



1ST SUBMITTAL CHECKLIST
LANDSCAPE, IRRIGATION, CITY TRANSIT FURNITURE



PROJECT TITLE / ADDRESS: _____
 APPLICANT NAME: _____

DATE: _____
 B-PERMIT REF #: _____
 R-PERMIT REF #: _____
 T: _____ E: _____

Notes:

1. StreetsLA does not provide over-the-counter review on Landscape Plans.
2. Irrigation connections (sleeving/mainline/laterals) across public streets and alleys, between individual medians, and between parkways and medians are not permitted.
3. Submit objects with break away footings to BOE Design Standards Group for review and approval.
4. Submit landscape median island locations to the Los Angeles Department of Transportation for review and approval.
5. Landscaping the first 10 feet of the median island is recommended in high pedestrian and vehicle traffic areas.
6. Green Street Standard Plans (S-480 series) apply to all BMP improvements for storm water infiltration and water quality placed in the Public Right of Way. All work is performed under a B-Permit.
7. Transit stops impacted by the proposed improvement and construction activities must be effectively coordinated with transit operators.
8. Submit a completed checklist with your first submittal.

Upload Landscape Plan submittals prepared for StreetsLA B-Permit review to the Bureau of Engineering's B-Permit Online portal at <https://buildla.lacity.org/>.

When no B-permit is required, e-mail pdf copies of Landscape Plans submitted for permit review to the development services inbox at streetsla.ds@lacity.org when required to obtain an R-Permit.

All Landscape Plan Submittals to StreetsLA shall include the following:

GENERAL				
Item	Applicant	City Staff		
		MET	N/A	INCOMPLETE
Comprehensive Street Improvements Plan Submittal:				
A1	Drawing submittals to a specified scale.			
A2	Planting and irrigation detail sheets are included in submittal.			
A3	Water Efficient Landscape Worksheet per LA City Green Building Code For Projects Subject To The Model Water Efficiency Landscape Ordinance (MWEO) (2017 LAGBC) as part of plan set.			
A4	Associated Street Plans reference and are consistent with Landscape Plans.			
A5	Associated Street Plans identify trees, tree well type, tree well cover type and landscape areas utilizing symbols for Construction Notes per S-627-0.			
A6	Notes #22 (Sidewalk Furniture) and #9 through #11 (Trees and Tree Wells) Notice to Contractor Notes are included in the associated Civil Plans (B-Permit submittals only) https://engpermits.lacity.org/bpermits/bdocs/ntc_2013.pdf			
A7	R/W Landscape Notes on Planting Notes sheet or Planting Plan sheet (B-Permit submittals only). Follow DIRECTIONS, then remove DIRECTIONS from notes https://drive.google.com/file/d/1ktrtFFMYenvOVjILZi64vQ44gmLGyc6e/view?usp=sharing			
A8	R/W Landscape NTC & Notes are included in the landscape plans (A-Permit revocable submittals only) https://drive.google.com/file/d/1B4RrXbFIZ7kJFTdJW3nz17f9uGRV6VpQ/view?usp=sharing			
A9	Soil amendment and fertilizer recommendations from an argonomic soils report prepared by a third-party soil and plant laboratory placed on Planting Notes sheet or Planting Plan sheet.			
A10	Plans showing site furnishings in the public right-of-way, including public amenity kiosks, bus stop/transit-oriented furnishings are included in submittal.			
A11	All existing and proposed above ground utilities and infrastructure (catch basin, light poles, water/gas meters, fire hydrants, etc.) that require clearance from existing and new street trees on the landscape plan. Shall be consistent with civil street plans.			
A12	Bureau of Engineering Revocable Permit Conditions Letter and relevant Routing Transmittals (for A-permit revocables only).			
Base Plan and Sheet Setup:				
A14	Title Sheet; including the site address and the plan preparer's name, address, phone number, and e-mail address.			
A15	Signed and dated statement on the Title Sheet: "I agree to comply with the requirements of the City of Los Angeles Green Building Code Water Efficiency Landscape Ordinance and submit a complete Landscape Documentation Package."			
A16	"DRAFT" or "NOT FOR CONSTRUCTION" labels from plans are removed.			
A17	Plans are submitted on a B-Permit Title Sheet Template (B-Permit submittals only)			
A18	North arrow, graphic scale (preferred 1 inches = 20 feet unless a larger scale is required for clarity)			
A19	All property lines, easements, dedications (existing and proposed) are clearly shown and labeled on ALL PLANS, elevations, and sections.			
A20	Labeled street names, including abutting streets and alleys			
A21	Roadways, curbs, sidewalks, driveway including aprons, all above ground infrastructure including utilities and other items impacting the design, such as trees, tree wells (new, existing, remodeled etc.), trees to remain, street lights, fire hydrants, vaults, pull boxes, bus stops, street furniture, etc.			
A22	Parkway locations adjacent to the curb and/or the property line.			
LANDSCAPE IRRIGATION				
Item	Applicant	City Staff		
		OK	N/A	INCOMPLETE
B1	Non-potable irrigation use note added to all irrigation sheets: "NON-POTABLE WATER SYSTEM AND USE TO BE REVIEWED AND APPROVED BY THE LA COUNTY DEPARTMENT OF HEALTH, PERMIT/APPLICATION # XXXXXXXXX" (Replace XXX's with application #).			
B2	Irrigation Within Public Right-of-Way Note added to ALL irrigation plan sheets. Apply notes to plans. https://engpermits.lacity.org/bpermits/bdocs/bss_docs/BSS_IRRIGATION_WITHIN_THE_PUBLIC_RIGHT_OF_WAY_NOTE.pdf			
B3	Irrigation legend includes distinct symbols, descriptions, manufacturer and model number, gallons per minute or hour, PSI information, and detail reference for each equipment used.			
B4	An abbreviated irrigation legend is located on all irrigation plan sheets			
B5	Irrigation installation details for all irrigation equipment located in the R/W			
B6	Irrigation detail references on irrigation legend			
B7	Irrigation line sizes annotated on plan. (3/4 inches minimum)			
B8	All irrigation spray heads, bubblers are flush with finish grade when non-operational. (Fixed risers are not permitted)			
B9	Areas less than 10' in width in any direction are irrigated with subsurface irrigation or other means that produce no runoff or overspray.			
B10	Overhead Irrigation is not specified within 24" of any non-permeable surface.			
B11	Flush valves and air relief valves are specified for drip irrigation per manufacturer's recommendation.			
B12	Rain/weather sensor to controller mounted on nearby structure. (Mounting sensors on a separate pole in parkways are not permitted).			
B13	Watering method specified on plans. (Where automatic irrigation is not provided). This applies only to standard tree and tree well per S-450.			
B14	Callout on plan indicating that the controller and reduced pressure backflow preventer are located on private property.			
B15	Irrigation(s) point of connection identified on plans.			
B16	Following note to valve box details: "ALL IRRIGATION EQUIPMENT INSTALLED IN THE PUBLIC RIGHT-OF-WAY SHALL BE INSTALLED IN TRAFFIC-RATED CONCRETE VALVE BOXES WITH HINGED METAL LIDS. ALL VALVE BOX LIDS SHALL BE EMBOSSED WITH THE INITIALS OF ITS CONTENTS IN MIN. 1-1/2" HIGH LETTERS: RCV, QCV, ARV, FV, ETC."			
B17	Valve boxes are flush with or max 1" above finished grade (not including mulch).			

B18	Note/dimension on sleeving detail that below vehicular access areas, irrigation mainline within the public right of way shall be 36" below finish grade.				
B19	Note/dimension on pipe installation detail that irrigation mainline within the public right of way shall be installed a minimum 24" below grade.				
B20	Note/dimension on pipe installation detail that the irrigation lateral line within the public right of way shall be installed a minimum 12" below grade.				
Median Island Landscape Irrigation:					
B21	All landscaped center medians irrigated with automatic irrigation.				
B22	Irrigation point of connection, location of water meter and backflow equipment locations are in median island.				
B23	Controller locations are identified in median island. (Identify approximate power sources when solar controller is not specified).				
LANDSCAPE PLANTING & TREES					
	Item	Applicant		City Staff	
		OK	N/A	MET	INCOMPLETE
C1	Distinct tree/landscape symbols for all specified plantings on plans.				
C2	Separate sheets for tree/landscape planting and tree/landscape removals.				
C3	Horizontally dimensioned clearances between street trees and infrastructure are shown. Refer to UFD Tree Spacing Guidelines. (https://engpermits.lacity.org/bpermits/bdocs/bss_docs/BSS_TREE_SPACING_GUIDELINES.pdf). Verify if planting locations conflict with existing/proposed utilities. If so, coordinate and adjust plans accordingly.				
C4	Trees are specified 50 feet clear of the approach to a stop sign or signalized intersection, nor within 25 feet clear of the departure from such intersection. Measurements taken from the beginning of curb radius.				
C5	Trees are not specified within the first 45 feet of non-signalized intersections (45 foot visibility triangle). Measurements taken from the point of intersection of the extended curb lines or edges of roadway.				
C6	Plant symbols on plans drawn at 80% of the proposed plant's mature size.				
C7	Planting Legend with botanical name, common name, container size, on center plant spacing, planting detail references, and standard tree planting plan references.				
C8	The following standard plans for street tree planting referenced as applicable: S-450 TREE WELL COVER DETAILS - https://eng2.lacity.org/techdocs/stdplans/s-400/S-450-4.pdf S-456 TREE PLANTING AND ROOT CONTROL BARRIER - https://eng2.lacity.org/techdocs/stdplans/s-400/S-456-2.pdf S-663 TREE STAKING AND GUYING - https://eng2.lacity.org/techdocs/stdplans/s-600/S-663-1.pdf NOTE: Any additional street tree planting details included in the plans are consistent with the referenced standard plans.				
C9	Proposed plant pallet that does not include the following: noxious, or invasive plant material; and plants with exposed, rigid spines and thorns.				
C10	Abbreviated planting legend for trees, shrubs, and groundcover is included on ALL planting plan sheets.				
C11	Planting installation details as necessary when not utilizing standard plans				
C12	Planting detail references on planting legend				
C13	Shrubs specified for installation in the public right of way with a maximum mature height of ≤ 36 inches				
C14	Maximum shrub heights of ≤ 24 inches at maturity within the first 20 feet of an alley.				
C15	Maximum shrub heights of ≤ 24 inches at maturity within the first 5 feet of a driveway apron.				
C16	Maximum shrub heights of ≤ 24 inches at maturity within the first 45 feet of the intersection (45 foot visibility triangle). Measurements taken from the point of intersection of the extended curb lines or edges of roadway.				
C17	Convenience strips when planted parkways are adjacent to parking. Convenience strip is 18 inches from back of curb.				
C18	Minimum 4 ft wide housewalks placed minimum every 25 feet when planted parkways are adjacent to street parking.				
C19	Drainage capture devices (planter liners, drainage plates, etc) are specified for raised planters and pots.				
C20	Private property proposed or existing planting adjacent to the property line does not interfere with the designed spread at maturity or spacing of street trees, whether existing or proposed.				
Median Island Landscape Planting					
C21	Median Islands ≥ 7 feet wide, measuring from the outside face of curb can be planted with landscaping including trees.				
C22	Medians ≤ 5 feet wide, measuring from the outside face of curb installed with concrete, decorative paving, or cobble set in concrete only.				
C23	Median islands between 7 and 5 feet wide, measuring from the outside face of curb planted with non-tree landscaping.				
C24	Maximum plant height in medians is ≤ 36 inches at maturity.				
C25	Proposed fixed objects (trees, boulders, monument signs, artwork, etc) are located no closer that 50 feet from the nose of the median island, if it is at an intersection.				
C26	Proposed fixed objects (trees, boulders, monument signs, artwork, etc) are located no closer that 25 feet from the nose of the median island, if it is downstream of an intersection (mid-block).				
C27	Plant material height ≤ 24 inches at maturity within the first 10' of the median nose (if not paved).				
C28	Proposed trees are centered between the two sides of the median island.				
C29	Maximum height of landscape boulders is 3 ft.				
C30	Minimum 2 ft set back required from the outside edge of fixed objects to the outside face of the adjacent curb.				
GREEN STREETS					
	Item	Applicant		City Staff	
		OK	N/A	MET	INCOMPLETE
D1	Landscape planting and irrigation design, details and notes are submitted on separate sheets. Civil, site, grading, utility and demolition plans/details are submitted for reference.				
D2	Recorded Maintenance Covenant and Agreement for Green Street improvements are included on the plans.				
CITY TRANSIT FURNITURE (TRANSIT SHELTERS AND BUS BENCHES)					
	Item	Applicant		City Staff	
		OK	N/A	MET	INCOMPLETE
E1	Civil and Landscape plans that include City transit furniture (bus benches and transit shelters) affected by proposed improvements are submitted to StreetsLA for review. This includes bus stop amenities, such as trash receptacles and Public Amenity Kiosks (PAKs)				
E2	Location of trees/other obstructions adjacent to bus benches are arranged per the City Transit Furniture Program Layout . NOTE: Contact Sidewalk and Transit Amenities Program (STAP) for further layout information, stap@lacity.org.				

Accepted for Upload to ePlan LA
Upload this form with plans for StreetsLA

