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PLANNING DEPARTMENT INFORMATIONAL HANDOUT

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**MWELo Tool Kit Index**

The index is a list of documents developed by the CALBO Green Building Committee as a tool for building departments to use when enforcing the Model Water Efficient Landscape Ordinance (MWELo). Following is the name and purpose of the form

Name	Purpose & Building Department Action
Introduction to the MWELo toolkit	This document provides basic background information about the Model Water Efficient Landscape Ordinance (MWELo).
MWELo Project Information	This form can be used at the time of submittal to collect information about the project that will be used to complete the mandatory annual report which must be sent to the California Department of Water Resources (DWR) by January 31 of each year. For projects that do include landscape this form also identifies which compliance method will be used to show compliance with the MWELo.
MWELo Project Information, Short Form for Prescriptive Compliance	This form can be used at the time of submittal to collect information about the project. It also provides a table for the applicant to indicate the location on the plans that each required design measure is shown. This form can only be used for landscape areas 2500 sq ft or less using the prescriptive compliance method.
MWELo Submittal Checklist	This form is a checklist designed to be given to the applicant informing them what will be required for both the performance and prescriptive approach. It closely resembles the plan review checklists in content and is designed to be checked off by the applicant.
Water Efficient Landscape Worksheet & Sample	This form is a required element of the landscape documentation package and was developed by DWR. Use of the form establishes the Estimated Total Water Use (ETWU), the Maximum Allowed Water Allowance (MAWA) and is used to verify that the Evapotranspiration Adjustment Factor (ETAF) is within the maximum allowed.
MWELo Plan Review Checklist (Performance Approach)	Provides a check the box approach for plan review of the performance compliance method. This checklist covers all of the major components which must be verified during a plan review for MWELo compliance.
MWELo Plan Review Checklist (Prescriptive Approach)	Provides a check the box approach for plan review of the prescriptive compliance method. This checklist covers all of the major components which must be verified during a plan review for MWELo compliance.
Field Inspection Checklist	Provides a list of items to verify during a site inspection.
Landscape Certification & Certificate of Completion Part 1 & 2	These forms provide for compliance certification. The <u>Landscape Certification</u> form is an abbreviated version of the <u>Certificate of Completion, Part 1 &amp; 2</u> form developed by DWR. Only one form is necessary.
Annual Reporting Form	This form identifies the information which must be provided to the California Department of Water Resources (DWR) on an annual basis. Local Agencies must submit an initial report by December 31, 2015 unless participating in the development of a regional ordinance. Subsequent reports shall be done on a calendar year basis and submitted by January 31.