



City of Millbrae Model Water Efficient Landscape Ordinance

The Model Water Efficient Landscape Ordinance (MWELO) was adopted by the State in 2015 and thereafter adopted by the City. Applicable projects as outlined below are required to comply with the landscape regulations.

Affected Projects and Landscapes

1. New development projects that include landscape areas of 500 square feet or more. This applies to residential, commercial, industrial and institutional projects that require a permit, plan check or design review.
2. Existing landscapes that are being rehabilitated and are 2,500 square feet or more that are associated with a building or landscape permit, plan check, or design review are subject to the Ordinance.
3. Existing landscapes over one acre in size have regulations based on if there is an irrigation meter.

City Procedures

Prior to Construction

1. Applicants meet with Planning Division to discuss the project and MWELO regulations.
2. For projects that have 500-2,500 square feet of landscaping, determine if complying with regulations as outlined below or with the **Alternate Prescriptive Compliance Option** described on page 2.
3. Planning staff will provide the following information. Some of these documents can be viewed/downloaded at www.ci.millbrae.ca.us on the Community Development Department Planning Division and Public Works Water Conservation Program pages.
 - a. MWELO Ordinance
 - b. Procedures for permits, plan checks or design reviews
 - c. Information on designing, installing, managing, and maintaining water efficient landscaping
 - d. Water Efficient Landscape Checklist, Worksheet, and Certificate of Completion and Installation form
 - e. Alternate Prescriptive Compliance Option-Appendix D regulations, if applicable
4. Applicants submit a **Landscape Documentation Package** consisting of the following documents:
 - Water Efficient Landscape Ordinance Checklist
 - Soil Management Report (if there is significant grading the report can be turned in with the Certificate of Completion)

- Landscape Design Plan
- Irrigation Design Plan
- Grading Design Plan

5. Planning staff approves the project plan check or design review and a building permit would be issued.
6. Upon approval of the Landscape Documentation Package, applicant submits the Water Efficient Landscape Worksheet.

After Construction

Applicants submit the following documents to the Planning Division:

1. Certificate of Completion Form – Planning staff will approve or deny
2. Irrigation Schedule
3. Schedule of Landscape and Irrigation Maintenance
4. Irrigation Audit Report
5. Soil Analysis implemented measures, if applicable

Alternate Prescriptive Compliance Option for 500-2,500 Square Feet

1. Applicants follow and submit information as outlined in the Alternate Prescriptive Compliance Option-Appendix D
2. Planning staff will provide Water Efficient Landscape Ordinance Checklist
3. Planning staff will provide Certificate of Completion and Installation form

After Construction for Alternate Prescriptive Compliance Option

Applicants submit the following documents to the Planning Division:

1. Certificate of Completion form – City approve or deny
2. Irrigation Schedule
3. Schedule of Landscape and Irrigation Maintenance