

 <p>CITY OF <b>PALO ALTO</b></p> <p>CITY OF PALO ALTO DEVELOPMENT SERVICES</p>	<p><b>Model Water Efficient Landscape Ordinance (MWELo) Compliance Submittals and Guidelines</b></p> <p>City of Palo Alto (CPA) Building Inspection Division 285 Hamilton Ave. Inspection Request: 650 329-2496</p>	Revision Date: 4/18/18
		General Requirements/Checklist for:
	<p><b>IVR# 249</b></p>	<p>Codes Enforced: Model Water Efficient Landscape Ordinance 2015</p> <p>California Green Building Code 2016</p>
<p>The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.</p>		

MODEL WATER EFFICIENT LANDSCAPE ORDINANCE  
COMPLIANCE INSTRUCTIONS:

**Landscape Ordinance Triggers:**

The applicability includes residential, commercial, industrial and institutional projects that require a permit, plan check or design review, including the following square footage thresholds:

- New development projects that include landscape areas of 500 sq. ft. or more
- Rehabilitated projects that include landscape areas of 2500 sq. ft. or more
- Any project with an aggregate landscape area of 2500 sq. ft or less- Appendix D

*The Model Water Efficient Landscape Ordinance can be found in the following location:*

<http://www.water.ca.gov/wateruseefficiency/landscapeordinance/docs/Title%202023%20extract%20-%20Official%20CCR%20pages.pdf>

**Submit Landscape Documentation Package:**

1. Complete all instruction requirements found in this document.
2. Submit all requirements found in the Landscape Documentation Package Checklist with a permit application. *There are two pathways for compliance:*
  - A. Water Budget Compliance Pathway (See Page 2)
  - B. Prescriptive Compliance Pathway Appendix D (See Page 3)  
(Note: This is a streamlined compliance pathway available only to projects with a landscaped area less than 2,500 square feet)
3. Pay the fee associated with Water Efficient Landscape Review and Inspection.
4. Receive approval to begin work.

**Inspection:**

Note: The inspection requirements are the same for the Water Budget Compliance Pathway and the Prescriptive Compliance Pathway Appendix D

1. Call 650 617-3145 to schedule a Landscape Inspection.
2. Follow the Water Efficient Landscape Inspection Checklist (See page 6).
3. Projects must submit a copy of the “Certificate of Installation” (See page 7) and submit all required submittals shown on the certificate to the project owner.

**Landscape Documentation Package Submittal Checklist**  
**Water Budget Compliance Pathway**

When a landscape project triggers the Model Water Efficient Landscape Ordinance (Title 23, Chapter 2.7), the follow items must be included as part of the Landscape Documentation Package (Section 492.3) in order to be considered complete and ready for Water Efficient Landscape Review.

<p><input type="checkbox"/> <b>Project Information Worksheet/Certificate of Completion of the Landscape Package</b> (In accordance with §492.3)</p> <p>Applicants shall complete the Project Information Worksheet (in accordance with §492.3) and shall paste this on either the GB-2 sheet or on the Landscape Plans.</p>
<p><input type="checkbox"/> <b>Water Efficient Landscape Worksheet</b> (In accordance with §492.4)</p> <p>Applicants shall complete the Water Efficient Landscape Worksheet using the link below (In accordance with §492.4) and shall paste this on either the GB-2 sheet or on the Landscape Plans. Submit the Landscape Documentation Package with the building permit application.</p> <p style="margin-left: 20px;">a. <b>NOTE:</b> An example of the worksheet is included in this document on page 5. <i>The applicant shall download the water budget calculator found at the Department of Water Resources webpage: <a href="https://www.water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency">https://www.water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency</a></i></p>
<p><input type="checkbox"/> <b>Soil Management Report</b> (In accordance with §492.5)</p> <p>Applicants shall prepare a soil management report (In accordance with §492.5) and shall submit as part of the Plan Review requirements.</p>
<p><input type="checkbox"/> <b>Landscape Design Plan</b> (In accordance with §492.6)</p> <p>A Landscape Design Plan shall be submitted and must meet all requirements outlined in §492.6. The Landscape Design Plan must 1) contain the following statement “I have complied with the criteria of the Model Water Efficient Landscape Ordinance and have applied them for the efficient use of water in the landscape design plan” and 2) shall bear the signature of a licensed landscape architect or licensed landscape contractor.</p>
<p><input type="checkbox"/> <b>Irrigation Design Plan</b> (In accordance with §492.7)</p> <p>An Irrigation Design Plan shall be submitted and must meet all requirements outlined in §492.7. The Irrigation Design Plan must 1) contain the following statement “I have complied with the criteria of the Model Water Efficient Landscape Ordinance and have applied them for the efficient use of water in the Irrigation Design Plan” and 2) shall bear the signature of a licensed landscape architect, certified irrigation designer, or licensed landscape contractor.</p>
<p><input type="checkbox"/> <b>Grading Design Plan</b> (In accordance with §492.8)</p> <p>A Grading Design Plan shall be submitted and must meet all requirements outlined in §492.8. The Grading Design Plan must 1) contain the following statement “I have complied with the criteria of the Model Water Efficient Landscape Ordinance and have applied them for the efficient use of water in the Grading Design Plan” and 2) shall bear the signature of a licensed civil engineer. <b>NOTE:</b> A comprehensive grading plan prepared by a civil engineer for other local agency permits satisfies the requirement outlined in §492.8. However, the statement above must be shown.</p>
<p><input type="checkbox"/> <b>Irrigation Metering Device</b> (In accordance with PAMC 5393 Section 16.14.220)</p> <p>The project is subject to either CALGreen Tier 1 or Tier 2 and the landscape is greater than 1,000 sq.ft., and therefore, must install a dedicated irrigation meter.</p>

**Landscape Documentation Package Submittal Checklist**  
**Prescriptive Compliance Pathway Appendix D**

***Note:** This is a streamlined compliance pathway available only to projects with landscaped area less than 2,500 square feet.*

When a landscape project triggers the Model Water Efficient Landscape Ordinance (Title 23, Chapter 2.7), the follow items must be included as part of the Landscape Documentation Package (Section 492 – Appendix D) in order to be considered complete and ready for Water Efficient Landscape Review.

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|---|
| <p><input type="checkbox"/> <b>Project Information Worksheet/Certificate of Completion of the Landscape Package</b> (In accordance with §492.3)</p> |
|---|

<p>Applicants shall complete the Project Information Worksheet (in accordance with §492.3) and shall paste this on either the GB-2 sheet or on the Landscape Plans.</p>
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| <p><input type="checkbox"/> <b>Landscape Design Plan</b> (In accordance with §492.6)</p> |
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<p>A Landscape Design Plan shall be submitted and must meet all requirements outlined in Chapter 2.7 Model Water Efficient Landscape Ordinance Appendix D. The Landscape Design Plan must 1) contain the following statement “I have complied with the criteria of the Model Water Efficient Landscape Ordinance Appendix D Prescriptive Requirements and have applied them for the efficient use of water in the landscape design plan” and 2) shall bear the signature of a licensed landscape architect or licensed landscape contractor.</p>
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| <p><input type="checkbox"/> <b>Irrigation Metering Device</b> (In accordance with PAMC Ordinance 5393 Section 16.14.220)</p> |
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<p>The project is subject to either CALGreen Tier 1 or Tier 2 and the landscape is greater than 1,000 sq.ft., and therefore, must install a dedicated irrigation meter.</p>
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## CERTIFICATE OF COMPLETION OF THE LANDSCAPE DOCUMENTATION PACKAGE

This certificate is filled out by the project applicant upon completion of the Landscape Documentation Package.

### 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		

#### Project Landscape Information:

Total Landscaped Area (square feet)	Project Type (select all that apply): <input type="checkbox"/> New <input type="checkbox"/> Rehabilitated <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Cemetery <input type="checkbox"/> Homeowner-installed
Water Supply Type: <input type="checkbox"/> Potable <input type="checkbox"/> Recycled <input type="checkbox"/> Well	

#### 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

#### FOR OFFICIAL USE ONLY: Please answer the questions below:

1. Date the Landscape Documentation Package was submitted to the local agency \_\_\_\_\_
2. Date the Landscape Documentation Package was approved by the local agency \_\_\_\_\_
3. Date that a copy of the Water Efficient Landscape Worksheet (including the Water Budget Calculation) was submitted to the local water purveyor \_\_\_\_\_

**EXAMPLE WATER EFFICIENT LANDSCAPE WORKSHEET**

This is an example worksheet to be filled project applicant and it is a required element of the Landscape Documentation Package. The applicant must use the water budget calculator found at the Department of Water Resources webpage:

<https://www.water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency>

Reference Evapotranspiration (Eto)

Hydrozone # /Planting Description	Plant Factor (PF)	Irrigation Method <sup>b</sup>	Irrigation Efficiency (IE) <sup>c</sup>	ETAF (PF/IE)	Landscape Area (sq. ft.)	ETAF x Area	Estimated Total Water Use (ETWU) <sup>e</sup>
<b>Regular Landscape Areas</b>							
				Totals	(A)	(B)	
<b>Special Landscape Areas</b>							
				1			
				1			
				1			
				Totals	(C)	(D)	
				<b>ETWU Total</b>			
				<b>Maximum Allowed Water Allowance (MAWA)<sup>e</sup></b>			

<sup>a</sup>Hydrozone #/Planting Description

E.g

1.) front lawn

2.) low water use plantings

3.) medium water use planting

<sup>b</sup>Irrigation Method

overhead spray

or drip

<sup>c</sup>Irrigation Efficiency

0.75 for spray head

0.81 for drip

<sup>d</sup>ETWU (Annual Gallons Required) = Eto x

0.62 x ETAF x Area

where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year.

<sup>e</sup>MAWA (Annual Gallons Allowed) = (Eto) ( 0.62) [ (ETAF x LA) + ((1-ETAF) x SLA)]

where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year, LA is the total landscape area in square feet, SLA is the total special landscape area in square feet, and ETAF is .55 for residential areas and 0.45 for non-residential areas.

## **Water Efficient Landscape Inspection Checklist**

1. Inspector shall request to see a copy of the following submittals:

- “Certificate of Installation According to the Landscape Documentation Package” (See Page 6)**
- Irrigation Controller:***
  - The inspector shall review the landscape submittals to verify that the controller contains either a weather or soil moisture based system.

NOTE: The applicant must certify that the following have been submitted to the project owner. These are not required submittals for the inspection.

***IRRIGATION SCHEDULING***

Parameters for setting the irrigation schedule on controller per ordinance Section 492.10.

***SCHEDULE OF LANDSCAPE AND IRRIGATION MAINTENANCE***

Schedule of Landscape and Irrigation Maintenance per ordinance Section 492.11.

***LANDSCAPE IRRIGATION AUDIT REPORT***

Landscape Irrigation Audit Report per ordinance Section 492.12. To be completed by a third party.

2. Inspector shall field verify the following:

***Irrigation Meter:***

- The inspector shall verify that a separate irrigation meter has been installed as shown on the landscape plans. *Applicant shall contact Utilities at (650) 566-4500 for any questions related to installation.*

***Irrigation Controller:***

- The inspector shall review the landscape submittals to verify that the controller contains either a weather or soil moisture based system.
- The inspector shall review digital irrigation schedule to verify that the irrigation has been scheduled for times between 8:00 p.m. and 10:00 a.m. only.
- The inspector shall field verify that a weather or soil moisture based controller has been installed (as shown in the landscape submittal).

**CERTIFICATION OF INSTALLATION ACCORDING TO THE LANDSCAPE DOCUMENTATION PACKAGE (Submit during Landscape Inspection)**

I/we certify that based upon periodic site observations, the work has been 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. I/we certify that the standards within the Palo Alto Tree Technical Manual have been satisfied.

Further, I/we certify that the following have been submitted to the project owner:

IRRIGATION SCHEDULING

Parameters for setting the irrigation schedule on controller per ordinance Section 492.10.

SCHEDULE OF LANDSCAPE AND IRRIGATION MAINTENANCE

Schedule of Landscape and Irrigation Maintenance per ordinance Section 492.11.

LANDSCAPE IRRIGATION AUDIT REPORT

Landscape Irrigation Audit Report per ordinance Section 492.12. To be completed by a third party.

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.