



Community Development and Sustainability Department

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MWELO CERTIFICATE OF COMPLETION

This certificate is filled out by the project applicant upon completion of the landscape project.

PART 1. PROJECT INFORMATION SHEET

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

Project Address and Location:

Street Address	Parcel, tract or lot number, if available.	
City	Latitude/Longitude (optional)	
State	Zip Code	

Property Owner or his/her designee:

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

Property Owner

"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

PART 2. CERTIFICATION OF INSTALLATION
ACCORDING TO THE LANDSCAPE DOCUMENTATION PACKAGE

“I/we certify that based upon periodic site observations, the work has been substantially completed in accordance with the ordinance and that the landscape planting and irrigation installation conform with the criteria and specifications of the approved Landscape Documentation Package.”

Signature*	Date	
Name (print)	Telephone No.	
	Fax No.	
Title	Email Address	
License No. or Certification No.		
Company	Street Address	
City	State	Zip Code

*Signer of the landscape design plan, signer of the irrigation plan, or a licensed landscape contractor.

PART 3. IRRIGATION SCHEDULING

- Attach parameters for setting the irrigation schedule on controller.

PART 4. SCHEDULE OF LANDSCAPE AND IRRIGATION MAINTENANCE

- Attach schedule of Landscape and Irrigation Maintenance.

PART 5. LANDSCAPE IRRIGATION AUDIT REPORT

- Attach Landscape Irrigation Audit Report.

PART 6. SOIL MANAGEMENT REPORT

- Attach soil management report, if not previously submitted with the Landscape Documentation Package.
- Attach documentation verifying implementation of recommendations from soil management report.

For Office Use Only:

Application/Permit No.	Received by:	Reviewed By:
	Received Date:	Approved Date: