

MWELO REPORTING FORM GUIDANCE

Section Cited		Explanation
	Agency Name:	<i>Input the Local Authority Name. If another entity is completing the report for the authority, that name will go under the Contact Name. For example, some water suppliers report on behalf of member cities or counties. The name of the city or county goes here.</i>
	Address:	
	Contact Name:	
	Title:	
	Email:	
495(b)(1)	Has your agency adopted a single agency ordinance OR a regional agency alliance ordinance?	<i>A single agency ordinance is enforced by a local agency independent of other cities or counties. This the is most common action. Regional ordinance means an ordinance adopted by several agencies (cities, counties) in a geographical region consistently enforced throughout the region.</i>
495(b)(2)	Reporting Period:	<i>Calendar Year of Report</i>
495(b)(3)	Has your agency adopted the state Model Water Efficient Landscape Ordinance (MWELO) or a local Water Efficient Landscape Ordinance (WELO)?	<i>A local agency may choose to adopt the MWELO or a local Water Efficient Landscape Ordinance (WELO). A local agency may also readopt a different version at any time. By law, if an agency fails to formally adopt a water efficient landscape ordinance, the MWELO drops in by default.</i>
495(b)(3)	For agencies who have adopted a locally modified WELO:	
495(b)(3)	How is it different from MWELO?	<i>Explain any significant differences in requirements. For example: lower applicability thresholds, other landscape requirements not specified in MWELO, a lower water budget.</i>
495(b)(3)	Is it at least as efficient as MWELO?	<i>By law, local WELOs must be at least as effective at conserving water as the MWELO. However, state law does not define how this is determined. Effectiveness can be gauged by multiple factors, but usually the water budget calculation (ETAF number) and applicability size thresholds are the primary factors cited. A local Agency may make the</i>

		<i>local WELO more restrictive but not less effective than the MWELO.</i>
495(b)(3)	Are there any exemptions specified in the local WELO? Briefly list, citing sections.	<i>Registered historical landscapes, existing botanical gardens and arboretums and a few other landscapes are exempt in MWELO. List any other exemptions found in the local WELO.</i>
495(b)(4)	Identify the entity within your agency that is responsible for implementing the ordinance. (e.g. Planning, Building, Public Works, Parks, City Arborist, etc.)	<i>The responsible entity within a local agency is not specified by regulation or statute. However, it is usually planning, building or community development because those departments are responsible for reviewing planning and construction documents and issuing permits.</i>
495(b)(4)	If another agency (e.g. Water supplier) is implementing the ordinance, identify it and explain its role, list the cities and county areas that are supported by the water supplier (or other agency) in this capacity.	<i>Coordination with other agencies is not required but may help with implementation. Water suppliers may be able to assist with plan review, inspections and other technical subjects.</i>
495(b)(5)	State the numbers of permitted projects subject to the ordinance during the reporting period (*e.g., single family residences, commercial projects, landscape retrofits for which permits were issued during the reporting period, etc.):	<i>Projects that fall under the applicability threshold (less than 500 square feet) do not need to be included in this report unless they are subject to a local WELO. However, for production housing, commercial development and any other development built in phases or with multiple areas of landscaping but submitted for review or permitted together, the entire scope is considered one project. The irrigated areas of multiple sites of landscaping are aggregated together as one project.</i>
495(b)(6)	Total landscape area subject to the ordinance over the reporting period in square feet or acres:	<i>Report the total of all irrigated landscape hydrozones for applicable projects throughout the year. This is not the same as the lot or parcel size and does not include hardscapes or structures. See definition of landscape area in the MWELO document.</i>
495(b)(7)	During the reporting period, how many of the following	

	types of projects did your agency issue permits on:	
495(b)(7)	Number of new housing starts:	<i>For the purposes of this report, “housing starts” means the number of single family homes on which construction has been started in a calendar year.</i>
495(b)(7)	Number of new commercial projects:	<i>The number of retail, business parks, and other commercial developments with associated landscaping.</i>
495(b)(7)	Number of landscape retrofits:	<i>Retrofits or rehabilitated landscaping means areas where substantial areas of a landscape are undergoing changes in plants and irrigation systems. The threshold for retrofits is: landscape area to be retrofitted is at least 2500sq.ft. and when a permit, plan check, or design review are required.</i>
495(b)(8)	Briefly describe review procedures.	<i>MWELo does not specify how a local agency conducts reviews or inspections, but answering these questions gives DWR insight into an agency’s procedures.</i>
495(b)(9)	Describe actions to verify compliance.	
495(b)(9)	Is a plan check performed?	
495(b)(9)	If so, by whom? (eg. Planning, Building, Parks, City Arborist, Public Works, etc.)	
495(b)(9)	Are site inspections performed?	
495(b)(9)	If so, by whom? (eg. Planning, Building, Parks, City Arborist, Public Works, etc.)	
495(b)(9)	Are post-installation irrigation audits performed?	<i>Irrigation audits must be conducted by a certified irrigation auditor, certified by a WaterSense labeled auditing program. https://19january2017snapshot.epa.gov/www3/watersense/outdoor/cert_programs.html</i>
495(b)(9)	If so, by whom? (eg. Building, Parks, City Arborist, Public Works, contracted auditor, water supplier, etc.)	<i>Anyone may become a certified auditor by completing an EPA Water Sense labeled program. Irrigation audits must be performed by an agency employee or a third party contracted auditor without other financial interest in the project.</i>
495(b)(10)	Briefly describe	<i>MWELo does not specify how a local agency</i>

	enforcement measures:	<i>conducts reviews or inspections, but answering these questions gives DWR insight into an agency's procedures.</i>
495(b)(11)	Explain challenges to implementing and enforcing the ordinance.	
495(b)(12)	Describe educational, guidance and other needs to properly apply the ordinance.	
The provision of the following information is not required by Section 495 and is optional. However, the information, if provided, will help DWR better provide technical assistance to local agencies.		
	What is the URL (web address) of the landscape ordinance page on your agency website	<i>By posting landscape requirements, expectations and forms, applicants can be better prepared before submitting documents.</i>
	Has your agency also adopted Title 24 Part 11 CalGreen Building codes?	<i>MWELo is incorporated by reference in Divisions 5.3 (non-residential) and 4.3 (residential), Title 24, Part 11 of the California Green code.</i>
	Have elements from other regulations been incorporated (e.g., tree shading percent coverage requirement, stormwater capture requirements) into the local WELo? Briefly describe.	<i>Incorporating other landscape requirements in a local WELo are not required, but may increase effectiveness and consistency of application.</i>
	Are other agencies (e.g. water suppliers) able to assist with any part of implementation? If so, briefly explain.	<i>Water suppliers, resource conservation districts, and solid waste authorities may be available to assist with review or inspections.</i>
	Describe implementation measures:	
	Are there any conflicts between MWELo and other municipal codes? If yes, briefly explain.	
	Additional Comments:	
Additional Questions? Email: WELo@water.ca.gov		