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Planning Division

**Water Efficient Landscape Plan Check Requirements
(Alternative Compliance Option)**

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GENERAL

- Please apply online and submit all drawings electronically. See page 2 for instructions.**
- All plans shall be signed by the person responsible for their preparation. Plans shall be sealed and signed by the architect and/or engineer of record if applicable. Electronic signatures are acceptable.

QUESTIONS?

- Call or email the Water Efficiency Landscape Ordinance (WELO) Section: 707-784-6765 or WELO@solanocounty.com.
- Call or email the Building Division: 707-784-6765 or building@solanocounty.com
- For zoning or setback information, contact the Planning Division: 707-784-6765 or planning@solanocounty.com
- For Construction & Demolition (C&D) Waste Management Plan information, contact the Planning Division- Integrated Waste Management Section: 707-784-6765 or recycling@solanocounty.com
- For grading and encroachment information please contact the Public Works Division: 707-784-6765



ELECTRONIC SUBMITTAL INSTRUCTIONS

All building permits shall be submitted electronically. To apply:

- Visit: <https://aca-prod.accela.com/SOLANO/Login.aspx>
- Select: 'New Users: Register for an Account'
- Once registered, log in, apply for your permit, and upload all required documents
- Call 707-784-6765 or email planning@solanocounty.com with questions

The screenshot shows the Solano County website interface. At the top left is the Solano County logo. The main header reads "Solano County California". Below the header is a navigation menu with links for Home, Building, Business Licenses, Environmental Health, Public Works, and Planning. A search bar is located below the navigation menu. The main content area is divided into two sections: "Please Login" and "New Users". The "Please Login" section contains a "Login" form with fields for "User Name or E-mail:" and "Password:", a "Login »" button, and a checkbox for "Remember me on this computer". Below the login form are links for "I've forgotten my password" and "New Users: Register for an Account". The "New Users" section contains a "Register Now »" button. A red box with the text "Register Here" and an arrow points to the "New Users: Register for an Account" link. A large "DRAFT" watermark is overlaid on the page. At the bottom of the page, the address "675 Texas Street, Suite 5500, Fairfield, CA 94533. Ph: (707) 784-6765" is displayed.





Water Efficient Landscapes – Project Information Worksheet (Alternative Compliance Option)

Office Use		
Application No.	Date Filed:	Planner:
Application Fees Paid:	Receipt No:	

Landscape Type: <input type="checkbox"/> New Construction <input type="checkbox"/> Renovation/Rehabilitation	Public or Private: <input type="checkbox"/> Public <input type="checkbox"/> Private
Project Description (Select best description of project): <input type="checkbox"/> Single-family residential <input type="checkbox"/> Multi-family residential <input type="checkbox"/> Commercial/Institutional <input type="checkbox"/> Cemetery	
Water Supply Type (Select all that apply): <input type="checkbox"/> Potable <input type="checkbox"/> Recycled (Municipal) <input type="checkbox"/> Well <input type="checkbox"/> Onsite rainwater <input type="checkbox"/> Onsite greywater	
Water Purveyor: _____	

PROJECT SITE				
Address		City	Zip	
Assessor's Parcel Number(s)				
Total Landscape Area (square feet)				

CONTACT INFORMATION						
Applicant Name		Company (if applicable)				
Address		City	State	Zip		
Phone		Email				
Property Owner Name <input type="checkbox"/> Same as above						
Address		City	State	Zip		
Phone		Email				

<p><u>Landscape Documentation Package</u> <i>all items are required at submission unless noted</i> <input type="checkbox"/> Project Information Worksheet (this form) <input type="checkbox"/> Landscape Design Plan Checklist (page 4)</p>	<p><u>Project Completion Package</u> <i>all items are required at project completion unless noted</i> <input type="checkbox"/> Certificate of Completion (page 6) <input type="checkbox"/> Irrigation & Maintenance Schedule Worksheet (page 7)</p>
<p>"I agree to comply with the requirements of the Water Efficient Landscape Ordinance and submit a complete Landscape Documentation Package."</p> <p>Signature: _____ Date: _____</p>	



Landscape Design Plan Checklist (Alternative Compliance Option)

The following details must be included on the landscape design plan, include this signed checklist with plan submittal. Plan may be completed by property owner, landscape architect, or landscape designer. Projects irrigated entirely with gray water or captured rainwater are subject to Irrigation Guidance section ONLY.

- Plant & Turf Material** – Delineate location and label each type of plant & turf areas.
- Hardscapes** – Location of hardscapes, pervious and non-pervious.
- Water features** – Location, type and surface area of water features. Water features are design elements where open water performs an aesthetic or recreational function. Water features includes ponds, lakes, waterfalls, foundations, artificial streams, spas, and swimming pools (where water is artificially supplied).
- Rainwater** – Location, capacity, and installation details for rainwater harvesting or catchment technologies.
- Graywater** – Location and area of distribution for any applicable graywater discharge piping or system components.
- Recycled Water** – Location of areas irrigated solely with recycled water.
- Irrigation System** – Location and type of irrigation system components (controllers, valves, sprinkler heads).
- Edible plants** – Location of area solely and permanently dedicated to edible plants.
- Mulch** – Location, application depth, and type of mulch.
- Insect habitat** – Location of any proposed insect habitat area for beneficial insects or wildlife.
- Wildfire Risk Area** – If located in a Wildfire Risk Area, location of defensible space area(100 feet from each side of building).

Plant Material Guidance:

Plant selection shall comply with all of the following:

- Residential areas: Utilize climate adapted plants that require occasional, little, or no summer water (average WUCOLS plant factor 0.3) for 75% of the plant area excluding edibles and areas using recycled water.
- Non-residential areas: Utilize climate adapted plants that require occasional, little, or no summer water (average WUCOLS plant factor 0.3) for 100% of the plant area excluding edibles and areas using recycled water.

- A minimum 3 inch layer of mulch shall be applied on all exposed soil surfaces of planting areas except in turf areas, creeping or rooting groundcovers, or direct seeding applications.

Turf shall comply with all of the following:

- Residential areas: Turf shall not exceed 25% of the landscape area.
- Non-residential areas: There shall be no turf.
- Turf is not allowed on slopes greater than 25% (1 foot vertical elevation change for every 4 feet of horizontal length).
- Turf is prohibited in parkways less than 10 feet wide, unless the parkway is adjacent to a parking strip and used to enter and exit vehicles. Any turf in parkways must be irrigated by sub-surface irrigation or by other technology that creates no overspray or runoff.

If project is located in a Wildfire Risk Area, plant selection must address fire safety and prevention, including selecting fire-safe mulches.

Invasive plant species identified by the California Invasive Plant Council are highly discouraged.

Irrigation Guidance:

Irrigation systems shall comply with all of the following:

- Automatic irrigation controllers are required, must use evapotranspiration or soil moisture sensor data, and must utilize a rain sensor (“Smart Controllers”).
- Irrigation controllers shall be of a type which does not lose programming data in the event that the primary power source is interrupted.
- Pressure regulators shall be installed on the irrigation system to ensure the dynamic pressure of the system is within the manufacturers recommended pressure range.
- Manual shut-off valves (such as a gate valve, ball valve, or butterfly valve) shall be installed as close as possible to the point of connection of the water supply.
- All irrigation emission devices must meet the requirements set in the ANSI standard, ASABE/ICC 802-2014. “Landscape Irrigation Sprinkler and Emitter Standard.” All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher using the protocol defined in ASABE/ICC 802-2014.
- Areas less than ten 10 feet in width in any direction shall be irrigated with subsurface irrigation or other means that produces no runoff or overspray.

Non-Residential projects with landscape area of 1,000 square feet or more shall install a private submeter to measure landscape water use.

Soil Preparation, Mulch, and Amendment Guidance:

Compost (at a minimum of four cubic yards per one thousand square feet of permeable area) must be incorporated to a depth of six inches into the soil unless contraindicated by a soil test.

This checklist has been prepared by:	
Name: _____	License No.: _____
Signature: _____	Date: _____



Certificate of Completion

Upon project completion, this certificate must be signed and provided to Solano County Planning Division.

Date Landscape Documentation Package submitted to the local agency: _____

Date Landscape Documentation Package approved by the local agency: _____

Date the Water Efficient Landscape Worksheet (including the Water Budget Calculation) submitted to local water purveyor: _____

Project Name	Project Address	
Name of Project Applicant	Telephone No.	
	Fax No.	
Title	Email Address	
Company	Street Address	
City	State	Zip Code

Name	Telephone No.	
	Fax No.	
Title	Email Address	
Company	Street Address	
City	State	Zip Code

"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: _____

Landscape Architect or Contractor/Installer Name	Telephone No.	
	Fax No.	
Title	Email Address	
License No. or Certification No.		
Company	Street Address	
City	State	Zip Code

"I/we certify that based upon periodic site observations the work has been completed in accordance with the Water Efficient Landscape Guidelines and that the landscape planting and irrigation installation conform with the criteria and specifications of the approved Landscape Documentation Package."

Landscape Architect or Contractor/Installer Signature: _____ Date: _____



Irrigation & Maintenance Schedule Worksheet (Alternative Compliance Option)

Upon project completion, this report must be completed, signed, and provided to Solano County Planning Division. Include a copy of the irrigation schedule.

1. Irrigation schedules will be regulated using weather-based irrigation controller / soil moisture sensor located _____ . The controller has a non-volatile memory.
2. Irrigation watering will occur typically between the hours of 8pm – 10am unless otherwise dictated by weather, drought emergency, system, maintenance, repair and or testing. Yes No
Hours of Operation: _____
3. An establishment irrigation schedule is attached. Yes No
4. A permanent irrigation schedule is attached. Yes No
5. A temporary irrigated areas schedule is applicable and is attached. Yes No N/A
6. A copy of this worksheet is/will be located in the controller cabinet. Yes No
7. A regular maintenance schedule has been established. Yes No
8. Repair of all irrigation equipment shall be done with the originally installed components or their equivalents or with components with greater efficiency. Yes No

This checklist has been prepared by:	
Name: _____	License No.: _____
Signature: _____	Date: _____