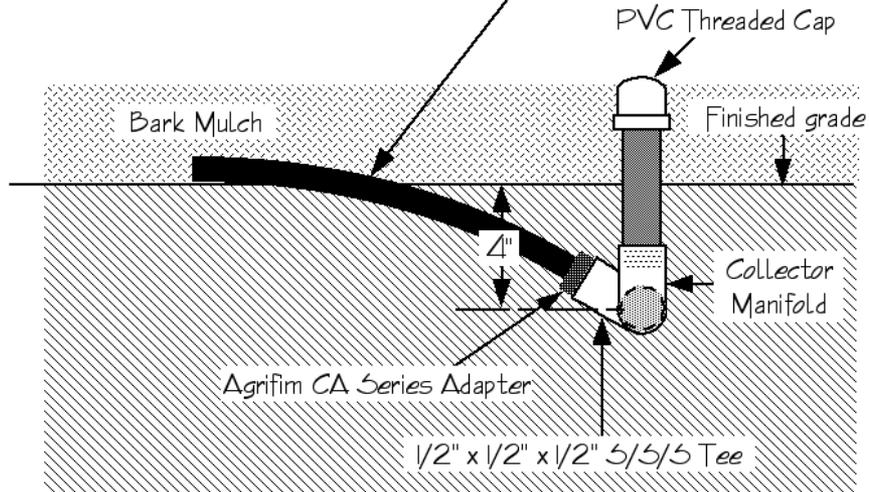


Recommended Drip Irrigation Layout-3

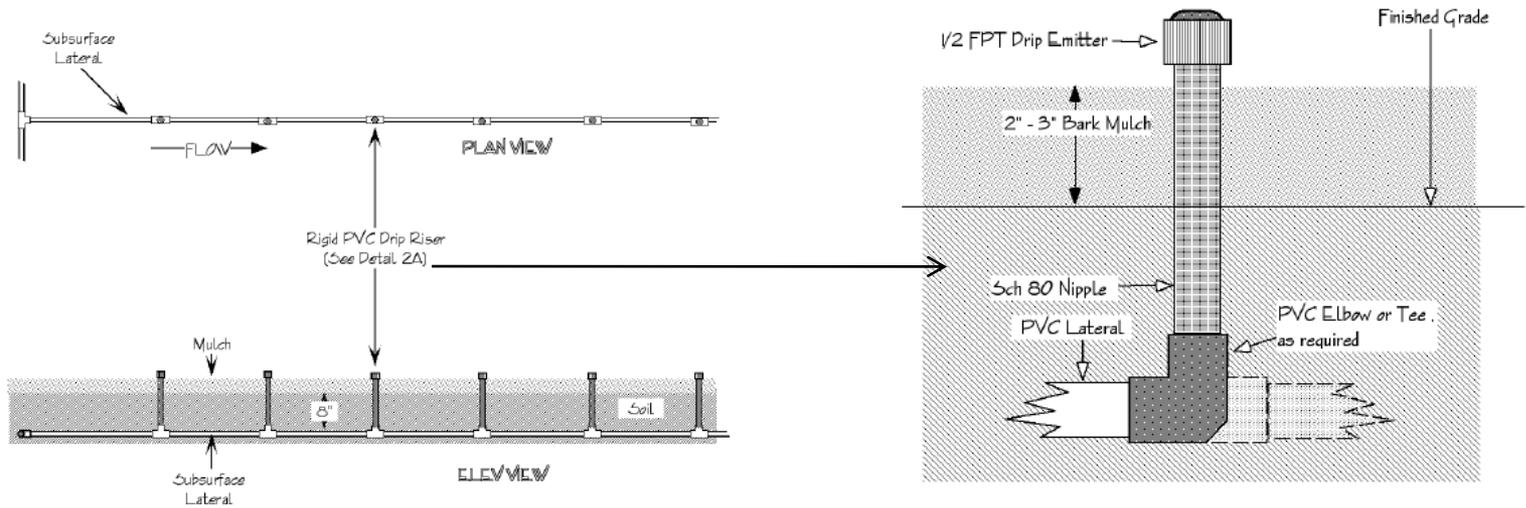


HEADER MANIFOLD CONNECTION ASSEMBLY

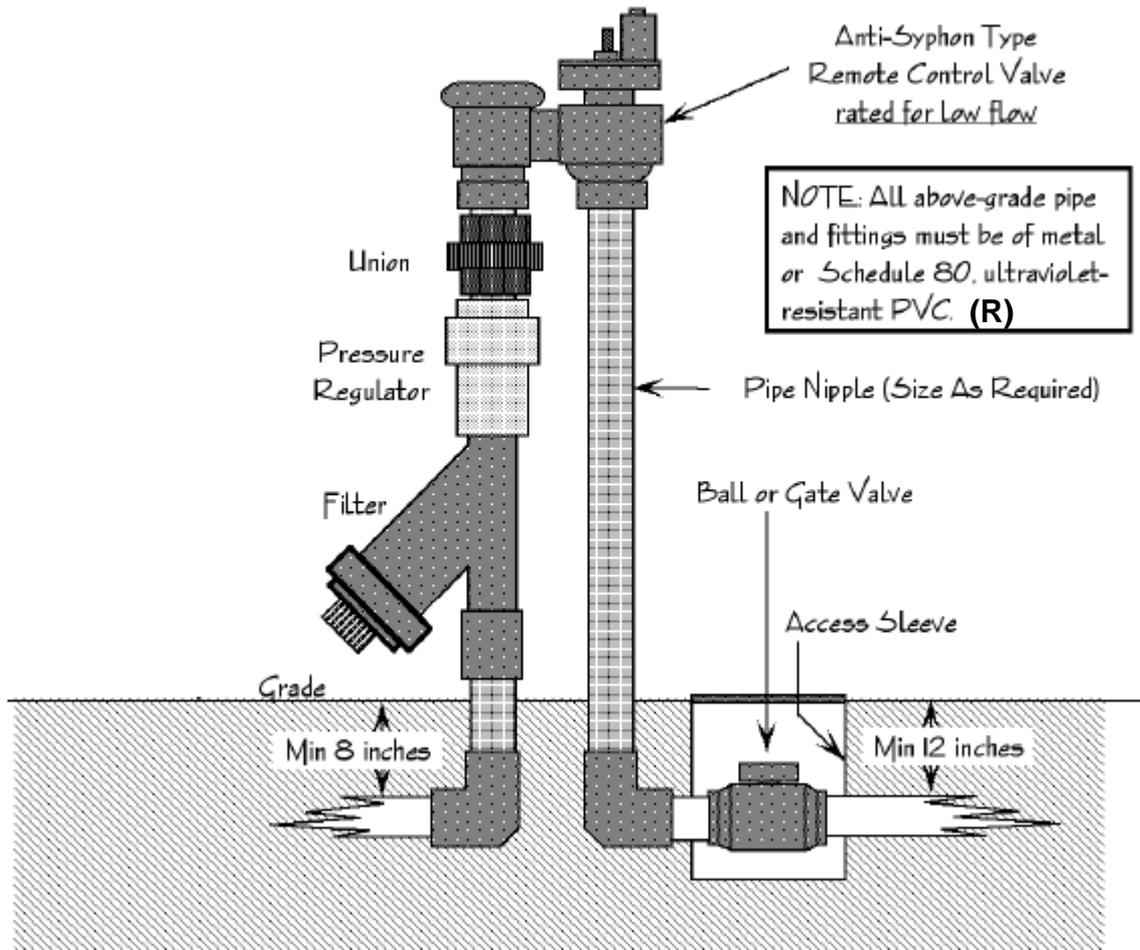
Collector Manifold Connection Assembly



Detail 3A



Recommended Layout for Rigid PVC Drip Risers



Recommended Configuration for Above-Grade Valve Assemblies For Drip Irrigation Systems