



COUNTY OF RIVERSIDE
 TRANSPORTATION DEPARTMENT – LANDSCAPE SECTION
 4080 LEMON STREET, 8TH FLOOR
 RIVERSIDE, CALIFORNIA 92501
 (951) 955-6767 FAX (951) 955-1891

Landscape Plan Check List

On-Site or Off-Site Improvements (For L&LMD 89-1-C Areas use LMD Check List)

as of August 21, 2014

Case ID No. _____ Date: _____ Submittal(1st, 2nd, etc.): _____
 LMS ID # _____ Bluebeam Session # _____

Case Information (County Use Only)

- Verify deposit / adequate plan check funds available?
- Performance securities received for planting, irrigation, walls and fences, plus one year maintenance (prior to building permit)?

Checklist Key

- Check Mark - Plans Comply
- Circled - Revise and resubmit

General

- All projects requiring an ADA / Accessibility review (parks, model homes, commercial/industrial, etc.) must be submitted to Planning Department and Building & Safety.
- If first submitted after January 1, 2009, verify compliance with approved Planning Department Landscape Concept Plan and also meet Conditions of Approval
 - Verify plan complements surrounding landscape / streetscape, or will establish a theme for vicinity
 - Show existing plant material for publicly maintained landscape within 200' of proposed project.
- Provide a copy of the project grading plans for reference.
- Construction cost estimate for bonding (not required for Model Home Complex or Typical Front Yard landscape plans)
- Copy of perpetual maintenance agreement or letter from district accepting maintenance.(Except L&LMD 89-1-C)
- If industrial/commercial maintained, provide copy of maintenance agreement. (Medians cannot be privately maintained; they must be in a maintenance district).

Cover Sheet

- Name and contact information for applicant, owner and landscape architect
 - Vicinity map (1/2 mile radius) with Section, Township, Range listed
 - Index map with sheet layout and numbering
 - Assessor's Parcel Number
 - Zoning
 - Project type (e.g. residential, commercial, or industrial and identify if new or renovation)
 - Gross Acreage / Net Acreage / Total landscape area in square feet
 - Ordinance 499 – Encroachment permit note
 - Include the following statement with a signature block: "I agree to comply with the requirements of Ordinance No. 859 and submit a complete Landscape Documentation Package. Should the ordinance be revised, these plans may be subject to change based on the updated ordinance." with applicant's Landscape Architect signature and date.
 - Include the following note: "The contractor and/or owner is responsible for submitting a soil analysis report and documentation verifying implementation of its recommendations."
 - Include the following note: "The contractor shall be responsible for the clearing of the proposed work area, and relocation costs of all utilities. Permittee must inform County of construction schedule at least 48 hours prior to beginning construction.
- Phone: (951) 955-6790 for permit cases (C.U., P.U., or Voluntary), Cabazon and area west.
 Phone: (951) 955-6885 for Parcel Maps and Tract Maps.
 Phone: (760) 342-8267 for Permit cases east of Cabazon.

- Identify a Maintenance Entity (or Entities) and provide the following note on cover sheet “Continued Landscape maintenance provided by _____ per agreement dated _____”. *(Enter the name of entity and date of agreement in the blank spaces)*
- If in a Maintenance District, include District signature block. Final mylars must be signed by District prior to County signature.

All Sheets

- Updated 24”x36” County Standard Title Block (if ‘on-site’ only, applicant to strike through ‘off-site’ signature block)
- Tract / PM / CU/ PP / PU / MS / IP (as applicable)
- Project Name and Street Name(s)
- Space for County File number
- Sheet numbering
- For projects submitted for improvements in the right-of-way only (ROW), place the following note above signature block “Approval by the Transportation Department is for work in the road right-of-way only”.
- Minimum 0.12” lettering height (all text, including legends, notes, specs, details, etc.)
- Street names
- Dimensions (centerline to curb, centerline to ROW, ROW to ROW). Not required for Model Home Complex or Typical Front Yard landscape plans.
- Station numbers shown on street centerlines (Not required for Model Home Complex or Typical Front Yard landscape plans).
- Show and label ROW, sidewalk, curb, all property lines / project limits, easements
- Show topographical contours (label any slopes that are not 2:1), mounds, swales, banks.
 - o Ord. 457 - slopes over 3 feet vertical must be landscaped for erosion control (applicants are advised to provide landscape planting for erosion control on plans for slope heights of 30 inches vertical or greater to allow for discrepancies in grading in actual field-built conditions to avoid failing a Grading inspection).
 - o Ord. 348 - No mounds over 30” tall within 10’ of street or alley intersections
 - o Ord 348 – Mounds shall not exceed 3:1 slope

Water District

- Water supply (potable, well, recycled)
- Verify if recycled water is available or will be provided in the future. If so, plans shall be designed and processed accordingly.
- Water District standard notes if recycled water
- Water district signature block if recycled water. (Plans must have district approval/signature prior to RCTLMA approval.)
- CVWD signature block and standard notes (both recycled or potable) as directed by CVWD
- Originals signed by CVWD (both recycled or potable) per direction from CVWD

Hardscape & Amenities

- Design provides space for bike racks (Ordinance 348 - Bike rack compliance to be verified by Planning Dept.)
- Design provides space for seating - commercial / industrial / multi-family. (Seating compliance to be verified by Planning Dept.)
- Design provides space for appropriate lighting. (Lighting compliance to be verified by Planning Dept.)
- Ordinance 461 - Sidewalks & Trails within ROW
 - o Standard 401 sidewalks and parkways
 - o Standard 404 meandering sidewalks and parkways
 - o Standard 405 multi-purpose trails
 - o Standard 817 - For meandering sidewalks, applicant should verify that dry utility consultant is aware of tree and sidewalk configurations.
- Ordinance 348 - Sidewalks outside of ROW
 - o Space for accessible routes provided to all on-site facilities
 - o Space for 5’ wide walk between dwelling units and recreational areas provided (PRD)
- Boulder locations appropriate for pedestrians, cyclists, etc.

Irrigation Plans

- 4" graphic scale, North arrow
- A note stating "Location of irrigation lines and symbols are diagrammatic. All irrigation shall be placed in planting areas except when crossing pavement."
- A note stating "No low head drainage allowed."
- Legend with details referenced
- All irrigation equipment shown including POC info., meter, controller, valves
- Moisture sensor provided in basin(s)
- Show connection to existing water line (half tone civil plans and label)
- Water meters and electrical meters cannot be mixed between two maintenance agencies
- Type and size of irrigation pipe (pressure supply line and laterals)
- All laterals and mains to be purple pipe to allow future conversion to recycled (if not already)
- Ordinance 348 - No sprinklers on risers adjacent to walks, streets or pavement
- Notes, details and specifications per maintenance district or County Standards as applicable.
- Ordinance 461 – Standard 1103 Backflow preventers: lockable enclosure on concrete/quick pad. Vent must be located a minimum of 12" from the concrete/quickpad.
- Ordinance 859.3 (Summarized below; plans need to comply to entire ordinance)
 - A note stating "I agree to comply with the criteria of Ordinance No. 859.3 and to apply the criteria for the efficient use of water in the irrigation design plan."
 - A note stating that prior to backfilling the party responsible for irrigation installation shall conduct a preliminary field inspection of the irrigation system
 - A note stating that after project installation an audit shall be conducted by a certified irrigation auditor and findings stated in a report
 - Dedicated landscape meters for projects greater than 2,500 s.f. (except single family residences)
 - Water use calculations (ETo should be .50 per 859.3)
 - Smart Controller specified with access to real-time ET (minimum rating shall be light commercial)
 - ET Gage
 - Manual Shut off valve as close to POC as possible
 - Master Valve / Flow Sensor
 - Static Water Pressure, Operating Pressure and maximum flow reading at POC
 - Rain sensing device
 - Anti-drain check valves
 - Pressure regulator (if needed)
 - Hydrozones properly designated
 - No overhead irrigation within 24" of non-permeable surfaces. (No restrictions to method if adjacent to permeable surface with no runoff/overspray)
 - Use subsurface or low-volume irrigation for irregularly shaped areas, or areas less than 10 feet in width
 - Initial irrigation schedule & Established irrigation schedule (Note: no overhead irrigation between 9 a.m. and 8 p.m.)

Planting Plans

- 4" graphic scale, North arrow
- Legend (show water use factors per WUCOLS; list WUCOLS zone)
- Existing trees or shrubs to remain or to be removed and labeled
- Buildings, hardscape, driveways, walls etc. shown for reference with labels
- Permanent stormwater bmp's (swales, inlet structures, etc.) shown. If none, applicant to verify in written comments.
- Street Lights for reference/ tree conflict check (20' clearance required)
- Subsurface storm and sewer for reference/ tree conflict check
- Designation of hydrozones and area (square feet) for each hydrozone. (May show on irrigation sheets.)
- Indicate whether area includes any 'special' landscaping per 859.3 Section 3. (edible plants, publicly accessible recreational area, or irrigated with recycled water). (Note: irrigation calculations should reflect special landscape areas.)
- Notes, details and specifications per maintenance district or County Standards as applicable.

- Appropriate plant species and locations
 - Consistent with California Friendly Plant List
 - Non-invasive. No Pennisetum. Show MSHCP boundaries within 200' of project. Indicate in notes if any MSCHP located within 1 mile of project.
 - Bioswales / basin appropriate species and zoning
 - Turf is appropriate (functional or recreational only) and has arbor guards
 - Check for flammable plants and mulches. (Show fuel modification zones within 200' of project. Indicate if project is in high fire hazard zone (pursuant to California Public Resources Code Section 4290 and County Ord. No. 695)
- Ordinance 859- Water efficient landscape (Summarized below, drawings must be compliant with entire ordinance):
 - Plants irrigated according to water use
 - Soil analysis
 - Plant Species
- Ordinance 348 - All on-site landscape areas within parking or vehicular use areas are bounded by 6" curb
- 3" mulch (min.) noted for shrub beds and unplanted areas; 2" mulch in groundcover areas; stabilizing mulch for slopes
- Root barrier noted for trees within 6' (min.) of hardscape. Root barrier shall not encircle the tree rootball but shall be located at edge of hardscape and extend beyond center of tree a minimum of 5' in each direction.
- Groundcover spacing detail provided
- Ordinance 348 and 460 – trees staked with 2-3 stakes and six tree ties (rubber cinch ties - no wire). Use triple staking with 3" diameter stakes in high wind areas.
- Ordinance 461 – Standard 821 Sight Distance
 - No trees in sight distance zone
 - No shrubs over 12" max. height from top of curb in sight distance zone (directive per Traffic Engineering)
- Ordinance 461 – Standard 1101 Tree Exclusion Zone (10' if 74' or less ROW, 20' if >74' ROW)
- Screening / Buffering (required buffers and screens should be evergreen)
 - Indicate adjacent land uses. Screen if required.
 - If adjacent property is lower density, provide 6' CMU wall (PRD) Ord. 348 18.5.i
 - Landscaping used to soften edge of buildings, structures and streets (commercial and industrial)
 - Show and screen air conditioning units, mechanical equipment, trash enclosures.
 - Provide vines / landscaping for fencing and walls to prevent graffiti.
 - Landscape entrances to alleys (multi-family only)
- Slopes on plans that are 30 inches or greater vertical shall be landscaped for erosion control. (Per Ordinance 457 requires erosion control landscaping for slopes 3 ft. or greater vertical, but due to grading discrepancies or adjustments in the field, there are instances where a Grading Inspection fails because a 3 ft. or greater height slope has not been landscaped because on the plans the slope was less than 3 ft. height).

Off Street Parking – Ordinance 348 Section 18.12

- Shading plan provided per Ordinance 348 Section 18.12(5). Trees indicated at 15 years growth, and meets required “Percentage of Parking Area to be Shaded” based on number of parking spaces. Required planters may be allowed to include 4’ accessible walkway to sidewalk or bus shelter at the Planning Director’s discretion.
 - o 05-24 parking spaces, 30% minimum shading
 - o 25-49 parking spaces, 40% minimum shading
 - o 50+ parking spaces, 50% minimum shading
- Landscape Area (islands, medians, etc.) Required within Parking Areas of 5 Spaces or More
 - o 05-24 parking spaces, 5% of parking area (6% along Scenic Highways)
 - o 25-49 parking spaces, 7.5% of parking area (8.5% along Scenic Highways)
 - o 50+ parking spaces, 10% of parking area (11% along Scenic Highways)
- Verify appropriate screening (urban areas)
 - o Entire perimeter has minimum 3’ x 3’ earthen berm, or 3’ planter with 3’ tall shrubs
 - o Where adjacent to a public ROW or residential, the berm or planter shall be minimum five feet in width.
 - o Adjacent to residential, minimum one screen tree every 25 feet on center
 - o For every 150 feet of public road frontage, an 8’ wide planter (island) perpendicular to the frontage shall be provided. Multiple planters shall be minimum 45 apart. Each planter shall have minimum one tree placed at least five feet, but not greater than 10 feet back from the back of the right of way.
- Planters are minimum 25 square feet and have irrigation
- End stalls adjacent to landscape have 6” curb with 12” concrete walkway
- Verify average growth size and spacing of plants for adequate coverage
- Minimum 15-gallon trees, 5-gallon shrubs
- Plant materials are protected from vehicle damage
- Shading plan provided showing trees at 15 years growth, and meets project’s required percentage of shaded area per Ord. 348 Section 18.12(5)
- Space for required walkways provided
 - o 4’ wide paved walkways provided through required planters at street /driveway intersections from sidewalk
 - o Most direct routes from sidewalk curb ramps provided
- Public parking areas equipped with permanent curbs, bumpers, wheel stops or similar devices to avoid overhang
- No parking spaces within 3’ of any property line, or within 30’ if located on driveway with direct street access
- Verify space provided for bike parking facilities as required

Parks

- Verify plan complies with Specific Plan
- Verify park maintenance district, if any

The following are not part of RCTLMA Landscape Section review. These items are part of Planning Dept. review

- Amenities (trash / recycle cans, picnic tables, barbecues, shade structure, etc.)
 - o Adequate quantities
 - o Appropriate placement (no reclaimed overspray, accessible, no fountains near sand, etc.)
 - o Easy care / graffiti proofed
- Adequate walking paths / appropriate surface treatment
- Play equipment / surfacing
- Lighting adequate and appropriately placed
- Comfort Station – appropriate capacity, layout and placement, style

County Right of Way (if applicable)

- No monuments in ROW
- No turf allowed in ROW except where contiguous with recreational park turf area only.
- Ordinance 460 –street trees minimum of 60 foot intervals
- Ordinance 461 – Standard 821 Sight Distance
 - No trees in sight distance zone
 - No shrubs over 12” max. height in sight distance zone
- Ordinance 461 – Standard 1101 Tree Exclusion Zone (10’ if 74’ or less ROW, 20’ if >74’ ROW)

Medians (if applicable)

- If a median is required, but is deferred to a future builder, the following note must be on cover sheet: “An amount of \$ _____ has been placed into account #20000-3130100000-230106 for future construction of median (or facility type) on (street name or location) which is not feasible to build at this time.
- Ordinance 461 – Standard 113, compliant maintenance walk shown on plans (24” wide measured from face of curb)
- Median hardscape shall be cobblestone river rock, 4”-12” dia. and grouted with a min. thickness 4”; or 4” min. thickness colored concrete stamped pattern. Color shall be red tone or other contrasting colors with approval of Trans. Dept.
- Trees shall be offset 6’ min. from curb face (modified local streets shall be offset 3.5’ min. from curb face)
- Trees shall be approved for medians per the CA Friendly Plant List (see median width categories and corresponding tree species). Large-scale trees with large diameter trunks at maturity are not allowed in medians. The list can be downloaded from <http://www.tlma.co.riverside.ca.us/planning/content/devproc/landsape/landscape.html>
- Tree ‘clear trunk height’ shall be 5’ minimum above finish grade for viewing under foliage canopy of tree. If mature spread dia. of tree extends beyond the curb faces, there shall be 17’ min. clearance above road to the branching / foliage.
- Planting and Irrigation is required for medians 5’ wide or greater unless sight distance restricts planting. Median noses and transitions from turn lanes may be hardscape material.
- Max. shrub height at maturity in sight lines shall be 24” above finish grade (or less depending on vertical curve sight visibility restrictions)
- Fixed objects such as boulders should not be located in medians.
- Monument signs are allowed on a per case basis with Transportation approval.

Caltrans Right of Way (if applicable)

Coversheet

- Add Note: County Approval of Landscape Plans within Caltrans Rights-of-Way is only Valid after Encroachment Permit has been issued by Caltrans, inclusive of these Landscape plans.

Irrigation Plans

- Isolation valve per Caltrans Standard, isolating all Caltrans irrigation from on-site irrigation.

Planting Plans

- No trees at mature width and height shall enter the roadway at anytime.