



City of Sebastopol

WATER EFFICIENT LANDSCAPE PROGRAM (WELPO)

The submittal information shall be provided to the Planning Department. All submittal information shall be presented along with the Planning Application form, related fees, and any additional information required by the Planning Department before the application can be accepted as complete.

Upon receipt of this information the Planning Department will determine if the application is complete. Once this is completed the project can be scheduled before the Design Review Board. The Design Review Board meets on the first and third Wednesday of every month at Sebastopol City Hall, City Hall Conference Room, 7120 Bodega Avenue, at 4:00 p.m.

The applicant, representative or legal owner familiar with the project must be present at the Design Review Board meeting. Those scheduled projects that do not have a representative will be considered withdrawn from the process, and no further action will be taken by staff. It is the responsibility of the applicant to contact staff when a postponement is requested or if no representative will be present for a scheduled agenda item.

The Board may approve as submitted, approve with conditions, disapprove or request redesign and resubmission of any project. All decisions of the Design Review Board may be appealed to the City Council within five working days following a determination.

A building permit cannot be issued for any project until the appeal period has expired.

The applicant and/or his representative must be present for any meetings. Failure to do so may result in the application being continued or denied.

Size Limit: Plans should not be larger than 30" x 42" trimmed. All plans shall be folded into a 9" x 11" size. **Unfolded plans will not be accepted.**

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

SUBMITTAL REQUIREMENTS

(# of copies)

- 1. **Application Form:**(1)
Completed and signed by applicant and property owner.
- 2. **Deposit:** As defined on the fee schedule listed on the Master Planning Application. Checks should be made payable to the City of Sebastopol. Total application costs are determined by the Planning Department with the final amount based on processing time spent by staff and consultants.
- 3. **Location Map:**(1)
Indicate the subject parcel(s) and adjacent streets on an 8 1/2" by 11" map.
- 4. **Written Statement:**(1)
Statement should include a description of the plans.
- 5. **Site Photographs:**..... (1 set)
Clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to provide the City with a series of overlapping photographs of the surrounding neighborhood that show a panoramic view. Polaroids or digital photos on a CD are acceptable.

- [] 6. **Plot plan**..... (15 sets)
Must be of adequate scale to show dimensions and size of each lot to be built upon or otherwise used; the size, shape, location and use of existing and proposed buildings; the locations and layout of parking areas; parking spaces, driveways, walls and fences, trash enclosures, streets, alleys, adjacent buildings, as well as, existing street trees, street lights, sidewalks, hydrants and the location and list of all mechanical equipment to be placed outdoors and all mechanical equipment to be placed indoors which may be heard outdoors.
- [] 7. **Landscape Plans.** Plans shall include as individual sheets:
- a. **Irrigation Plans.** Irrigation plans shall include: point of connection (location and size); maximum flow available at existing static pressure; backflow protector; valves, piping, controllers, irrigation heads, couples, etc., called out by size and flow; an irrigation legend listing all system components (symbol, manufacturer, model number, p.s.i., g.p.m., etc); existing lines clearly delineated from new lines; pipe sizing indicated on the plans at appropriate locations; and either a seasonal water adjustment schedule or moisture sensors.
 - b. **Plant Elevations.** Plant material shall be representative of height at three to five years growth imposed upon the building elevations and material shall be labeled.
 - c. **Planting Plan.** Must be same scale as irrigation plan. Planting plan shall include:
 - (1) All existing plant material to be retained. All hardscape and landscape to be retained shall have the following note: "If any existing hardscape or landscape indicated on the approved plans is damaged or removed during demolition construction, it shall be repaired and/or replaced in kind and equivalent size per the approved plans."
 - (2) Plant legend. Show all the following information, COMMON PLANT NAME, BOTANICAL PLANT NAME, SIZE, QUANTITY, and DROUGHT TOLERANT STATUS.
 - (3) Seed Mixes. Specify application rate, purity, germination rate, and percent of pure live seed.
 - d. **Xeriscape.** The Xeriscape Ordinance requires water-conserving landscape shall be maximized. Landscape professionals shall indicate on the plans what plant material is water conserving, and show calculations of 1) total square footage of landscaping, 2) percentage and type of planting used for conforming to the Ordinance, and 3) percentage of turf, and other nonconforming (i.e., non-water conserving) plant material. NOTE: Parkways are not to be included in these calculations.
 - e. **Changes.** Any changes made to an approved landscape design by the Design Review Board must be submitted to staff for approval prior to installation. Two (2) sets of plans with a written letter indicating all proposed changes should be addressed to the staff liaison for the Design Review Board. Staff will review the changes and if the changes are deemed substantial, the redesign of the landscape must be returned to the Board for approval. Changes submitted to staff must include planting plan, labeled elevation plans, and irrigation plans if altered. Indicate drought tolerate plant material substitutions.
 - f. **Moisture Sensors.** Landscape plans must include seasonal water adjustment or moisture sensors. If moisture sensors are provided, indicate "MOISTURE SENSORS" on the lower right hand level of irrigation sheet plans and the location of sensors on the irrigation plan. If moisture sensors are not part of the irrigation design, the seasonal water adjustment schedule shall contain 1) the amount of water per valve head, and 2) the number of times watering occurs per week. This information is then adjusted based on the fall, winter, spring and summer.
 - g. **Landscape Maintenance Plan.** If no new landscaping is proposed, a LANDSCAPE MAINTENANCE PLAN must be submitted. The plan shall state in writing, the nature of existing landscape, plant material to be added, removed or to remain on site. This statement will assure the maintenance of the landscaping during construction, or replacement (in kind) of plant material if damage occurs.