

# WATER EFFICIENT LANDSCAPE ORDINANCE CHECKLIST

## RESIDENTIAL WATER EFFICIENT LANDSCAPE ORDINANCE CHECKLIST

### To Be Completed by Applicant

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I agree to comply with the requirements of the Model Water Efficient Landscape Ordinance and submit required documentation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Project Information

☐ New Construction 
 ☐ Rehabilitated 
 ☐ Other: \_\_\_\_\_
 ☐ Prescriptive Compliance Option for projects 500 to 2,500 sq. ft.

☐ Single Family 
 ☐ Multi-Family 
 ☐ Irrigation only 
 ☐ Other: \_\_\_\_\_

Applicant Name (print): \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_

Owner Name (print): \_\_\_\_\_ Owner Phone #: \_\_\_\_\_

Project Site Address: \_\_\_\_\_ Water Supply Type: ☐ Potable ☐ Recycled ☐ Well

| Project Area (sq. ft. or acre): | # of Units: | # of Meters: | Agency Review |        |
|---------------------------------|-------------|--------------|---------------|--------|
|                                 |             |              | (Pass)        | (Fail) |

|   |   |                          |                          |
|---|---|--------------------------|--------------------------|
| For a single-family project, or a single-family development project, enter this information on an average, per unit basis. For all other projects, input an aggregate value for the entire project. | Total Landscape Area (sq. ft.):                   | <input type="checkbox"/> | <input type="checkbox"/> |
|   | Turf Irrigated Area (sq. ft.):                    | <input type="checkbox"/> | <input type="checkbox"/> |
|   | Non-Turf Irrigated Area (sq. ft.):                | <input type="checkbox"/> | <input type="checkbox"/> |
|   | Irrigated Special Landscape Area (SLA) (sq. ft.): | <input type="checkbox"/> | <input type="checkbox"/> |
|   | Water Feature Surface Area (sq. ft.):             | <input type="checkbox"/> | <input type="checkbox"/> |

| Landscape Parameter | Requirements   | Project Compliance   |                          |                          |
|---------------------|--|--|--------------------------|--------------------------|
| Plant Material      | Low water using plants are installed for at least 75% of plant area. Follow options per ordinance Section 492.6.           | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, See Special Landscape Area and/or Recycled Water Area | <input type="checkbox"/> | <input type="checkbox"/> |
| Turf                | ≤ 25% of the landscape area is turf  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, See Water Budget                                      | <input type="checkbox"/> | <input type="checkbox"/> |
|                     | There is no turf in parkways < 10 feet wide  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, if adjacent to a parking strip                        | <input type="checkbox"/> | <input type="checkbox"/> |
|                     | All turf is planted on slopes ≤ 25%  | <input type="checkbox"/> Yes   | <input type="checkbox"/> | <input type="checkbox"/> |
| Hydrozones          | Plants are grouped by Hydrozones   | <input type="checkbox"/> Yes   | <input type="checkbox"/> | <input type="checkbox"/> |
| Compost             | At least 4 cubic yards per 1,000 sq. ft. to a depth of 6 inches  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, See Soil Test   | <input type="checkbox"/> | <input type="checkbox"/> |
| Mulch               | At least 3-inches of mulch on exposed soil surfaces  | <input type="checkbox"/> Yes   | <input type="checkbox"/> | <input type="checkbox"/> |
| Irrigation System   | Use of automatic irrigation controllers that use evapotranspiration or soil moisture sensor data and utilize a rain sensor | <input type="checkbox"/> Yes   | <input type="checkbox"/> | <input type="checkbox"/> |
|                     | Irrigation controllers do not lose programming data when power source is interrupted                                       | <input type="checkbox"/> Yes   | <input type="checkbox"/> | <input type="checkbox"/> |
|                     | Irrigation system includes pressure regulators   | <input type="checkbox"/> Yes   | <input type="checkbox"/> | <input type="checkbox"/> |
|                     | Manual shut-off valves are installed near the connection to the water supply   | <input type="checkbox"/> Yes   | <input type="checkbox"/> | <input type="checkbox"/> |
|                     | All sprinkler heads installed in the landscape must document a distribution uniformity low quarter of 0.65 or higher       | <input type="checkbox"/> Yes   | <input type="checkbox"/> | <input type="checkbox"/> |
|                     | Areas < 10 feet shall be irrigated with subsurface irrigation  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, but there is no runoff or overspray                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Metering            | Separate irrigation meter  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, not required if < 5,000 sq. ft.                       | <input type="checkbox"/> | <input type="checkbox"/> |

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|   |  |   |   |
|---|--|---|---|
| <b>Swimming Pools / Spas</b>  | Cover required for new pools and spas  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No, no new pool or spa   | <input type="checkbox"/> <input type="checkbox"/> |
| <b>Water Features</b>   | Recirculating  | <input type="checkbox"/> Yes  | <input type="checkbox"/> <input type="checkbox"/> |
| <b>Documentation</b><br>(per section 492.3)   | Project Information  | <input type="checkbox"/> Yes  | <input type="checkbox"/> <input type="checkbox"/> |
|   | Water Efficient Landscape Worksheet, per Section 492.4 (optional if ≤ 2,500 sq. ft. of landscape area) | <input type="checkbox"/> Prepared by professional   | <input type="checkbox"/> <input type="checkbox"/> |
|   | Soil Management Report, per Section 492.5 (optional if < 2,500 sq. ft. of landscape area)              | <input type="checkbox"/> Prepared by professional   | <input type="checkbox"/> <input type="checkbox"/> |
|   | Landscape Design Plan, per Section 492.6 (optional if < 2,500 sq. ft. of landscape area)               | <input type="checkbox"/> Prepared by professional   | <input type="checkbox"/> <input type="checkbox"/> |
|   | Irrigation Design Plan, per Section 492.7 (optional if < 2,500 sq. ft. of landscape area)              | <input type="checkbox"/> Prepared by professional   | <input type="checkbox"/> <input type="checkbox"/> |
|   | Grading Design Plan, per Section 492.8 (optional if < 2,500 sq. ft. of landscape area)                 | <input type="checkbox"/> Prepared by professional   | <input type="checkbox"/> <input type="checkbox"/> |
| <b>Irrigation Audit</b>   | Post-installation audit, per Section 492.12 (optional if < 2,500 sq. ft. of landscape area)            | <input type="checkbox"/> Completed by professional auditor:   | <input type="checkbox"/> <input type="checkbox"/> |
| <b>To Be Completed by Agency</b>  |  | <b>Materials Distributed to Applicant</b>   |   |
| <b>Materials Received and Reviewed:</b><br><input type="checkbox"/> Residential Outdoor Water Use Efficiency Checklist<br><input type="checkbox"/> Project Information<br><input type="checkbox"/> Water Efficient Landscape Worksheet<br><input type="checkbox"/> Soil Management Report <input type="checkbox"/> Grading Design Plan<br><input type="checkbox"/> Landscape Design Plan <input type="checkbox"/> Irrigation Design Plan<br><input type="checkbox"/> Landscape Plan for Prescriptive Compliance Option (Appendix D) |  | <input type="checkbox"/> Regional Water Efficient Landscape Ordinance<br><input type="checkbox"/> Residential Outdoor Water Use Efficiency Checklist<br><input type="checkbox"/> Water Efficient Landscape Worksheet<br><input type="checkbox"/> Other:   |   |
| <b>Post Construction:</b><br><input type="checkbox"/> Certificate of Completion & Installation<br><input type="checkbox"/> Landscape Irrigation Audit form<br><input type="checkbox"/> Irrigation Schedule<br><input type="checkbox"/> Schedule of Landscape and Irrigation Maintenance   |  | <b>Additional Resources:</b><br><ul style="list-style-type: none"> <li>● Water efficient landscaping and plant list:<br/><a href="http://www.bayareagardening.org">www.bayareagardening.org</a></li> <li>● Water Budget Calculator:<br/><a href="http://www.water.ca.gov/wateruseefficiency/landscapeordinance">www.water.ca.gov/wateruseefficiency/landscapeordinance</a></li> <li>● Find a certified landscape professional and/or auditor:<br/><a href="http://www.epa.gov/watersense/outdoor/cert_programs.html">www.epa.gov/watersense/outdoor/cert_programs.html</a></li> </ul> |   |
| <b>Date Reviewed:</b><br><input type="checkbox"/> Follow up required (explain):   |  | <b>Measures Recommended to Applicant</b>  |   |
| <b>Date Resubmitted:</b><br><b>Date Approved:</b><br><b>Dedicated Irrigation Meter Required:</b><br><b>Meter sizing:</b>  |  | <input type="checkbox"/> Drip irrigation<br><input type="checkbox"/> Plant palate<br><input type="checkbox"/> Grading<br><input type="checkbox"/> Pool and/or spa cover<br><input type="checkbox"/> Dedicated irrigation meter<br><input type="checkbox"/> Other:   |   |

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## Comments:

Will this project be graywater ready?

☐ Yes ☐ No ☐ Would like more information

The City of Millbrae Climate Action Plan (2020) encourages new residential construction projects to be built “graywater ready”, meaning that these buildings can accommodate the future installation of a graywater system. Graywater systems capture gently used water from washing machines, bathroom sinks, showers, or bathtubs and redirect that water to benefit outdoor irrigation. Graywater released into rivers, lakes or estuaries, its nutrients become pollutants, but to plants, they are valuable fertilizer. Aside from saving water, reusing your graywater keeps it out of the sewer or septic system, reducing the chance it will pollute local water bodies!

For more information contact 650-259-2444, [apappajohn@ci.millbrae.ca.us](mailto:apappajohn@ci.millbrae.ca.us)

Graywater System Resources can be found: <https://greywateraction.org/> and San Mateo County Water Programs: <https://www.smchealth.org/alternative-water-program>

## Selected Definitions:

|               |   |
|---------------|---|
| ETo           | Reference evapotranspiration means the quantity of water evaporated from a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of estimating water budgets so that regional differences in climate can be accommodated.  |
| SLA           | Special Landscaped Area. Includes edible plants, areas irrigated with recycled water, surface water features using recycled water and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface.   |
| Professional  | Professional is a “certified professional” or “authorized professional” that is a certified irrigation designer, a certified landscape irrigation auditor, a licensed landscape architect, a licensed landscape contractor, a licensed professional engineer, or any other person authorized by the state to design a landscape, an irrigation system, or authorized to complete a water budget, irrigation survey or irrigation audit. |
| Water Feature | A design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied).  |