



**City of Union City
Landscape Plan Review Checklist**

Project Name: Click here to enter text.
Permit Number or Tract Number: Click here to enter text.
Project Owner: Click here to enter text.
Landscape Architect: Click here to enter text. CA Registration: Click here to enter text.
Phone Number: Click here to enter text.
Review Number: Click here to enter text. Review Date: Click here to enter a date.

This checklist compiles the landscape-related requirements from the following references:

- City of Union City Landscape Standards Policy Statement (LSPS) (Appendix A)
- City of Union City Municipal Code Chapter 18.112 Water Efficient Landscape (Appendix B)
- Bay-Friendly Basics Landscape Checklist (Appendix C)
- City of Union City Municipal Code Chapter 12.16 Trees, Shrubs and Plants (Appendix D)
- Municipal Regional Stormwater Permit Stormwater Requirements Checklist (Appendix E)

Note: Refer to end of checklist and/or redlines for detailed comments.

General Landscape Information

1. Project landscaping shall be completed prior to issuance of a Certificate of Occupancy or within ninety (90) days if no structure is involved. **Reference: LSPS**
2. Non-residential projects, subdivisions, or multi-family projects are required to provide a certificate of deposit in the amount of fifty (50) percent of the estimated installation cost of the landscaping, up to \$10,000 in order to insure installation of the planting shown on the approved landscape plan. Installation costs shall be based on a written estimate from the contractor. **Reference: LSPS**
3. The applicant shall enter into a private landscape maintenance contract for the maintenance of the required landscaping for a minimum period of two years after installation. **Reference: LSPS**
4. Property owners and occupants shall be responsible for ongoing maintenance of required landscape in accordance with the approved landscape plan for the life of the project unless otherwise exempt. Dead or dying plants shall be replaced as needed. **Reference: LSPS**
5. Property owners and occupants of single family residences shall be responsible for ongoing maintenance of required front yard and street side yard landscaping. Dead or dying plants shall be replaced as needed. **Reference: LSPS**
6. All undeveloped areas shall be maintained for weed control. In the situation where a phased development is planned and only a portion of the parcel is developed, the entire parcel shall be kept clean and free from weeds and other debris at all times. **Reference: LSPS**

Complete
Incomplete
Not Applicable

A. Plan Submittal Information

- 1. Landscape and irrigation plans for all new development are prepared by a licensed landscape professional. **Reference: LSPS**
The City may also require a licensed landscape architect for projects propose substantial modification to an existing site or have high visibility. Projects that include the construction of owner-occupied single-family residences or second-story additions to existing single-family residences are exempt from this requirement.
- 2. Two sets of detailed landscape and irrigation plans are submitted. **Reference: LSPS**
- 3. Plans drawn to a scale that matches the architectural plan, site plan or civil plan. Property lines, utility lines, easements, structures, parking and paved areas shown. **Reference: LSPS**

B. Water Efficient Landscape Ordinance

Projects subject to Municipal Code Chapter 18.112 Water Efficient Landscape (Appendix B) shall include the following:

- 1. Project Information
 - a. Date
 - b. Project address and if available assessor parcel number and/or tract and lot number
 - c. Total landscape area (sf).
 - d. Project type (new, rehabilitated landscape, public, private cemetery, homeowner installed)
 - e. Water supply type (potable, recycled, well) and local retail water purveyor (typically Alameda County Water District); if not served by a private well.
 - f. Checklist of all documents in the landscape documentation package.
 - g. Project contacts to include name and contact information for project applicant and property owner
 - h. Applicant signature and date with statement, "I agree to comply with the requirements of Chapter 18.112 and submit a complete landscape documentation package".
- 2. Water Efficient Landscape Worksheet
 - a. Hydrozone information table
 - b. Water budget calculations including the maximum applied water allowance (MAWA) and estimated total water use (ETWU) in accordance with Municipal Code Chapter 18.112.050.
- 3. Soil management report according to Municipal Code Chapter 18.112.060.

Complete
Incomplete
Not Applicable

- 4. Landscape design plan in accordance with provisions in Municipal Code Chapter 18.112.070.
- 5. Irrigation design plan in accordance with the provisions listed in Municipal Code Chapter 18.112.080.
- 6. Grading design plan (if applicable) in accordance with the provisions listed in Municipal Code Chapter 18.112.090.

C. Site Coverage Requirements

- 1. The project meets the site coverage requirements for the land use. Projects that cannot meet the minimum landscape coverage requirements shall pay a landscape in-lieu fee in the amount set forth in the City’s Master Fee Schedule.
Reference: LSPS

Zoning District/ Use	Coverage Requirements (% of lot area)*	Zoning District/Use	Coverage Requirements (% of lot area)*
CN, CC, CVR, CS, CUL	10%	MS	15%
CPA	15%	RDC	15%
Drive-through	20%	PI	15%
MG	10%	RM 2500 and RM3500	40%
ML	10%	RM 1500	25%

*not including right-of-way

D. Design Guidelines

- 1. The landscape design incorporates trees, shrubs, and groundcover throughout the landscape plan. **Reference: LSPS**
- 2. Design should avoid an overly sparse appearance, while remaining consistent with Bay-Friendly plant spacing requirements. Avoid planting large, highly visible areas with plants that will take a significant amount of time to grow to their mature size.
- 3. Plant materials are selected to provide a variety of seasonal color, leaf texture, and growth habit. Plants are selected appropriately based upon their adaptability to the climatic, geologic, and topographical conditions of the site. Protection and preservation of native species and natural areas are encouraged.
Reference: LSPS
- 4. Where appropriate, plant materials are arranged in informal "clusters" rather than spaced at regular intervals to simulate natural growth patterns. Plants

Complete
Incomplete
Not Applicable

having similar water use are grouped together in distinct hydrozones. **Reference: LSPS**

- 5. Railroad spur tracks are screened from public view by a decorative wall or substantial plantings of mature landscape elements. **Reference: LSPS**
- 6. Trees and shrubbery are located and maintained so as not to obscure the visibility of doors and windows from the public street. **Reference: LSPS**
- 7. All driveways and vehicular areas are clearly separated from landscaped areas by concrete curbing. Alternatives to curbing may be considered in order to comply with Clean Water requirements. **Reference: LSPS**
- 8. Any property street frontage is landscaped between the sidewalk and parking or loading area. **Reference: LSPS**
- 9. Within the sight triangle, planting (excluding tree trunks), fences, signs, tree canopies and other landscape design elements must not extend into the area between three (3) feet and six (6) feet above grade. Contact City of Union City Public Works for sight line dimensions.
- 10. All parking areas are adequately screened from public right-of-ways with trees, shrubs, and ground cover. Where appropriate, berms can also be installed to provide screening. Visibility is not so limited as to create a public safety hazard. **Reference: LSPS**

Standards for landscape berms are as follows:

1. Berms are engineered to minimize run-off and erosion.
2. Parking lots that are at or above street grade level have berms a minimum of thirty (30) inches in height from the finished grade of the parking lot. (At City's discretion this requirement may be waived)
3. Parking lots that are below street grade level have berms a minimum of thirty (30) inches in height from the finished grade of the street. (At City's discretion this requirement may be waived)
4. Where berms are not feasible, a decorative retaining wall and/or plantings achieve the minimum 30-inch height.

- 11. Planting areas on site are at least five (5) feet wide. (At City's discretion this requirement may be waived) **Reference: LSPS**
- 12. A minimum of five (5) percent of the interior area of any parking lot, exclusive of any perimeter planting is landscaped. **Reference: LSPS**

Complete	Incomplete	Not Applicable
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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. One (1) tree is provided for every six (6) parking spaces. Fifty (50) percent of the required parking lot trees are installed around the perimeter. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Parking lot landscaping is clustered in landscaped beds to improve the horticultural environment for the trees, visually break up the pavement areas, enhance pedestrian walkways, address clean water requirements and develop view corridors or provide screening as needed. Individual, separate tree wells spaced equidistant throughout the parking lot are discouraged. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Adequate screening is provided where loading docks are required to face, adjoin or be located along the building frontage and/or street frontage. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Fully landscaped and irrigated front yards are provided for all new single-family homes. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Conservation of water used in all public landscaping has been considered. Reference: Municipal Code Chapter 12.16 Trees, Shrubs and Plants |

E. Bay-Friendly Basics

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. The project achieves the nine (9) required practices in the Bay-Friendly Basics Landscape Checklist. Attach completed checklist provided in Appendix C. Reference: Bay-Friendly Basics Landscape Checklist |
|--------------------------|--------------------------|--------------------------|--|

F. Stormwater

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Location of treatment areas are generally consistent with approved plans and plant species are appropriate. Reference: Stormwater Requirements Checklist |
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G. Planting

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Botanical name, common name, container size, spacing (mature size), number and location of proposed plants are indicated. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Existing planting and trees to remain and trees to be removed are shown. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Trees are preserved or permits obtained according to provisions of the Municipal Code Chapter 12.16. (Appendix D) Reference: Municipal Code Chapter 12.16 Trees, Shrubs and Plants
<i>A permit is required to cut, trim, prune, plant, remove, injure or interfere with any tree upon any street, park or public place of the City.</i> |

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Any unhealthy trees removed shall be replaced at a ratio of 1 to 1. Healthy trees to be removed are to be replaced at a ratio of 10-to-1, or as determined by the City. An arborist report should be provided for trees to be removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. All site areas are addressed in plans, including any easements within the parcel. Landscaping is provided for the area between the street curb line and the property line. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Trees are specified as minimum 24”-box container size. Larger size may be required by City Council. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Street trees are to be reviewed and approved by the City. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Large canopy trees are preferred, particularly near paved areas, where they can serve to reduce heat islands. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Root barriers are specified on all trees planted within ten (10) feet of paved areas. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Shrubs are specified as minimum 5-gallon container size. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Live groundcover is spaced a minimum of 12” on center, unless otherwise dictated by best horticultural practices. Live groundcover varieties are used in place of manufactured materials or processed matter such as “tan bark”.
Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Landscaping necessary to satisfy clean water requirements is shown on the landscape plan. Reference: LSPS, Stormwater Requirements Checklist (Appendix E) |

H. Irrigation

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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Irrigation plans are drawn to same scale as landscape plan. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Automatic irrigation is provided to all planting areas. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Irrigation is designed to minimize overspray. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Hydrozones are shown. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. The location and size of all meters, hose bibs and quick couplers are indicated.
Reference: LSPS |

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Backflow prevention devices are provided at all meters. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Accurately show the location and size of all irrigation pipes. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. The type of sprinkler head or drip emitter and gallons per minute of each type are indicated. Reference: LSPS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Irrigation system and decorative water features use recycled water unless a written exemption has been granted by the Alameda County Water District stating that recycled water meeting all public health codes and standards is not available and will not be available for the foreseeable future. Reference: MC 18.112 WELO |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Applicants/property owners are encouraged to use rainwater harvesting and reclaimed water where available. Reference: LSPS |

Comments