



City of Oceanside

Engineering Division – Landscape Inspection

MEMORANDUM

Date: March 4, 2010

To: The Development Company, Design Professionals

From: Engineering Division, Community Service Department

Subject: **Revisions to Signed Landscape Plans – Field Change Requests**

Any change or revision to signed landscape plans shall be sent from the Landscape Architect of Record to the Public Works Inspector. If the change involves materials and/or equipment, manufacturer's cut sheets or catalog information will be required.

If the change is minor, please fill out a Field Change Request (FCR) form (available at the Engineering counter) and attach three sets of any necessary back up data and/or exhibits. A "wet signature" and "wet stamping" of the landscape architect's professional seal shall be required on each sheet of the FCR form, data and/or exhibit.

If the original landscape plan approval has been approved more than one year, a fee of \$558 shall be paid at the time of submittal. Please submit a copy of the original cost estimate and a revised cost estimate along with the FCR. All approved Field Change Requests shall be reflected on the final landscape as-built Mylar set of plans.

Changes may be significant enough to warrant substantial conformity approval from the Planning Division. Any revision to a wall or a fence requires Planning approval and will also take additional approval time. If you make any change or substitution to a Planning Division and/or Planning Commission approved plan without prior approval, you do so at your own risk. The changes may be unacceptable to the City and your landscape security could be affected.

If you should have any questions, please contact the Lead Public Works Inspector, Steve Kemp, at 760.435.5087.