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HOW TO SUBMIT A LANDSCAPE APPLICATION

MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELo)

I. PREFACE

In 2015, in compliance with Executive Order No B-29-15, the state of California Department of Water Resources updated the Model Water Efficient Landscape Ordinance (MWELo). The purpose of MWELo is to promote the values and benefits of landscaping practices, integrating conservation and efficient water use while establishing a structure for planning, designing, installing, maintaining and managing water efficient landscapes.

2. APPLICABILITY

MWELo applies to landscapes for new construction and rehabilitation projects as follows:

- A. New construction project equal to or greater than 500 square feet, and
- B. Rehabilitated landscape projects with an aggregate landscape area equal to or greater than 2,500 square feet requiring a building or landscape permit, plan check or design.

New construction and rehabilitated landscapes between 500 and 2,499 square feet requiring a building or landscape permit, plan check or design review may comply with ordinance utilizing the **PREScriptive COMPLIANCE OPTION.**

Any project greater than or equal to 2,500 square feet must comply with the **PERFORMANCE COMPLIANCE OPTION.**

3. EXEMPTIONS

The following areas and projects are exempt from MWELo:

- A. Registered local, state and federal historical sites;
- B. Ecological restoration projects that do not require a permanent irrigation system;
- C. Surface mining reclamation project that do not require a permanent irrigation system; or
- D. Plant collections, as part of botanical gardens and arboreturns open to the public.

4. CONSULTATION

To avoid unnecessary expense and delay consult with the Inyo County Planning Department for a preliminary review and discussion of your proposal in order to answer any questions regarding the application and processing procedures, there is no fee for this meeting. You may also request a formal pre-application meeting for which there is a fee.

5. PLANNING DEPARTMENT MAIN APPLICATION

The Main Application Form must be completed in its entirety with the Landscape box checked and must be signed by the authorized property owner of the property for which the landscape plan is applied. The Processing Fee Agreement Form must also be filled out in its entirety and accompany the Main Application Form.

6. ENVIRONMENTAL INFORMATION FORM

This form is included in the Main Application Package. The information requested by this form assists the County in preparing the appropriate environmental documentation as required by the California Environmental Quality Act (CEQA).

7. INITIAL MWELO APPLICATION PACKAGES

Submission of either of the following normally constitutes a complete application and must be submitted before construction:

A. Prescriptive Compliance

- ☐ One original Main Application Form with the MWELO Prescriptive Compliance box checked and the Environmental Information Form filled out.
- ☐ One original Processing Fee Agreement Form.
- ☐ Landscape Design Plan with one 18"x26" print and 8.5"x11" print of the site plan depicting the landscape design.
- ☐ Project Information
- ☐ Prescriptive Path Checklist

B. Performance compliance

- ☐ One original Main Application Form with the MWELO Performance Compliance box checked and the Environmental Information Form filled out.
- ☐ One original Processing Fee Agreement Form.
- ☐ Landscape Design Plan with one 18"x26" print and 8.5"x11" print of the site plan depicting the landscape design, and plant legend and specifications
- ☐ Project Information
- ☐ Water Budget/Water Use Calculator
- ☐ Soil Management Report
- ☐ Irrigation Plan
- ☐ Hydrozone Plan
- ☐ Grading Plan

8. REVIEW PROCESS

Planning staff will review the application package and approve the permit, plan check or design review, or will request revisions/resubmittals for further review for possible approval.

9. POST CONSTRUCTION PHASE/FINAL INSPECTION

Applicant submits a certificate of Completion to the property owner which includes:

A. **Prescriptive Compliance** – At the final inspection, applicant submits to the property owner the following:

- ☐ Certificate of Completion and Installation
- ☐ Irrigation Schedule
- ☐ Schedule of Landscape and Irrigation Maintenance.

B. **Performance compliance**

i. Applicant submits a Certificate of Completion to the Building and Safety staff which includes:

- ☐ Project Information
- ☐ Certification that landscape is built per plans
- ☐ As-built drawings (if necessary to show major changes)
- ☐ Irrigation diagram showing hydrozones
- ☐ Irrigation scheduling parameters
- ☐ Landscape and irrigation maintenance schedule
- ☐ Irrigation audit report
- ☐ Soil report (if not submitted during design)
- ☐ Verification for implementation of report recommendations

ii. Building and Safety staff:

- ☐ Reviews the Certificate of Completion and accompanying submittals
- ☐ Conducts a site visit using the Landscape Installation Checklist after the irrigation audit and repairs are complete.
- ☐ Approves or denies final submittal prior to issuing a Certificate of Occupancy (if applicable) or requests revisions and/or resubmittals.