



**CITY OF PALM DESERT**

**DEPARTMENT OF DEVELOPMENT SERVICES**

73510 Fred Waring Drive, Palm Desert, California 92260

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**LANDSCAPE CERTIFICATE OF COMPLETION**

Submit this completed Landscape Certificate of Completion Form, along with a signed Applicant-Property Owner Signature Form, and any applicable Supplemental Requirements Handout.

**A. PROJECT INFORMATION**

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Tract No. and/or APN: \_\_\_\_\_

Site Address/Location: \_\_\_\_\_

**B. APPLICANT CONTACT INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**C. PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**D. APPLICANT CERTIFICATION**

I certify that I have read this completion packet in its entirety and understand the City's completion process and its requirements. I further certify that each item submitted as part of this form is consistent with the minimum required contents as described in the completion checklist. I understand and agree, if during the review process, it is determined the information does not strictly meet such standards or contains errors or omissions, clarification and/or supplemental information may be required and the preparation of such information may be considered, in the Development Services Director's or his/her designee's judgment, an unreasonable delay and will result in a suspension of processing time limits as may apply pursuant to Chapter 24.04 of the Palm Desert Municipal Code.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## E. OWNER CERTIFICATION / AUTHORIZED AGENT

I certify that under the penalty of the laws of the State of California that I am the owner of the property that is the subject matter of this Landscape Certificate of Completion, and I am authorizing and hereby do consent to the filing of this form and acknowledge that the final approval by the City of Palm Desert, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property.

I hereby acknowledge that it is my ongoing responsibility to maintain the landscape and irrigation system in compliance with the approved plans. Failure to comply will result in the necessary enforcement action(s) as may apply pursuant to Chapter 24.04.140 of the Palm Desert Municipal Code.

**Owner/Authorized Agent Signature\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

- ☐ Check this box if there are additional persons or entities who have an ownership interest in the subject property or properties that comprise this Application and complete additional property owner sheets.

*\*An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner. Any off-site work identified on the plans must be accompanied by a statement of authorization with a notarized signature of the subject property owner.*

## F. CERTIFICATE OF INSTALLATION

*To be signed by the signer of the Landscape Design Plan or the Irrigation Design Plan or by the licensed landscape contractor.*

I certify that based upon the periodic site observations, the work has been completed in accordance with CVWD Ordinance 1302.1 and that the landscape planting and irrigation installation conform with the criteria and specifications of the Landscape Documentation Package approved by CVWD. As-built drawings have been provided to document any major modifications of the approved Landscape Documentation Package. All significant changes made during construction comply with the ordinance.

*If major modifications were made in construction from submitted plans, attach record drawings (as-builts).*

- ☐ No major modifications
- ☐ As-builts attached, including a revised Water Efficient Landscape Worksheet.

**Contractor/Professional Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**License Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**LANDSCAPE COMPLETION REQUIREMENTS**

The following checklist is intended to provide the necessary requirements to facilitate the processing of a Landscape Certificate of Completion form. Cooperation with these requirements will ensure that the completion form can be processed in the most expeditious manner possible.

<b>LANDSCAPE COMPLETION CHECKLIST (COMPLETED BY APPLICANT AND VERIFIED BY STAFF AT INSPECTION)</b>					
<b>Applicant Initials</b>	<b>Staff Initials</b>	<b>Each item listed below is required for submittal unless a waiver is granted by City Planning Staff. Any waiver must be confirmed by initialing the form by the staff person granting the waiver.</b>	<b>No. of Physical Copies</b>	<b>Electronic Submittal</b>	<b>Waiver Granted (Staff Initials)</b>
<b>APPROVED AND INSTALLED PLAN SET</b>					
		Index Sheet		1	
		Site Plan		1	
		Construction Plan		1	
		Landscape Plan – CVWD approved		1	
		Irrigation Schedule – CVWD approved		1	
		Soil Management Report		1	
		Maintenance Schedule		1	
<b>SUPPLEMENTAL REQUIREMENTS (IF APPLICABLE)</b>					
		Operations Plan		1	
		Revocable License Agreement		1	
		Insurance		1	

The complete Landscape Documentation Package shall conform with all the requirements outlined in Chapter 24.04 of the Palm Desert Municipal Code: [Water-Efficient Landscape](#).