



# **100% Completion Review Checklist** **for Construction Documents**

**City of Sacramento**  
**Department of Parks and Recreation**  
**Landscape Architecture Section**

## **Title Sheet (Cover Sheet)**

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- Use Landscape Architecture Section Title Sheet.
- City of Sacramento, Department of Park and Recreation, Landscape Architecture Section and City of Sacramento Logo.
- Park Project Name and Project Number.
- Project Address and Cross Street
- Vicinity Map and Project Location Map with proper scale and north arrow orientations.
- Sheet Index by Title and Sheet Number (C=Title Sheet(Cover Sheet), L1=Demolition Plan, L2=Grading and Drainage Plan, E1=Electrical Plan, etc.)
- Consultant/Subconsultant(s) Names, Addresses and Phone Numbers
- Professional Stamp with Name, License Number and Expiration Date clearly marked.
- Signature Block with space for the following signatures: Director of the Department of Parks and Recreation, and the Senior Landscape Architect.
- General Notes

## **All Drawing Sheets**

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- Use Landscape Architecture Section Title Block.
- Park Project Name and Drawing Title (on side title block)
- North Arrow and Bar Scale
- Prime Consultant's Name, Address and Phone Number (on appropriate sheets)
- Sub Consultants Name, Address and Phone Number (on appropriate sheets)
- State License Stamp (with name and license number of licensed individuals and wet signature)
- Graphic Legend to drawing symbols (on appropriate sheets)

## **Demolition Plan**

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- Demolition Notes and Legend
- Limit-of-work lines
- Location and size dimensions of existing improvements\_\_\_\_
- Detail keys\_\_\_\_
- Specifications references\_\_\_\_
- Drawing cross-references\_\_\_\_
- Temporary Construction Fencing is shown.
- Limits of Construction

## **General Reference Data:**

- Property address: Street\_\_\_\_ City\_\_\_\_ State\_\_\_\_
- Property legal description: Lot\_\_\_\_ Block\_\_\_\_ Tract\_\_\_\_ Subdivision\_\_\_\_
- Assessors Parcel Number
- Surveyor's name\_\_\_\_ Address\_\_\_\_ Phone number\_\_\_\_
- Survey Date, Field book number

## Demolition & Repair:

- [ ] Existing fences & walls: Which to remain\_\_\_ Which to repair\_\_\_ Which to remove\_\_\_ (all should be labeled one way or another) Materials\_\_\_ Height\_\_\_
- [ ] Existing structures: Which to remain\_\_\_ Which to repair\_\_\_ Which to remove\_\_\_ (all should be labeled one way or another)
- [ ] Existing paving, walks, steps, and curbs: Which to remain\_\_\_ Which to repair\_\_\_ Which to remove\_\_\_ (all should be labeled one way or another) Dimensions\_\_\_ Materials\_\_\_ Spot elevations\_\_\_
- [ ] Existing trees, shrubs, and undergrowth: Which to remain\_\_\_ Which to repair\_\_\_ Which to remove\_\_\_ (all should be labeled one way or another) Show approx. drip line\_\_\_ Trunk elevation\_\_\_
- [ ] Clearing & Grubbing: Areas for clearing and grubbing\_\_\_ Existing debris to be removed\_\_\_ Stumps to be removed\_\_\_

## Property Data:

- [ ] Property boundary lines\_\_\_
- [ ] Monument(s)\_\_\_ Benchmark(s)\_\_\_ Reference point(s)\_\_\_ Stakes\_\_\_ Reference datum\_\_\_
- [ ] Existing Contours (dashed and shaded) and New Contour lines (shown solid) with grade elevations at 1-foot intervals
- [ ] On-site and adjacent easements\_\_\_ Right-of-ways\_\_\_ (identified and dimensioned)
- [ ] Adjacent streets/roads: Names\_\_\_ Width dimensions\_\_\_ Centerline elevations\_\_\_ Edge of Pavement elevation\_\_\_
- [ ] Storm drains: Mains\_\_\_ Drain inlets\_\_\_ Slope direction & elevation points\_\_\_ Invert elevations\_\_\_
- [ ] Sewer: Mains\_\_\_ Sewer manholes\_\_\_ Manhole elevations\_\_\_ Invert elevations\_\_\_ Direction of flow\_\_\_ Clean-outs\_\_\_ Sewer Stub\_\_\_
- [ ] Gas, Electric, Phone, Cable: Manholes\_\_\_ Vaults\_\_\_ Meter boxes\_\_\_ Power poles\_\_\_
- [ ] Water: Existing meter\_\_\_ Meter size\_\_\_(if needed) Backflow Preventer\_\_\_
- [ ] Existing Miscellaneous Items: Traffic lights\_\_\_ Street Lights\_\_\_ Signs\_\_\_ Fire Hydrant\_\_\_
- [ ] Existing on-site drainage structures: Drain inlets\_\_\_ Culverts\_\_\_ Rip-rap\_\_\_ Manholes\_\_\_
- [ ] Existing Water features: Ponds\_\_\_ Creeks\_\_\_ Steams\_\_\_ Overflow areas\_\_\_ Wetlands\_\_\_

## Grading & Drainage Plan

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- [ ] Cut and fill calculations and drainage calculations are provided and addressed on plans.
- [ ] Grading design complies with Park Design Guidelines.
- [ ] Grading and Drainage Notes and Legend
- [ ] Play field and courts are graded per City of Sacramento, Park Design Guidelines.
- [ ] Adequate level space provided at play fields for spectators.
- [ ] Walkways comply with ADA.

- [ ] Slopes no greater than 4:1 (Run:Rise)
- [ ] Existing site contours\_\_\_ (should be shown as dashed line) New site contours\_\_\_ (should be shown as solid line) New finish spot grades\_\_\_ Existing street spot elevations (show shaded)
- [ ] New fill: Note required soil compaction
- [ ] Cut and fill calculations with support documents\_\_\_
- [ ] New buildings & related structures: Overall exterior wall dimensions\_\_\_ Dimensions to property lines\_\_\_ Future buildings/additions outline (if known)\_\_\_ Finish floor elevations\_\_\_ Grade slope at building line\_\_\_
- [ ] Retaining walls or wells for existing trees affected by changes in finish grade: Material\_\_\_ Dimensions\_\_\_ Elevations\_\_\_ Notes\_\_\_ Detail key\_\_\_
- [ ] New fences, gates, and walls: Materials\_\_\_ Heights\_\_\_ Dimensions\_\_\_ Footing lines\_\_\_ Drains\_\_\_ Detail Key\_\_\_
- [ ] New surface and subsurface drainage: Materials\_\_\_ Sizes\_\_\_ Slopes\_\_\_ Depths\_\_\_ Flow direction\_\_\_ Invert elevations\_\_\_ Rim elevations\_\_\_ New rip-rap\_\_\_ Culverts\_\_\_ Head walls\_\_\_
- [ ] Dry wells: Sizes\_\_\_ Depths\_\_\_
- [ ] Building perimeter drains: Rain-drain tie-ins\_\_\_ Tie-in to sewer of storm drain\_\_\_

### **Storm Water Pollution Prevention Plan (required on sites over 5 acres)**

- [ ] Standard City Erosion and Sediment Control Notes
- [ ] Erosion Control Details: Storm Drain Inlet Filter\_\_\_ Filter Barrier\_\_\_ Stabilized Construction Entrance\_\_\_
- [ ] Erosion Control Legend

### **Layout Plan**

- [ ] Layout complies with Park Design Guidelines.
- [ ] Proposal of unique construction materials and deferred submittal items are clearly shown.
- [ ] Layout of improvements does not cause unsafe conditions or conflicts with adjacent uses.
- [ ] Labeling of all elements on the plan: Pavement types\_\_\_ Trash receptacles\_\_\_ Lights\_\_\_ Bicycle racks\_\_\_ Shade structures\_\_\_ Benches\_\_\_ Picnic tables\_\_\_ Grills\_\_\_ Play equipment\_\_\_ Kiosks\_\_\_ Sign(s)\_\_\_ Trash receptacle(s)\_\_\_ Storage areas\_\_\_ Sports fields\_\_\_ Drinking fountain w/ jug filter\_\_\_ Portable Soccer Goals\_\_\_ Volleyball Court\_\_\_ Baseball backs stop\_\_\_ post/net\_\_\_
- [ ] Layout Notes and Graphic Legend
- [ ] Layout Key with notes to identify site elements: Manufacturer\_\_\_ Model No.\_\_\_ Quantity\_\_\_ Color\_\_\_ Finish\_\_\_ Extra parts\_\_\_ Special tools Representative's Name & Phone No. \_\_\_
- [ ] Accurate dimensions: Paving widths\_\_\_ Off-sets\_\_\_ Radii\_\_\_
- [ ] Benches: 8' Preferred Size\_\_\_ Adequate number\_\_\_ Location\_\_\_ Durability\_\_\_ Anchoring\_\_\_ Shaded\_\_\_ Conversation Area Groupings\_\_\_

- [ ] Picnic Tables: 8' Preferred Size \_\_\_ Adequate number \_\_\_ Location \_\_\_ Durability \_\_\_  
Anchoring \_\_\_ Shaded \_\_\_ Groupings \_\_\_ Some Accessible
- [ ] Grills: Adequate number \_\_\_ Group Grill \_\_\_ Small Grill \_\_\_ Location(s) \_\_\_  
Anchoring \_\_\_ Park Preferred Make \_\_\_  
Some Accessible \_\_\_
- [ ] Trash receptacles: Adequate number \_\_\_ Location(s) \_\_\_ Lid type \_\_\_ Liners \_\_\_  
Anchoring \_\_\_
- [ ] Drinking fountains: Park Preferred Make \_\_\_ Jug filler \_\_\_  
Location of shut-off valves \_\_\_ Drainage \_\_\_
- [ ] Park name sign: Materials \_\_\_ Location \_\_\_ Visibility \_\_\_ Details reference: \_\_\_
- [ ] Light standards: Location of poles \_\_\_ Pole type & height \_\_\_ Light Fixture \_\_\_  
Luminare type and wattage(s) \_\_\_ Footing details \_\_\_ Electrical receptacles in pole  
base \_\_\_
- [ ] Restroom Building \_\_\_ Future restroom pad \_\_\_ Sewer Stub \_\_\_ Water Stub \_\_\_  
Electrical Service \_\_\_ Lighting \_\_\_
- [ ] New public curbs \_\_\_ New driveway entries \_\_\_ 9" Concrete mowstrips \_\_\_  
Raised planter curbs \_\_\_
- [ ] Driveways: Materials \_\_\_ Dimensions \_\_\_ Centerlines elevations \_\_\_
- [ ] Driveway and parking areas: Slopes \_\_\_ Drainage \_\_\_
- [ ] Parking areas: Located a minimum of 10' form walls and other structures \_\_\_  
Dimensions \_\_\_  
Located outside dripline of existing trees \_\_\_ Conforms to city shade tree ordinance \_\_\_
- [ ] Restricted access: Lockable, fold-down bollards \_\_\_ permanent bollards \_\_\_  
Pipe gates \_\_\_
- [ ] Parking lots: Striping \_\_\_ Traffic-control lines or markers \_\_\_ Traffic-control curbs \_\_\_
- [ ] Handicap parking spaces: Required spaces \_\_\_ Adequate width \_\_\_ Ramps \_\_\_  
Signage \_\_\_
- [ ] All walkways: Materials \_\_\_ Thickness for use \_\_\_ Dimensions \_\_\_ Direction of  
slopes \_\_\_  
Minimum/ Maximum Slope \_\_\_ Sleeving for irrigation and electrical \_\_\_ Non-skid  
surface finish \_\_\_ Drainage at low points \_\_\_ Maintenance vehicle access (where  
necessary) \_\_\_
- [ ] New steps/ ramps: Materials \_\_\_ Dimensions \_\_\_ Elevations \_\_\_  
Direction of slopes \_\_\_  
ADA standards \_\_\_ Riser number and heights \_\_\_ Handrails \_\_\_ Tactile strips \_\_\_
- [ ] Concrete paving: Expansion joints \_\_\_ Score joints \_\_\_ Reinforcement \_\_\_  
Thickened edges where vehicle access allowed \_\_\_ Aggregate base (if nessary) \_\_\_  
Colored Concrete \_\_\_ Stamped Concrete \_\_\_  
Score Line Pattern \_\_\_ Expansion Joint & Score Lines(labeled and shown) \_\_\_
- [ ] Bikeway: Materials \_\_\_ Width \_\_\_ Direction of slopes \_\_\_ Min./ Max. Slope \_\_\_  
Sleeving for irrigation and electrical \_\_\_ Striping \_\_\_ Fold-Down Bollards \_\_\_
- [ ] Decomposed Granite Shoulder(2' each side or 4' one side with mowstrip) \_\_\_  
9" Concrete Mowstrip \_\_\_

### **Play Equipment Layout Plan (scale 1"=10')**

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- [ ] Fall zones are clearly marked and do not overlap, except between spring animals.
- [ ] Playground fiber, playground sand and play area access ramp.

- Play Area catch basin shown
- Drainage and layout complies with Park Design Guidelines.
- Play area access ramp is shown. A clear path of travel from the play area access ramp to the transfer deck is shown in the most direct route.
- The swing area is visually and/ or physically separated from exist of slides and other high use areas.
- The entire play area contains accessible wood fiber surfacing material. A separate sand area may be provided.
- Play Equipment is shown with labels and deck heights.
- Elevated Play Component requirements:
  - 1) For play structures with less than 20 elevated components only a transfer station is required, and a min. of 50% of elevated play components must be accessible.
  - 2) For play structures with 20 or more elevated components, a min. of 25% of the elevated components must be accessible by a transfer station, and a min. of 25% of elevated play components must be accessible by a ramp.
- Ground Level Play Component Requirement: At least one of every type of play component provided must be accessible, including sand diggers. The number and variety is also determined by the number of elevated play components provided.
- The appropriate number of accessible elevated and ground level play components are provided. (Ex.: If a play area has 10 elevated play components, at least 5 must be accessible. In addition, at least 3 accessible ground level components are required, each of a different type.)
- Enlarge Playgroup Layout Plan: play equipment components labeled\_\_\_\_  
Deck heights labeled\_\_\_\_  
dimensions\_\_\_\_ adequate safety zone\_\_\_\_ Play Area Access Ramp\_\_\_\_  
Play Area Catch Basin(shown)\_\_\_\_
- Playground Equipment Construction Notes
- Play Equipment Component List: Qty.\_\_\_\_ Manufacturer\_\_\_\_ Component Name\_\_\_\_  
Color\_\_\_\_
- Adventure Area: 5,000 S.F. min.\_\_\_\_ Designed for ages 5-12 yrs. old\_\_\_\_
- Tot Lot: 3,500 S.F. min.\_\_\_\_ Designed for ages 2-5 yrs. old\_\_\_\_ 48" max. Deck  
Height\_\_\_\_
- Combination Playground: 5,000 S.F. min.\_\_\_\_ Designed for ages 2-12 yrs. old\_\_\_\_
- Play equipment: Fall zones indicated\_\_\_\_ ADA-access\_\_\_\_ Age appropriate\_\_\_\_  
Comply with Playground Safety Standards\_\_\_\_ Tot-lot with 48" max decline height
- Play areas: Material(s) under equipment\_\_\_\_ Containment of soft materials\_\_\_\_  
Depth of materials\_\_\_\_ Drainage system\_\_\_\_ Appropriate number of ground level  
events- 50% accessible components\_\_\_\_  
Manufacturer's Representative Name, Address and Phone No.\_\_\_\_
- Playground Surfacing (show as hatch pattern): Playground Wood Fiber (12" min  
depth.)\_\_\_\_  
Playground Sand \_\_\_\_ Poured-in-place Rubber Matting\_\_\_\_
- Playground Details: Swing Seat Height Detail\_\_\_\_ Rubber Mat under Swings\_\_\_\_  
Accessible Sand Digger Pad\_\_\_\_

## Irrigation Plan

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- [ ] Sprinkler head layout is shown with lateral line and main line shown with all lateral and main line sized and properly labeled.
- [ ] Irrigation equipment located in planter and/ or near property line
- [ ] Point of connection and static water pressure ( current and projected) is listed.
- [ ] Irrigation Central Control System, Booster Pump Assembly, Sprinkler Heads and other irrigation equipment and design complies with the City of Sacramento, Park Design Guidelines
- [ ] Sprinkler types, models, manufactures, GPM, PSI, radius are shown.
- [ ] Point of connection and static water pressure (current and projected) is listed.
- [ ] Irrigation equipment is located in planted area.
- [ ] Quick couplers are shown at grade in locking valve box, next to large concrete areas for washing down.
- [ ] Lawn valves are placed in valve box 6" below grade with 3M valve marker, and shrub/groundcover valves are placed at grade in locking valve box in planter.
- [ ] Irrigation valves and main are not placed in the middle of a new or future baseball field, soccer field or lawn volleyball court, or other future paved area.
- [ ] Irrigation Notes and Legend and keys to identify all symbols found on plan:  
Manufacturer\_\_\_ Model No. \_\_\_ Sizes \_\_\_ Model Name \_\_\_ Sprinkler radii \_\_\_  
Pressure required at heads indicated \_\_\_
- [ ] Sprinklers: Rotors (Park Preferred Make)\_\_\_ Type of heads \_\_\_  
Coverage uniformity \_\_\_  
Installation detail(s) \_\_\_ Riser height \_\_\_
- [ ] Remote control Valves: Durable \_\_\_ Installation detail \_\_\_ Locations \_\_\_
- [ ] Sensors: Moisture \_\_\_ Rain \_\_\_ By-pass Flow \_\_\_ Pressure \_\_\_
- [ ] Isolation and Gate Valves: Mainline \_\_\_ Valve manifolds \_\_\_ Individual valves \_\_\_
- [ ] Quick Coupler Valves: Type \_\_\_ Spacing \_\_\_ Size \_\_\_ Installation detail \_\_\_  
Located at 150' along mainline, at large paving areas, and end of mainline \_\_\_.
- [ ] Valve Boxes: Traffic-rated \_\_\_ Lockable \_\_\_ Location \_\_\_ Size \_\_\_  
Valve markers \_\_\_  
Planter Area(Install at Grade)\_\_\_ Lawn Area(Install 6" below finish grade)\_\_\_  
Distances form curbs, walks, etc. \_\_\_ Spacing between boxes \_\_\_ Detail(s) \_\_\_ No valves in sports fields
- [ ] Pipe: Schedule of class \_\_\_ Sizes \_\_\_ Location \_\_\_ Sleeves under pavement \_\_\_  
Minimum/ Maximum Depth(s) \_\_\_ Bedding/ cover material \_\_\_  
No mainlines in sports fields \_\_\_
- [ ] Control Wire: Type \_\_\_ Color(s) \_\_\_ Extra wire(s) \_\_\_ Labeling \_\_\_  
Length of loops \_\_\_  
Connectors & splices \_\_\_
- [ ] Drain/ check valves
- [ ] Irrigation equipment (Booster pump, Controllers, Electrical service, Backflow preventers in planter area at property line) \_\_\_ Irrigation equipment equal to Park Design Guidelines \_\_\_
- [ ] Trenches: Compaction requirements \_\_\_ Repair of settling \_\_\_
- [ ] Backflow Preventers: Location \_\_\_ Enclosures \_\_\_ Freeze protection (thermal blankets)

- Booster Pump Assembly (Park Preferred Make)\_\_\_
- Central Control System(Park Preferred Make)\_\_\_ Number of stations\_\_\_ Spare stations\_\_\_ Programmability\_\_\_ Enclosures\_\_\_ Orientation (for readability)\_\_\_ Located in Planter Area\_\_\_
- Miscellaneous Items: Phone line\_\_\_ Electrical Service\_\_\_ Potable Water Line\_\_\_

### **Planting Plan**

- Plant Notes and Plant List name keys to identify tree, plants, and lawn types: Species and varieties\_\_\_ Sizes\_\_\_ Spacing\_\_\_ Quantity\_\_\_ Square footage of lawn area\_\_\_
- Water Conservation Ordinance Compliance\_\_\_
- Plant material: Low water use\_\_\_ Not messy fruit or poisonous parts\_\_\_ Low maintenance\_\_\_ Interesting plant mix\_\_\_
- Spacing of plant material form edges of walks, curbs and buildings
- Turf: Sod/ type\_\_\_ Seed mix (application rate)\_\_\_ Hydro seed mix (rate)\_\_\_ Slope of area\_\_\_ All areas mowable(4:1 max.)\_\_\_ Specification(s) reference\_\_\_
- Soils: Requirements of soils fertility test results\_\_\_ Clay/ silt/ sand composition of import material\_\_\_
- Soil substrate core samples [where required) Geotechnical report]
- Soil amendment(s): (Recommendations should be based on scientific soils fertility test(s))
- Shrub & groundcover areas: Pre-emergent herbicide\_\_\_ Topdressing shredded bark\_\_\_ Topdressing thickness(2" min.)\_\_\_ Weed barriers\_\_\_ Spacing of plant material\_\_\_
- Erosion control: Temporary \_\_\_ Permanent\_\_\_
- Details reflect recommended horticultural practices
- Planting notes do not conflict with written specifications and details

### **Construction Details**

- Drainage
- Fences
- Bollards
- Curbs/ Edges
- Paving, Ramps
- Play Equipment (swings)(rubber mat)
- Irrigation
- Planting
- Play area details
- Sports fields, courts
- Site Furnishings

### **Electrical Plan and Other Trade Sheet (as Required)**

## **Final Project Cost Estimate**

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- [ ] List all additive alternates items.

## **Bid Sheet**

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- [ ] List all additive alternates items.

### **Project Specifications**

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- [ ] Use Landscape Architecture Section Specification format and cover with logo.\_
- [ ] Notice to Contractors: Project name\_\_\_\_ Time, day, date, & location of bid opening\_\_\_\_  
Brief Project description (define base bid and alternates separately)\_\_\_\_ Location of  
available Construction Documents\_\_\_\_ Time, day, date, & location of pre-bid  
meeting\_\_\_\_ Requirement for payment of "Prevailing Wages"\_\_\_\_ Bid Bond  
Requirements\_\_\_\_
- [ ] Proposal Form: Project name\_\_\_\_ Time, day, date, & location of bid opening\_\_\_\_  
Time, day, date, & location of pre-bid meeting\_\_\_\_ Fill-in lines for each Bid item (for  
written & dollar amount)\_\_\_\_ Time bid to be held good\_\_\_\_ Time of completion (specify  
calendar or working days)\_\_\_\_ Contractor's License Requirement (indicated which  
license(s) are required for the General Contractors\_\_\_\_ Bid Bond Requirements\_\_\_\_  
Security Check Boxes\_\_\_\_ Fill-in spaces for Contractor's License No., Classification,  
Name & expiration date\_\_\_\_ Fill in spaces for Addenda Acknowledgment\_\_\_\_  
Contractor signature line, including lines for title, date, printed name, company name,  
address, and telephone no.\_\_\_\_
- [ ] Sub-bidder Form
- [ ] Bidder's Bond Form
- [ ] Workmen's Compensation Insurance Certifications Form
- [ ] Construction Agreement Form
- [ ] Performance Bond Form
- [ ] Payment Bond Form
- [ ] City of Sacramento General Conditions
- [ ] City of Sacramento Landscape Architecture Section "Special Provisions"
- [ ] City of Sacramento Landscape Architecture Section specifications cover design/ Logo/  
Project manager
- [ ] Supplementary conditions
- [ ] Technical Specifications
- [ ] Appendix: Geotechnical Report(s)\_\_\_\_ Environmental Documents\_\_\_\_ Permits\_\_\_\_  
Structural Calculations\_\_\_\_

### **Turnover Items:**

- [ ] Maintenance & Operation Manuals: Names and phone numbers of all contractors\_\_\_\_  
Names, addresses and phone numbers of all materials and equipment suppliers  
used\_\_\_\_ Product warranty information\_\_\_\_ Cut sheets for equipment
- [ ] As-Built drawings: Ink on Mylar\_\_\_\_ CD-ROM\_\_\_\_ (AutoCAD 14 compatible)
- [ ] Controller charts & diagrams: Reductions of site plan\_\_\_\_ Colored charts\_\_\_\_
- [ ] Training: Hours required\_\_\_\_
- [ ] Keys: Number of keys to be turned over\_\_\_\_
- [ ] Extra parts: Sprinkler(s)\_\_\_\_ Play equipment\_\_\_\_
- [ ] Touch-up paint



[ ] Play equipment maintenance kit (details, tools, paint)