



CERTIFICATE OF COMPLETION PACKAGE

****PRODUCTION HOUSING SUBMITTAL INSTRUCTIONS****

CALIFORNIA MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWEO)

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.

1. Complete the Production Housing Cover Sheet included in this packet.
 - a. Fill in the first row of the Lot List table with the home that was audited and for which Items 1 & 2 below are completed for.
 - b. If known at this time, fill in the remaining lots or leave blank to add lots at a later date.
2. Include a single PDF or individually labeled PDFs with each of the following items in order from the Certificate of Completion Checklist. All items required.
 - 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 – Provide a minimum of one image per lot that captures the home address and entire front yard. Multiple images may be necessary.
 - Item 8: Record Drawings, as applicable

Placeholder sheets have been added to the end of this document to assist in organizing Items 1 through 8 above. The use of these sheets is encouraged but not required.

3. **Submit complete COC packages to landscape@saccounty.gov and include the development/unit name in the subject of the email.**

**Images must be high quality and include all landscape areas. 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 (MWEL0)

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))



CERTIFICATE OF COMPLETION PACKAGE

PRODUCTION HOUSING COVER SHEET

CALIFORNIA MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWEO)

DEVELOPMENT NAME/UNIT: _____ DATE: _____

DEVELOPER/BUILDER: _____

CERTIFICATE OF COMPLETION LOT LIST:

LOT ¹	LOT #	STREET ADDRESS	PERMIT #	SIGNED OFF ³
1 ²				
2				
3				
4				
5				
6				
7				

¹ Indicates arbitrary lot number for the 7 lots included in the COC package.

² First row shall include the Lot where the Irrigation Audit was conducted.

³ This column is for staff use only.

Self-Certification Checklist – Include the following items with this package:

<input type="checkbox"/> 1. Project Information Sheet	<input type="checkbox"/> 5. Landscape & Irrigation Maintenance Schedule
<input type="checkbox"/> 2. Certification of Installation	<input type="checkbox"/> 6. Irrigation Audit Report
<input type="checkbox"/> 3a. Soil Management Report	<input type="checkbox"/> 7. Images of the Installed Landscape (<i>Min. of one image per lot with address legible</i>)
<input type="checkbox"/> 3b. Soil Report Recommendations Implementation Document	<input type="checkbox"/> 8. Landscape/Irrigation Record Drawings ('As-builts'), <i>if applicable</i>
<input type="checkbox"/> 4. Irrigation Schedules	<input type="checkbox"/> 9. Upon approval, the complete COC package will be submitted to the Water Purveyor.

"I/we certify that the above items have been completed in accordance with the ordinance and all items are included with this Landscape Documentation Package."

 Signature of Applicant

 Date

 Print Name

Revised January 1, 2025

Todd Smith, Planning Director
Planning and Environmental
Review



Troy Givans, Director
Department of Community
Development

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

Todd Smith, Planning Director
Planning and Environmental
Review



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Department of Community
Development

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

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Development

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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Review



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Development

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