



City of San Jacinto

Landscape Design Guidelines

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Prepared for the City of San Jacinto by:

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City of San Jacinto Landscape Standards Manual

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PART ONE: GENERAL LANDSCAPE DESIGN GUIDELINES

1.1.0 INTRODUCTION

The landscape guidelines are set forth in this document to establish standards for the design and development of landscape within the City for all project types. The guidelines specifically set forth direction for the following project types:

- a. Streetscapes
 - Entries and entry monuments
 - Medians and parkways
 - Adjacent Slopes
- b. Park and Recreation Facilities
 - Pocket parks
 - Neighborhood parks
 - Municipal parks
 - Sports parks
- c. Open Space / Park
 - Detention basins
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 - Trails
 - Preservation areas
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 - Other
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 - Typical Front Yard
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- f. Commercial / Retail
- g. Industrial
- h. Walls and fences
- i. Slope landscaping
- j. Fire fuel area landscaping
- k. Others as determined by the City.

1.2.0 PLAN FORMAT

1.2.1 Preliminary Design Submittal

- a. A preliminary landscape design shall be prepared and submitted to the City for the following project types:
 - Parks and Open Space Areas
 - Path and trails
 - LMD/CFD Street Landscapes

- LMD/CFD Slope Landscapes
 - Detention and retention basins
 - Residential Project Entry Walls, Features and Landscaping
 - Commercial and industrial project landscapes
 - Other project types as determined by the City
- b. The Preliminary Landscape Plans shall be prepared at a scale of 1"=10', 1"=20', 1"=30 or 1"=40'. Preliminary plans may be prepared at 24" x 36" or 30" x 42". Preliminary landscape plans shall include the following items as applicable to the project:
- Parking, including ADA parking spaces
 - Trash enclosures
 - Shopping cart collection areas
 - Parking Lot tree islands and tree wells
 - Outdoor dining areas
 - Loading/unloading areas and landscape screening
 - Drive-through lanes and screening
 - Parking lot screening
 - Pedestrian access routes through parking lots
 - Accent paving areas
 - Signage locations
 - Signage elevations
 - Approximate light standard locations
 - Restroom and maintenance buildings
 - Picnic Structure or Group Structure
 - Playground
 - Basketball Court
 - Sport Fields
 - Walks/Paths
 - Playground Shade Area
 - Benches
 - Drinking Fountain(s)
 - Bike rack
 - Dugouts
 - Picnic Tables
 - Slope planting areas
 - Fuel modification zones
 - Turf areas
 - Planting areas
 - Tree locations
 - Walls and fencing
- c. Preliminary landscape plans will have differing requirements as pertinent to the project type. The plan requirements for the varying project types are listed as follows:

Parks

- Show the location of site amenities and features as required by Part Three of these guidelines.
- Show all ADA accessibility points and features such as ramps, tables, restrooms, benches, and other items as may be required.
- Label all landscape elements.
- Provide a list of trees and other plant materials proposed. Indicate the installation size of the plant materials and proposed spacing.
- Plant materials must be listed by both botanical name and common name. Indicate the proposed container size. For shrubs and groundcover, indicate the plant spacing.
- Define pathways and material.
- Show walls and fencing.
- Indicate trash enclosure.
- Provide field dimensions.
- Show turf areas.
- Provide playground enlargement.
- Show drainage elements.
- When applicable, show lighting.
- Indicate utilities and utility easements.

Open Space / Paths & Trails

- Show the location of site amenities and features as required by Part Three of these guidelines.
- Show all ADA accessibility points and features such as ramps, tables, restrooms, benches, and other items as may be required.
- Label all landscape elements.
- Provide a list of trees and other plant materials proposed. Indicate the installation size of the plant materials and proposed spacing. For open space areas, the use of native plant materials and water wise plant materials is encouraged.
- Plant materials must be listed by both botanical name and common name. Indicate the proposed container size. For shrubs and groundcover, indicate the plant spacing.
- Define pathways and material.
- Show walls and fencing.
- Indicated trash enclosure.
- Provide playground enlargement (when required).
- Show site drainage flow.
- When applicable show lighting.
- Indicate utilities and utility easements.

CFD / LMD or HOA STREETSCAPES

- Using the street tree master plan (see Appendix One) show the spacing and placing of street trees.
- Indicate shrub, groundcover and turf areas.

- Indicate the total square footage of the landscape area, indicate the square footage of turf and provide a percent of turf amount.
- Show walks / paths. Define the walk / path material and width
- Provide a list of trees and other plant materials proposed. Indicate the installation size of the plant materials and proposed spacing.
- Plant materials must be listed by both botanical name and common name. Indicate the proposed container size. For shrubs and groundcover, indicate the plant spacing.
- Define pathways and material.
- Define inert groundcover materials.
- Show adjacent walls and/or fencing. Provide sections and elevations of all proposed walls and fencing.
- Show bench, streetlight, and utility locations.
- When applicable, show slopes within the parkway and those which are adjacent to the parkway.

CFD / LMD or HOA SLOPES

- Indicate shrub, groundcover, and tree planting.
- When the slope abuts or is adjacent to a street, show the slope on the street landscaping plan.
- When the slope is adjacent to a park, show the slope as part of the park plans.
- Provide a list of trees and other plant materials proposed. Indicate the installation size of the plant materials and proposed spacing.
- Plant materials must be listed by both botanical name and common name. Indicate the proposed container size. For shrubs and groundcover, indicate the plant spacing.
- Define inert groundcover materials.
- Show adjacent walls and or fencing.
- Show drainage structures.

Commercial

- Show all ADA accessibility points and features such as ramps and other items as may be required.
- Label all landscape elements.
- Provide a list of trees and other plant materials proposed. Indicate the installation size of the plant materials and proposed spacing.
- Plant materials must be listed by both botanical name and common name. Indicate the proposed container size. For shrubs and groundcover, indicate the plant spacing.
- Show how parking areas, drive through lanes, loading / unloading areas, and trash enclosures will be screened by plant materials and walls (when required).
- Show street landscape as defined by Appendix One.
- Show parking lot shade trees.
- Provide a summary of the number of parking stalls and number of shade trees provided in the parking area.

- Show turf areas.
- Show drainage elements.
- Show lighting.
- Indicate utility easements.

Industrial

- Show all ADA accessibility points and features such as ramps and other items as may be required.
 - Label all landscape elements.
 - Provide a list of trees and other plant materials proposed. Indicate the installation size of the plant materials and proposed spacing.
 - Plant materials must be listed by both botanical name and common name. Indicate the proposed container size. For shrubs and groundcover, indicate the plant spacing.
 - Show how materials and equipment storage areas will be screened with fences and/or walls and plant materials.
 - Show street landscape incorporated per Appendix One.
 - Show parking lot shade trees.
 - Provide a summary of the number of parking stalls and number of shade trees provided in the parking area.
 - Show turf areas.
 - Show drainage elements.
 - Show lighting.
 - Indicate utility easements.
- d. In addition to the Preliminary Plan, the applicant shall provide the following information and/or submittals:
- Elevations of walls and fences.
 - Elevations of proposed structures.
 - Material and color boards for wall and fence and outdoor structure materials.
- e. Two copies of the preliminary plan package shall be submitted to the City.

1.2.2 Construction Document Drawings

- a. All construction drawings submitted to the City shall comply with the standards outlined in this document. Drawings must be prepared under the supervision of a State of California licensed landscape architect. All construction drawings must be wet signed by the landscape architect for submittal. Construction document plans shall be completed to comply with the following standards:
1. All drawings must be submitted to San Jacinto for plan approval. Drawings must comply with all of San Jacinto's Landscape standards.

2. Working drawings for streetscapes must be no larger than 24" x 36" in size. Parks and open space areas may draw at a sheet size no greater than 30" x 42" in size.
3. Drawing scale for construction drawings for CFD/LMD landscape plans shall be prepared at 1"=20'-0". Park plans shall be prepared at 1"=20'-0" scale. Slope mitigation and erosion control plans shall not exceed 1"=30'-0" scale. Wall and fence plans shall be prepared at 1"=30'-0" scale. Commercial and Industrial landscape projects shall be prepared at 1"=20'-0" scale. Residential front yard plans, model home landscape plans, and project entry plans may be prepared at 1"=20'-0" scale. Playground plans shall be shown at 1" = 10'-0'. For all scaled drawings, provide a graphic scale. When match-lines are used, they must be clearly shown. When multiple sheets are required, a sheet key must be provided on each sheet.
4. Multiple street sections may be shown on the same sheet.
5. Drawing Title blocks shall include the following:
 - a. Project name
 - b. Owner/Developer name, address, telephone number, fax number, and contact person
 - c. Landscape architect's name, address, telephone number, fax number, and name of person drawn by.
 - d. Landscape architect's seal signed and dated on each sheet.
 - e. Project street address, location, and tract number.
 - f. Each sheet shall have a City approval signature block. The signature block shall be placed in the lower right hand corner of the sheet.
 - g. Hold harmless clause (all sheets).
 - h. Dig alert.
 - i. Date of drawings.
 - j. Revision block (update for every submittal).
 - k. Sheet number block (indicating sheet ___ of ___).
 - l. San Jacinto approval on all sheets-lower right corner (See Exhibit "A").
6. Title sheets shall include:
 - a. Vicinity maps, index maps.
 - b. Contents with sheet description and sheet numbers.
 - c. San Jacinto LLPD square footage.
 - d. Applicable utility company names and telephone numbers
 - e. Reduced plan indicating San Jacinto LLPD area.
 - f. Note to read, "All work must conform to San Jacinto standard landscape specifications".
 - g. List of required city inspections.

1.2.3 Specific Drawing Requirements

1. Construction/Layout Plan:

- a. Construction/Layout Plans & Details.
- b. San Jacinto specifications must be incorporated into drawing sheet or issued as an exhibit with drawings.
- c. City standard details are to be used. If it is necessary to include a detail which is not a standard city detail, the detail is subject to the review correction and approval of the City Landscape Architect.
- d. A construction layout plant shall be provided for all park, open space, LMD/CFD projects where hardscape and/or structural elements occur.
- e. A Schedule of Site Furnishings and Construction items shall be provided. The schedule shall specify the type of item, manufacturer, model number, source, color, texture, and finish. The schedule shall also cross reference the construction and sheet number.
- f. All site elements shall be dimensioned including site structures, walls, hardscape features, major site furnishings, and other elements.

2. Playground Plan:

- a. An IPEMA certified playground layout plan shall be provided to the City for review. The playground layout plan shall be prepared at a scale of 1" = 10'-0". The playground play shall clearly identify play element placement. A list of the play components shall be provided on the plan. The play shall also identify the playground color scheme.
- b. For parks that are 4 acres or smaller, a single multiple activity play structure may be used. This structure should include activity elements for children ranging from pre-school to elementary age. Within the single unit activities shall be groups relative to the intended skill level. When a park is larger than 4 acres, the playground design shall incorporate two independent play structures with age appropriate activities. Where multiple play units are used, one structure shall provide skill level activities for pre-school age children to children in the early grades of elementary school. A second structure shall have play activities appropriate for elementary age children from the 3rd grade through the 6th grade. The play areas shall be independent of each other but be close enough to allow interaction of the children using them.
- c. In addition to the play structures, a swing element shall be incorporated into the design. The swing set shall have a

minimum of four swings, two of which shall have tot seats. The play area may, and is encouraged to, have other independent play elements such as spring toys, climbing structures, or other elements as approved by the City,

- d. For parks or open space that is 3 acres in size or less, one adult seating area shall be provided at the play area. For parks or open space larger than 3 acres in size, two seating or picnic tables or combination of seating and picnic tables shall be provided adjacent to the play area. In addition to the benches, seat walls shall be incorporated into the playground seating area. Trees shall be placed in a manner adjacent to the playground play area and seating / picnic area as to provide shade. Tree planters shall be placed in raised planters at the perimeter of the play area. Perimeter planters shall not intrude into the fall safety zone of play equipment. Play structures shall have roof structures to help with playground shading. Play equipment shall be oriented in a way to maximize shading of slides.
- e. When possible, while maintaining ADA compliance, play area may be tiered. Elementary age skills structures may be placed on one tier while pre-school skill structures may be placed on another, swings and/or other free standing activities may be on yet another tier.

3. Structure/Restroom Plans:

- a. Plans for restrooms and structures shall be provided when required.
- b. Drawings shall be inclusive of plan view, elevations, sections, and details
- c. Structural calculations and specifications shall be provided.
- d. A materials and finishes schedule shall be provided.
- e. Materials boards shall be submitted with the drawings and calculations.

5. Irrigation Plans:

- a. Plans shall be prepared at 1"=10'-0" or 1"=20'-0" or 1"=30'-0" scale.
- b. Plans shall clearly show irrigation heads or emitters, irrigation lines, valves, sensors, controllers, points of connection, and all components locations.
- c. Pipe sizes shall be shown.
- d. It shall be noted that the location of valves, the mainline, and equipment is shown diagrammatically. Provide a definition of equipment placement and line routing compliant with the standard specifications.

- e. Valve gpm demand, size, and controller sequence shall be provided for each valve.
- f. The irrigation water meter location shall be shown.
- g. An irrigation point of connection note shall be provided for each point of connection. The note shall indicate the available static water pressure at the proposed or existing point of connection. Define the size of the proposed water meter and backflow device. The POC note shall indicate the maximum valve demand, design water pressure, and irrigation water-providing agency.
- h. An irrigation legend which conforms to the City standard legend format and which includes City approved irrigation equipment shall be provided on the irrigation plan. If multiple sheets are prepared, the irrigation legend shall be placed in the first sheet of irrigation in the series.
- i. All sensors shall be noted and defined.
- j. A diagram of the irrigation point of connection shall be provided.
- k. A pressure loss calculation for each point of connection that is reflective of the worst-case valve scenario shall be provided.
- l. All necessary notes shall be included.
- m. For systems that utilize more than one controller and/or have more than twelve irrigation valves, a watering window schedule shall be provided.

7. Planting Plans.

- a. San Jacinto standard details must be incorporated into drawing sheets.
- b. Plant materials shall be selected from the City Master Plant List.
- c. Plant material quantities must be in accordance with San Jacinto's plant material guidelines.
- d. Planting plan must include a legend which specifies each plant used by botanic and common name, quantity, size, spacing, and corresponding planting detail number or letter and sheet number.
 - a. Each plant material specified must have an individual symbol on plan and be indicated on legend.
 - b. It is the intent of San Jacinto to conserve water wherever and however possible. San Jacinto encourages the use of drought tolerant plant material and low-volume irrigation whenever possible.
 - c. Trees shall be shown at two-thirds of their mature size. Each tree symbol shall be distinctive. When shrubs and groundcover are shown below trees, all symbols shall be clear and legible.

- d. Each shrub and groundcover shall have a distinctive symbol. Shrubs and groundcovers may be shown by symbol or cross-hatching. The shrub container and spacing shall be shown or noted in the legend.
- e. Provide approved groundcover throughout all planters with rooted cuttings at appropriate approved spacing.
- f. Refer to the 'Parkway and Median Master for street tree planting themes. Prepare landscape drawing to incorporate the parkway and median landscape theme. The plans shall be prepared to include the designated plant sizes and spacing.
- g. Design plants and ground covers to be in groupings of free-flowing patterns with variations in color, texture, and height. Plants must be positioned so that the tallest are positioned behind smaller material. Formal, linear patterns are discouraged.
- h. A note defining soil preparation and soil amendments recommendations shall be provided on the first sheet on the planting plans.

7. Electrical Plans:

When determined necessary by the City, electrical plans shall be prepared by a licensed electrical engineer and provided.

8. Grading Plans:

For parks and open space rough grading, precise grading and utility plans shall be prepared by a Civil Engineer in accordance with Public Works Standards. All parks and open space drawings submittals must include a rough and precise grading plan.

1.3.0 Plan Submittal Procedures

- a. The applicant owner/developer with properties considered for San Jacinto dedication will need to submit the following:
 - i. A letter of request signed by owner/developer
 - ii. One copy of original deed to property or parcel, or easement documents
 - iii. One site plan (8 1/2" x 11") or, on the required title sheet, identify all properties to be deeded over to San Jacinto.
 - iv. Finished landscape planting and irrigation plans with specifications. Two (2) sets of plans are required for review of compliance to design guidelines.
 - v. One (1) copy of construction plans approved by the City of San Jacinto, when necessary.

- vi. An application deposit which covers applicable administrative fees, plan check fees, and inspection fees.
- vii. Address all plans submitted to:
 - City of San Jacinto
 - 201 Main Street
 - San Jacinto, CA 92583
- viii. Allow 2 to 4 weeks for initial landscape plan.
- ix. All plans will be reviewed by the landscape supervisor for consistency, accuracy, clarity, and conformity to the San Jacinto standard specifications, details, and design guidelines before approval is given. Plans requiring corrections and/or found incomplete must be resubmitted for approval. A letter of explanation listing required corrections will be sent to the landscape architect.
- x. San Jacinto will distribute all submittals to and from the appropriate landscape supervisor.
- xi. All plans will be processed in the order received, on a first-come, first-served basis.
- xii. Upon request, the owner, developer, or architect of the project must submit street improvement, grading, and/or storm control plans for review.
- xiii. Developer or architect of the project must submit fence and wall plans to San Jacinto for review.
- xiv. Restroom and maintenance buildings must be submitted to San Jacinto for layout and design prior to submitting to City of San Jacinto. Restroom and maintenance buildings must meet San Jacinto's standard criteria.

1.4.0 Additional Requirements

- a. Developer is required to pay park fees on all residential units. For those park areas that are less than 4 acres in size and/or encumbered by drainage facilities or used for retention purposes, credit against park fees shall only be for the those physical improvements installed, including play equipment, picnic shelters, barbecues, drinking fountains, restroom buildings, ball diamonds, sports fields, backstops, play field lighting, basketball courts, and the like. No credit shall be provided for landscaping, turf, and irrigation installations. For those park areas that are 4 acres or more and not encumbered by drainage facilities or used for retention purposes, credit may be given against park fees for the value of the land and all improvements including landscaping and irrigation.
- b. The developer must form or annex to the appropriate landscape maintenance district to fund the maintenance of streetscapes, parks, and detention basins.
- c. The City of San Jacinto must approve all plans for landscape maintenance areas, including but not limited to entries, parks,

detention basins, walls, irrigation materials, plants, etc., prior to installation of any materials or plants. Plan requirements, specifications, and details are available through the City Planning Department by calling the City of San Jacinto at (951) 487-7330.

- d. Prior to installation, all fence and wall plans must first be approved by the City of San Jacinto and all materials used must conform to City's standards
- e. If the development includes a park within the LLPD, the park plan (including restroom/maintenance buildings) must first be approved by the City of San Jacinto to check for conformance with City's standards for amenities. Park land must be usable land, not drainage basins, ditches, or retention basins. City's logo and name must appear on all park signage. Plans must also be approved by all other governing agencies as set forth by the County of Riverside.
- f. Any proposed tot-lot needs to be visible from the street. Experience has shown that mini park areas located behind homes invite problems, i.e., hang-out areas for teens.

1.5.0 Approval Process

- a. Once approval has been granted, the architect must submit Mylar's and three (3) copies of landscape drawings for signature. San Jacinto will retain two (2) sets. One (1) set will be stamped "Approved Construction Plans". This set must be available during pre-construction conference and must remain at the job site at all times. After approved plans have been distributed to all applicable contractors, the owner/developer may proceed with a pre-construction conference.
- b. Owner/developer must also submit required plans to the City of San Jacinto. Owner/developer may not begin work until an encroachment permit has been issued.
- c. No installation construction may begin without a pre-construction conference. The owner/developer must notify San Jacinto, the landscape architect, and landscape contractor seven (7) days in advance to schedule the pre-construction conference. The following parties must be present at the pre-construction conference:
 - City Planner
 - City Engineer
 - City Landscape Architect
 - Project Landscape Architect (if requested)
 - Owner/Developer
 - Landscape Contractor
- d. The developer must provide the following at the pre-construction conference:
 - Copy of encroachment permit
 - Project superintendent and contact information

- List of subcontractors with contact information
 - Project schedule with projected turn-over date
- a. The landscape subcontractor shall provide submittals per specifications at the pre-construction conference as listed but not limited to the following:
- Soil laboratory recommendation for amendment
 - Bark sample(s)
 - Manufacturer's cut sheets (irrigation equipment) and site furnishings
 - Photos and specifications for tagged plant material (trees 24" box or larger)
- b. Contractor is responsible for notifying the San Jacinto supervisor in advance for all inspections. See the inspection schedule.
- c. No underground work shall be covered until the work has been inspected and approved. Any work covered without inspection must be uncovered and inspected at the cost of the contractor covering said work.
- d. The listed inspections in no case relieve the owner/developer and/or architect of liability that may be incurred.
- e. No final inspection will be performed until as-built drawings are complete and approved.
- f. Upon completion of all required inspections, after the project is in compliance with all San Jacinto standard specifications and project has been maintained to an acceptable condition, a letter of acceptance will be sent to the owner/developer. Upon acceptance, San Jacinto will submit applicable legal information to the County Recorders Office to commence the transfer process.
- g. Owner/developer shall be responsible for the project until the project deed or easement has been recorded to San Jacinto. Questions regarding turn-over should be forwarded to City of San Jacinto Planning Department.
- h. All approved plans over six (6) months old are subject to re-submittal to ensure that drawings are per current standards.
- i. The attached exhibits must be incorporated on drawings: