

LANDSCAPE & IRRIGATION PLAN PROCESSING & INFORMATION PACKET



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February, 2014

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Review Processes

All development and building permit applications that include landscaping areas, with the exception of development types provided within Section 10.780(C)(1)(a) of the *Land Development Code*, shall provide a Landscape Plan and Irrigation Plan for review and approval. Landscape and irrigation improvements shall be installed in accordance with approved plans. MLDC Landscaping & Irrigation Standards and Processes are applicable to the following type of development projects:

- Commercial
- Industrial
- Institutional,
- Multi-family Residential
- Subdivision Open space/landscaping tracts

Landscape Plan Review Process.

- A landscape plan, complying with the Standards of Sections 10.780 (F) and (G), shall be submitted for review and approval by the Approving Authority for any open space tract, industrial, commercial, multi-family or institutional development project.
- For developments containing more than 1,500 square feet of landscaping area, unless exempted by ORS 671.540(a), the Landscape Plan shall be prepared by a State of Oregon Registered Landscape Architect or State of Oregon Licensed All-Phase Landscape Contractor
- Subsequent to the approval of the landscape plan by the Approving Authority (Site Plan and Architectural Commission, Planning Commission, Planning Director), the applicant shall file an irrigation construction plan.

Irrigation Construction Plan Review Process.

- After approval of the landscape plan by the Approving Authority, and concurrently with submittal of plans for building permit, an irrigation system construction plan complying with Sections 10.780 (F) and (H), shall be submitted for staff review and approval. A completed Irrigation Friction Loss / Run Time Schedule spreadsheet shall be included with the irrigation plan submittal.
- Irrigation plans shall be included with the building construction plan set documents submitted to the Building Department
- No permit for building, paving, utilities, or other on-site construction improvement, other than grading, shall be issued until irrigation plans for the landscaping have also been approved.

Deferred Landscape Improvement

If improvement must be delayed for seasonal reasons, such as excess soil moisture, or additional time is required to complete the installation, improvement may be deferred for up to six (6) months through the execution of a Deferred Landscaping Improvement Agreement. A draft boiler point agreement can be obtained at the Planning Department. The agreement shall specify:

1. That within six (6) months of the date of issuance of the Certificate of Occupancy, all landscaping and irrigation improvements shall be completed in accordance with approved plans.
2. If the property owner fails to complete said landscaping and irrigation improvements in accordance with the terms of the agreement, the City may have access to landscaping areas, complete the same as specified on the approved plans, and recover the full cost and expense thereof from the financial assurance, developer, and/or property owner.
3. The indemnification of the City, its councilmembers, officers, board members, commissioners, and employees from claims of any nature arising or resulting from the performance of any acts required by the City to be done in accordance therewith.
4. That, to secure full and faithful performance thereof, the applicant shall file with the City, either a surety bond, in an amount equal to 125% of the estimated cost of completing the landscaping and irrigation improvements, executed by a surety company authorized to transact business in Oregon; or, cash in an amount equal to 125% of the estimated cost of completing landscape improvement.

Landscaping and Irrigation Installation Certification

Upon installation of landscaping & irrigation improvements, the Registered Landscape Architect or the Oregon All-Phased Licensed Landscape Contractor, responsible for the installation of landscaping and/or irrigation shall certify improvements were installed in accordance with approved plans and specifications by completing a Landscape Installation Certification Form.

- A completed Certification Form shall be submitted to the City Planning Department prior to the issuance of Certificate of Occupancy for any portion of the project, unless landscaping and irrigation improvements have been deferred in accordance with Section 10.780(l)(2).
- Submittal of the Certification Form serves as the applicant's notice of landscaping completion and shall be submitted a minimum of two (2) full business days prior to final building inspection.
- If installation is found to be deficient based upon the approved plans and code requirements, the Building Official will be given a list of deficiencies to be satisfied prior to the issuance of the Certificate of Occupancy.
- The City shall forward the list of the landscaping and irrigation deficiencies to the certifier at the addresses provided on the Certification Form.

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- If a Deferred Landscaping Improvement Agreement is utilized in accordance with Section 10.780(1)(2), the City shall authorize the release of the financial assurance upon confirmation of completed landscaping and irrigation improvement.
- If landscaping or irrigation installation is incorrectly certified:
 - The property owner is not relieved of the responsibility for installing the landscaping and/or irrigation required by approved plans.
 - The City may notify the regulatory or certification body with which the installation certifier is licensed.

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LANDSCAPE PLAN DESIGNER CHECKLIST

Please note irrigation plans are not reviewed or approved with the development application (SPAR, Tentative Plat, Conditional Use, PUD), and need not be submitted. Irrigation review will be performed with building plan construction document review. If irrigation plans are submitted with the development application they will not be reviewed for code compliance at that time and will be considered only as a conceptual exhibit. While irrigation plans are not required for submittal of the development application, an Irrigation Plan Checklist is included in this information packet for the irrigation designer to use when the project proceeds to construction plan phase.

The landscape plan designer should be cognizant during landscape plan preparation of required irrigation hydro-zoning. Plants located in the same irrigation zone shall have similar watering needs, unless irrigated by drip irrigation with emitters sized for individual plant water needs. Appropriate and compatible plant water use materials are referenced in the Species Evaluation Plant List, a copy which is available at the Planning Department and Planning Department web page.

- For development containing more than 1,500 square feet of landscaping area, a Landscape Plan prepared by a State of Oregon Registered Landscape Architect or Oregon Licensed All-Phase Landscape Contractor, unless exempted by ORS 671.540(a).

- Title block information including:
 - Designer name.
 - Registered Landscape Architect's Seal or State of Oregon All-Phased Contractor Number.
 - Sheet numbers if more than a single sheet.
 - Scale of plan.

- The Landscape Plan shall include all information specified in Section 10.780, including but not limited to:
 - Scaled plan drawn in accordance with one of the scales identified below:
 - One-inch equals ten feet.
 - One-inch equals twenty feet.
 - One-inch equals thirty feet.
 - 1/16 Architectural scale.
 - 1/32 Architectural scale.
 - Property lines, easements and clear vision areas (Section 10.735).
 - If applicable, existing natural features such as:
 - Trees with a trunk diameter greater than six (6) inches.
 - Tree canopies on adjacent properties that extend into the project area.
 - Streams.

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- Riparian corridors and wetlands, including top of bank or wetland edge.
- Existing and proposed structures.
- Existing and proposed impervious surfaces.
- Required front cover information:
 - Total square footage of landscaping areas.
 - Total square footage of parking lot landscaping areas.
 - Total High Water Use Landscaping Elements, as defined by Section 10.780(D)(6). Provide total square footage of all landscaping areas along with the total landscape areas containing high water use landscaping elements expressed in both square footage and percent total of the entire landscaping area.
 - Note stating the required landscaping soil preparation procedures outlined in Section 10.780(G)(9)(b):

“Required Soil Preparation Procedures:

1. *Assure that soil is suitably dry before beginning.*
2. *Spread desired topsoil (optional).*
3. *Open/rip soil to a depth of eight (8) inches.*
4. *Assure organic content as required by Subsection 10.780(G)(9)(a).*
5. *Cultivate soil and amendment(s) to a depth of four (4) to six (6) inches.”*

- Existing topography at two (2) foot intervals, or direction of slopes, notated with arrows and slope percentage.
- All proposed landscaping materials and location required by the *Land Development Code* (see Landscape Design Standards below).
- Location of all landscaping features:
 - Plant materials.
 - Fences.
 - Retaining walls.
 - Hardscape elements.
 - Accent lighting.
 - Ground coverage materials.
- Location of stormwater management facilities such as retention and detention ponds.
- Landscape Plan Legend including :
 - Botanical and common plant names.
 - Size of plant material.
 - Size and information regarding inorganic ground coverage material such as shale, gravel and bark.
- Details and specifications:

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- Tree planting.
- Soil preparation.
- Retaining walls.
- Fences.
- Landscaping headers.
- Tree grates.
- On a separate plan sheet, provide a Utilities Plan showing the following aboveground and underground utilities:
 - Sewer.
 - Water.
 - Communications.
 - Electricity.
- If applicable, location of all areas to be provided with protective fencing for soil and/or existing tree protection.



Required Landscape Design Standards.

- Other Applicable Code Sections. In addition to meeting the landscaping design requirements of Section 10.780, the Landscape Plan shall also meet the landscape design requirements of the following Sections, where applicable:
 - **Street Frontage Landscaping Requirements** - Section 10.797.
 - **Parking Area Planter Landscaping Requirements** - Section 10.746(3).
 - **Bufferyard Landscaping Requirements** - Section 10.790.
 - **Southeast Overlay District Landscaping Requirements** - Sections 10.370 through 10.385.
 - **Stormwater Facilities Landscaping Requirements** - *Rogue Valley Stormwater Quality Design Manual*.
 - **Large Retail Structure Landscaping Requirements** - Sections 10.724-10.725.
- Plant Size Requirements:
 - Deciduous trees 1¾-inch caliper minimum.
 - Evergreen trees Eight (8) feet in height minimum.
 - Shrubs One (1) gallon size minimum.
 - Groundcovers Flats or a minimum size of four (4) inch pots.
- Living Groundcover Requirements.

All landscaping areas, including right-of-way planter strips adjacent to the site, shall include sufficient shrubs, turf grass, and/or other living groundcover to spread over 85% of each area within eight (8) years.

 - An area without living groundcover within a three (3) foot radius centered at the base of each new tree may be counted toward this requirement.

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- Existing trees to be preserved; an area without living groundcover within a ten-foot radius centered at the base of each existing tree or 50% of the canopy area, whichever is less, may be counted toward this requirement.
- In lieu of living groundcover, up to ten percent (10%) of the total landscaped area may be covered with rock, brick, or decorative pavers, and may be counted toward this requirement.
- In no circumstance shall the sum of ground cover credit provided cause the living ground cover percentage to be reduced to less than 50% of the total landscape area.
- Non-Living Groundcover Requirements.
 - Landscaping areas not covered with turf grass shall be covered with a minimum of three (3) inches of unsettled mulch.
 - A limited application of rock or similar non-living groundcover material may be utilized.
 - Bark mulch applied within public right-of-way medians or planter strips shall be of shredded texture. Bark nuggets or chips may not be applied.
- High Water Use Landscape Element Limitations.
 - The total landscaping area of a development site, including areas located within adjacent public right-of-way planter strips, shall not exceed the following percentage of high water use landscape elements:
 - Single-family residential open space/landscaping tract = 40%.
 - Multiple-family residential = 40%.
 - Commercial/office = 30%.
 - Institutional = 30%.
 - Industrial = 20%.
 - Water features shall use recirculating water systems.
- Turf Grass Limitations.
 - Turf grass area(s) shall have a minimum average width of eight (8) feet and shall be no less than six (6) feet in width at any point, except for stormwater facilities constructed in accordance with the *Rogue Valley Stormwater Quality Design Manual*.
 - Slopes exceeding fifteen percent shall not be landscaped with turf grass.
 - Where on-street parking is located adjacent to public right-of-way planter strip, minimum turf width is not applicable to the adjoining strip.
- Slope limitations in landscape areas.
 - The maximum finished slope for landscaping areas is 33% (3 to 1). Slopes steeper than 33% shall be terraced.
 - This is not applicable to landscaping areas intended to remain in their natural vegetated and soil condition.
- Irrigated Landscaping Adjacent to Impervious Surfaces.
 - Landscaping area located adjacent to an impervious surface shall have finished grade that is one inch lower than adjoining impervious surface.

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- If there is a retaining wall or curb adjacent to the impervious surface, for areas uphill of the wall, the referenced grade for this provision shall be the top of the retaining wall or curb.
- Finished grade of the irrigated landscaping area is the top surface elevation after application of the required non-living groundcover material specified by Section 10.780(G)(4), or turf grass.
- Soil Quality Restoration/Preparation.
 - Required Organic Content:
Mature compost (Section 10,780[D]) shall be added to the soil of landscaping areas at a rate of three (3) cubic yards of compost per 1,000 square feet of landscaping area to be planted.
 - This requirement is not applicable in the following circumstances:
 - Areas fully secured by fencing for protecting undisturbed soil from damage and compaction.
 - Stormwater quality and detention facilities.
 - Landscaped areas where a soil test demonstrates an organic content of at least three percent (3%). See Section 10.780(E)(9)(a)(3).
- Required Soil Preparation procedures:
 - Assure that soil is suitably dry before beginning.
 - Spread desired topsoil (optional).
 - Open/rip soil to a depth of eight (8) inches.
 - Assure organic content as required.
 - Cultivate soil and amendment(s) to a depth of four (4) to six (6) inches.
- Tree Requirements.
 - Soil Volume.
Each new or existing tree shall have sufficient soil volume. Each tree shall have least two (2) cubic feet of soil volume for each one (1) square foot of tree canopy at maturity.
 - Soil Volume is calculated as the landscaping area under the tree canopy, free of impervious surface or paving, and measured at a depth of three (3) feet.
 - For trees within parking area or sidewalk planters, in lieu of the soil volume provision, structural soil may be used as an alternative material under impervious surfaces to meet the required soil volume calculation.
 - Root Barriers:
Commercially-engineered root barriers shall be installed for all new trees located within three (3) feet of any public right-of-way impervious surface, and shall consist of six (6) lineal feet of 24-inch barrier, running parallel to the impervious surface, centered on the tree.
 - Tree Fencing:
Existing trees to be preserved shall be secured by fencing at the canopy edge for protecting the tree from disturbance and soil compaction.

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Irrigation Construction Plan Designer Checklist

After approval of the Landscape Plan by the Site Plan and Architectural Commission, and concurrently with submittal of plans for building permits, irrigation plan documents complying with Sections 10.780(F) and (H) shall be submitted for staff review and approval. No permit for building, paving, utilities, or other on-site construction improvement, other than grading, shall be issued until irrigation plans for the landscaping have been approved.

- For development containing more than 1,500 square feet of landscaping area, irrigation plans shall be prepared by a Certified Irrigation Professional (CIP) having one of the following credentials:
 - Irrigation Association Certified Irrigation Designer.
 - State of Oregon Registered Landscape Architect.
 - Oregon Licensed All-Phase Landscape Contractor.

- Title block information including:
 - Designer name.
 - Registered Landscape Architect's Seal or State of Oregon All-Phased Contractor Number (if Irrigation Association Designer Certified, provide copy of IA Certificate).
 - Sheet numbers if more than a single sheet.
 - Scale of plan.

- Full-sized copy of the SPAC-approved Landscape Plan.

- The Irrigation Plan shall include all information specified in Section 10.780, including but not limited to:
 - Scaled plan drawn consistent with the scale of the SPAC-approved Landscape Plan:
 - One-inch equals ten feet.
 - One-inch equals twenty feet.
 - One-inch equals thirty feet.
 - 1/16 Architectural scale.
 - 1/32 Architectural scale.
 - Property lines, easements and clear vision areas (Section 10.735).
 - If applicable, existing natural features such as:
 - Trees with a trunk diameter greater than six (6) inches.
 - Tree canopies on adjacent properties that extend into the project area.
 - Streams.
 - Riparian corridors and wetlands, including top of bank or wetland edge.
 - Existing and proposed structures.

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- Existing and proposed impervious surfaces.
- Water Meter sizes, locations, static water pressure and anticipated friction loss at the highest flow sprinkler design flow.
- Backflow prevention device(s) location, model and manufacturer.
- Irrigation system layout identifying all components, including model and manufacturer.
- Installation details for irrigation components.
- Calculations submitted on a separate worksheet provided by the City, providing data identifying the systems design parameters, hydraulics and irrigation schedule.

(See link on the Landscape and Irrigation Information Page to download a copy of the FRICTION LOSS CALCULATOR / SYSTEM RUN TIME CALCULATOR SPREADSHEET. See pages 15 through 17 for calculator instruction)

- Irrigation Plan Legend including :
 - Summary of the manufacturer's stated flow rates and pressure losses.
 - Recommended operating pressures and sizes (e.g., nozzle sizes, pipe diameter sizes and pop up heights) for all system components.
 - Identification of each unique irrigation component, with manufacturer's recommended flow rate and pressure losses, and the operating pressure and size.
- A note, located in a conspicuous location on the plan front cover, providing the following information:
 - A statement that the irrigation system is designed to operate within the manufacturer's recommendation.
 - Direction to the irrigation installer to verify proper operation of the irrigation system.
 - Direction to the irrigation installer to adjust pressure reducing valves as needed to ensure all components operate within the manufacturer's recommendations.
- Irrigation Schedule – schedule to be based on:
 - Medford area historical peak week ETo of 2.3 inches of water.
 - Water needs of the plants of the approved landscape plan.
 - Soil type of the site.
 - Proposed slopes.
 - Drip irrigation systems - an irrigation schedule shall provide instruction for adjustment of the system to accommodate maturing plant water needs and adding/or resizing of drip emitters at three (3) year increments until plants reach maturity.
- Location of stormwater management facilities such as retention and detention ponds.

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- Landscape Plan Legend including:
 - Botanical and common plant names.
 - Size of plant material.
 - Size and information regarding inorganic ground coverage material such as shale, gravel and bark.
- On a separate plan sheet, provide a Utilities Plan showing the following aboveground and underground utilities:
 - Sewer.
 - Water.
 - Communications.
 - Electricity.
- Existing topography at two (2) foot intervals, or direction of slopes, notated with arrows and slope percentage.
- Total square footage of landscaping areas noted on the front cover.
- Total square footage of parking area planters noted on the cover page.



Required Irrigation System Design Standards.

All landscaping areas shall be irrigated with an irrigation system having an automatic controller in accordance with the provided specifications.

- Water Needs. Plants in the same irrigation zone shall have similar watering needs unless irrigated by drip irrigation having emitters sized for individual plant water needs.
- Overhead Irrigation.
 - A landscaping area irrigated by overhead irrigation shall have a minimum average width of eight (8) feet and shall be no less than six (6) feet in width at any point; if less than eight (8) feet in average width, it shall be irrigated by drip irrigation components or bubblers.
 - The minimum pop-up sprinkler height shall be four (4) inches. All pop-up sprinklers within one (1) valve zone shall have matched precipitation rates.
 - Overhead irrigation systems shall be designed to maximize uniformity in water application, such as providing overlapping sprinkler spacing as appropriate for the planted area.
 - Overhead irrigation shall not be utilized in parking area planters.
- Irrigation Flow.
 - Irrigation systems designed for a flow of greater than 50 gallons per minute (GPM) shall have a master valve at the point of connection.
 - Irrigation systems designed for a flow of greater than 80 GPM shall have a high flow sensor.
- Irrigation Controllers. Automatic irrigation controllers shall be, at a minimum:

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- Capable of storing at least three (3) complete programs, with each program providing three (3) or more start times, station run times in minutes to hours, and water days by interval, day of the week and even/odd days.
 - Equipped with a percent adjust (water budget) feature unless utilizing weather-based sensors or soil moisture sensors.
 - Equipped with non-volatile memory and/or a self-charging battery circuit.
 - Capable of accepting an external rain or soil moisture sensor.
 - Equipped with master valve capability for systems with any designed flow having a flow rate of 50 GPM or greater.
 - Equipped with high flow sensor capability for systems with any designed flow having a flow rate of 80 GPM or greater.
- Pressure Regulation. All irrigation zones shall be equipped with pressure reduction valves when needed to meet the manufacturer's recommended operating pressure for the components of each zone. Where needed, pressure regulation shall be located at the meter or solenoid valve. Use of pressure-regulating sprinklers does not satisfy the requirement for a pressure reduction valve.
 - Isolation Valves. Isolation valves are required on the mainline:
 - At the irrigation system point of connection.
 - At each valve box.
 - At paved crossings of 20 feet or greater, such as streets, driveways or other impervious surfaces.
 - Swing Joints. Swing joints are required on all sprinkler head risers.

CALCULATOR INSTRUCTIONS

Friction Loss Calculation Instructions

Line 3: Indicates that all **gray areas** are where information needs to be entered. All other areas will self-populate with data.

Line 5: Enter the project name and address as it appears on the landscape plans turned into SPAC.

Line 6: Enter the most recent date of any changes made to the document.

Line 8: Enter the highest gallonage of any zone or combination of zones that will be running at any given time on the project site.

Line 9: Enter the static water pressure as stated by the Medford Water Commission (MWC) for the project water meter.

Lines 10 & 11: These lines will self populate with the Total PSI Gains / Losses and Working Pressure as other information is provided.

Line 12: Enter the pressure that the sprinklers need to operate properly.

Line 15 & 17: These lines ask the designer to compare the “Working Pressure” (calculated when the sheet is finished) to the “Required Sprinkler Pressure” and answer if additional equipment is needed for the system to work properly.

Line 24: Enter the service line information. If needed, refer to the plumbing plans or check with MWC for the information.

Line 25: Enter the Water Meter size. Using the maximum GPM that will flow through the meter, check a AWWA Water Meter loss chart for the PSI loss.

Line 26: Enter the size, length and PSI loss per 100' of the pipe serving the irrigation system from the water meter to the backflow.

Line 27: Enter the size of the backflow preventer on the project and the friction loss at the maximum design gallonage.

Line 28: Enter the size, length, and PSI loss per 100' of the pipe being used as mainline to the farthest valve being served.

Line 29: Enter the size and friction loss of the valve on the largest zone, or the valve with the most gallonage running through it (if there is more than one valve running to create the maximum design gallonage).

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Line 30: This line will self populate with a PSI Loss based on the information provided before it.

Line 31: This line calculates total mainline PSI loss and will self populate based on the information provided.

Line 34: Find the elevation differences between the water meter and the highest and lowest points in the system. Enter the greater number in the box, expressing elevation loss (if applicable) as a negative number (input as -number).

Line 35: This line calculates pressure gains or loses and will self populate based on the information provided.

Line 38: Enter the zone # that has the “worst-case” hydraulics on the project. This could be the zone with the most gallons, the most lateral piping or the highest elevation on the project.

Line 39: Enter the sprinkler and nozzle types that will be used in the zone listed on line 34.

Line 40: Enter the schedule or class (pressure rating) pipe that will be used in the zone listed on line 34.

Line 43 – 67: From the valve (entered on line 34) to the farthest sprinkler (just one leg), list the pipe size, GPM in that piece of pipe, the length of that pipe and its friction loss (you can round up on the GPM/PSI Loss to make your calculations easier). As an example (using schedule 40 pipe and the nearest whole GPM):

Valve to 1st tee, 1-1/2” pipe, 25 GPM, 2’ @ 1.79 PSI Loss/100’ (Sch. 40 at 26 GPM).

1st tee to 2nd tee 1-1/4” pipe, 15 GPM, 10’ @ 1.5 PSI Loss/100’ (Sch. 40 at 16 GPM).

2nd tee to 3rd tee 1” pipe, 10 GPM, 15’ @ 2.39 PSI Loss/100’ (Sch. 40 at 10 GPM).

4th tee to 5th tee 1” pipe, 7.5 GPM, 15’ @ 1.58 PSI Loss/100’ (Sch. 40 at 8 GPM).

6th tee to final elbow 3/4” pipe, 2.5 GPM 15’ @ 0.83 PSI Loss/100’ (Sch. 40 at 3 GPM).

Line 68: This line will calculate total PSI loss in the zone listed on line 34 and will self populate based on the information provided.

SYSTEM RUN TIME CALCULATION INSTRUCTIONS

The purpose of the System Run Time Calculation is to ensure the landscape can be sufficiently watered during the PEAK WEEK within the water window as described in lines 13 & 17.

Line 3: Indicates that all **gray areas** are where information needs to be entered. All other areas will self-populate with data.

Line 5: Enter the project name and address as it appears on the submitted landscape plans.

Line 7: Enter the most recent date of any changes made to the document.

Line 9: When determining how much water is needed in the hottest weeks of the summer in Medford, use 2.3 inches of water per week as the Reference E.T. value.

Line 11: This line will self populate based on the information provided from line 8 of the FRICTION LOSS CALCULATION

Line 13: Enter days available to irrigate on the project site.

Line 15: When planning the irrigation scheduling, the optimum watering window is between 9:00 PM and 5:30 AM for the overall benefit of the citizens receiving water from the Medford Water Commission.

Line 17: Enter the preferred water window for the project site.

Line 19: This line displays total system run time in hours per week and will self populate based on the information provided.

Line 22 – 35: On these lines, enter the start times and days that irrigating will take place in the weeks of mid June through mid August.

Line 39 – 41: These lines give the Hydrozone plant water needs, expressed numerically, to be used in the calculations that follow. For zones being watered by overhead irrigation, the ET value shall be based on the plants with the highest water need within the zone.

Line 44 – 67: Describe each station: The plant material ET, the expected precipitation rate of the irrigation equipment chosen, run time per start time cycle **FOR THE PEAK WEEK**, and total number of cycles per week.

Line 68: This line shows the total minutes of run time per week, and will self populate based on the information provide



City of Medford Landscape Installation Certification Form

A completed and executed Certification Form must be submitted to the Planning Department a minimum of two (2) days before seeking final inspection for Certificate of Occupancy issuance.

Date: _____ Permit Number: _____

Site Plan/ Land Use Application Number: _____

Site Location/ Street Address: _____

Landscape Certifier Information

- State of Oregon Registered Landscape Architect
 State of Oregon All-Phased Licensed Landscape Contractor

Name _____

Registration or License Number _____ Exp. Date _____

Street Address _____

City _____ State _____ Zip Code _____

Business Phone _____ E-mail address _____

Authorization to install alternate plant landscaping material not identified by the approved landscape plan requires prior approval from the City of Medford Planning Department. Substituted materials may only be utilized when specified landscaping material is unavailable at time of installation.

Were the required plants and landscaping materials installed per the approved landscaping plan and specifications, and if applicable, with any approved landscape material substitutions approved by the City of Medford Planning Department?

- Yes
- No (Please continue to next question)

If substitutions were made in plant materials without prior authorization, attach a copy of the approved plans and call out all substitutions with redline markup. Any proposed substitution must be of same watering need, growth rate, and generally of the same aesthetic character and form as the substituted material.

Were substitute plant materials of the same watering need, growth rate, form and aesthetic character as the material specified on the approved plan?

- Yes
- No

Has the required irrigation system been installed according to approved plans and specifications and if applicable, any prior approved irrigation system alternatives?

Pressure regulation,

- Yes
- No
- Not applicable

Irrigation controller,

- Yes
- No
- Not applicable

Isolation valve(s),

- Yes
- No

Sprinkler layout,

- Yes
- No
- Not applicable

Swing joints,

- Yes
- No
- Not applicable

Hydrozoning

- Yes
- No
- Not applicable

Has mature and certified compost, certified by the US Composting Council Seal of Testing Assurance Program, been added to the soil of landscape areas at a rate of three (3) cubic yards of compost per 1,000 square feet of planting area where applicable as required by Section 10.780 G (9) a? **Attach documentation (delivery receipt) of compost delivery to the subject site.**

- Yes
- No

Were soils prepared in accordance with the standards specified in Section 10.780 G(9)b of the Medford municipal code (located on the front cover of approved plans)

- Yes
- No

If applicable, have structural soils been applied in areas of impervious surface surrounding parking lot planter islands in a sufficient quantity to address tree soil volume requirements of Section 10.780(G)(10)? **Attach documentation (delivery receipt) of structural soils delivery to the subject site.**

- Yes
- No
- Not applicable

If applicable, if project included areas to be left in a natural condition with undisturbed soils, were such areas cordoned off with the protective fencing called out on the approved landscape plan?

- Yes
- No
- Not applicable

If landscaping or irrigation installation is incorrectly certified:

The property owner is not relieved of the responsibility for installing the landscaping and/or irrigation required by approved plans.

The City may notify the regulatory or certification body with which the installation certifier is licensed.

By signing this form, I hereby attest that the site landscaping and/or irrigation was installed in accordance with all approved plans and specifications.

Name of Certifier (Print)

Signature

Date