



CERTIFICATE OF COMPLETION PACKAGE SUBMITTAL INSTRUCTIONS

CALIFORNIA MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWEL0)

Please follow the below instructions for submitting a complete Certificate of Completion (COC) package. Following these instructions will ensure a quicker review time and more expedient permit sign offs. Refer to the Certification of Completion Checklist on the following sheet for descriptions of each item listed below. *Placeholder sheets have been added to the end of this document to assist in organizing Items 1 through 8. The use of these sheets is encouraged but not required.*

➤ **FOR PROJECTS 2,500 SF OR MORE:**

1. Include a single PDF or individually labeled PDFs with each of the following items in order from the Certificate of Completion Checklist. All items are required, unless otherwise noted.

- Item 1: Project Information Sheet
- Item 2: Certificate of Installation
- Item 3a: Soil Management Report
- Item 3b: Soil Report Recommendations Implementation Documents
- Item 4: Irrigation Schedules
- Item 5: Schedule of Landscape and Irrigation Maintenance
- Item 6: Irrigation Audit Report
- Item 7: *Images – Images to capture all landscape and irrigation equipment
- Item 8: Record Drawings, *as applicable*

2. **Submit complete COC package to landscape@saccounty.gov and include the project name/address and applicable permit number(s) in the email.**

➤ **FOR PROJECTS UNDER 2,500 SF:**

1. Include a single PDF or individually labeled PDFs with each of the following items in order from the Certificate of Completion Checklist. All items are required, unless otherwise noted.

- Item 1: Project Information Sheet
- Item 2: Certificate of Installation
- Item 4: Irrigation Schedules, *if not on approved plans*
- Item 5: Schedule of Landscape and Irrigation Maintenance, *if not on approved plans*
- Item 7: *Images – Images to capture all landscape and irrigation equipment
- Item 8: Record Drawings, *as applicable*

2. **Submit complete COC package to landscape@saccounty.gov and include the project name/address and applicable permit number(s) in the email.**

**Images must be high quality and include all landscape areas and installed irrigation equipment. If images are too large to email, the County will provide a secure SacDrive link to upload images to. Please request a link with the initial submittal of the COC package.*



CERTIFICATE OF COMPLETION CHECKLIST

CALIFORNIA MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWEO)

Upon completion of the landscape installation, the Project Applicant or their Designee shall submit to our office a *Certificate of Completion* package that verifies the landscape and irrigation was installed in conformance with the State Model Water Efficient Landscape Ordinance (AB1881). If the project has an associated building permit, a final T2 hold will be placed on the building permit. Final inspection and occupancy cannot occur until this completion package is approved. If the project is related to off-site improvements, the surety bond will not be released until this completion package is approved.

Timely submission of the Certificate of Completion is essential and is the responsibility of the applicant. The Designer of Record shall review the installation for compliance. The service of a Certified Irrigation Auditor is also required. This package and checklist is provided to assist the applicant in complying with the State Ordinance and to expedite approval of the Certificate of Completion. Allow County staff a minimum of 1-2 business days to review COC packages. Items 1-8 are required for the initial submittal for projects of 2,500 SF or greater. Submit complete package to landscape@saccounty.gov.

PROJECT ADDRESS/LOT #: _____ **DATE:** _____

PERMIT #: _____

<input type="checkbox"/> 1. Project Information Sheet See attached form. Fill in data and obtain Property Owner's or their Designee's signature. (§494)	<input type="checkbox"/> 5. Landscape & Irrigation Maintenance Schedule Attach schedule reflecting regular seasonal maintenance practices for planting areas & irrigation system (§493.5)
<input type="checkbox"/> 2. Certification of Installation See attached form. Signature on form shall be the designer of record (§494)	<input type="checkbox"/> 6. Irrigation Audit Report Attach irrigation audit report conducted by a third-party Certified Irrigation Auditor (§493.6)
<input type="checkbox"/> 3a. Soil Management Report Attach soil analysis report, if not previously submitted with the approved plans. (§493.1)	<input type="checkbox"/> 7. Images of Installed Landscape Provide sufficient quantity of images of installed landscape and irrigation equipment to verify installation per plans. Additional images may be requested.
<input type="checkbox"/> 3b. Soil Report Recommendations Implementation Document Attach documentation verifying implementation of the soils report recommendations. (§493.1)	<input type="checkbox"/> 8. Landscape/Irrigation Record Drawings ('As-builts') Where there have been significant changes made in the field during construction, revised plans and water use calculations shall be submitted (§494(b)(2)(A))
<input type="checkbox"/> 4. Irrigation Schedules Attach irrigation scheduling parameters used to set the irrigation controller(s). Provide separate parameters for the plant establishment period, the established landscape, and any temporarily irrigated areas. (§493.4)	<input type="checkbox"/> 9. Upon Certificate of Completion approval by County... Applicant shall submit copy of approved Certificate of Completion package to the water purveyor <u>and</u> to the Property Owner or their Designee. (§494(c)(2))

Todd Smith, Planning Director
Planning and Environmental
Review



Troy Givans, Director
Department of Community
Development

Item 1:
Project Information Sheet
(attach after this sheet)

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Item 2:
Certification of Installation
(attach after this sheet)

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Item 3a:
Soil Management Report
(attach after this sheet)

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Item 3b:
Soil Report Recommendations Implementation Document
(attach after this sheet)

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Item 4:
Irrigation Schedules
(attach after this sheet)

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Item 5:
Landscape & Irrigation Maintenance Schedule
(attach after this sheet)

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Item 6:
Irrigation Audit Report
(attach after this sheet)

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Item 7:
Images of Installed Landscape
(attach after this sheet or upload to County provided share site)

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Item 8:
Landscape/Irrigation Record Drawings (As-builts),
as applicable
(attach after this sheet)