



# DROUGHT RESPONSE PLAN APPLICATION

Menlo Park Municipal Water District





# Use Water wisely

On April 1, 2015, Governor Edmund G. Brown, Jr. signed Executive Order B-29-15 directing the State Water Board to impose restrictions to achieve an aggregate statewide 25 percent reduction in potable urban water use through February 2016. The State Water Board adopted conservation tiers for each urban water supplier, and MPMWD as a whole is required to conserve 16 percent from 2013 water use levels.

## DROUGHT RESPONSE PLAN PROCESS

On May 5, 2015, the City Council adopted Resolution 6261 implementing water regulations, and allowing any Menlo Park Municipal Water District customer to apply for a Drought Response Plan (DRP) excepting the customer from the two day per week limitation on irrigation of outdoor ornamental landscapes and turf with potable water.

The public works director will review and may approve a DRP provided that the director determines in his/her sole discretion that the DRP results in an equivalent or greater reduction in water use when compared to the two day per week watering limitation and achieves outdoor potable water savings equivalent to or greater than the percent reduction that MPMWD is required to achieve for overall potable water use by the State Water Resources Control Board. If a DRP is approved, the customer must continue to comply with, and remains subject to, all other water regulations and penalties in the Resolution.

## DRP ELIGIBILITY

Any Menlo Park Municipal Water District customer is eligible to apply.

## WATER REGULATIONS CURRENTLY IN PLACE:

- Potable water to irrigate outdoor ornamental landscapes or turf shall be limited to the following two days per week schedule.
  - Odd or No Address – Mondays and Thursdays
  - Even Address – Tuesdays and Fridays
- Water customers may be granted an exception to the two days per week schedule upon review and approval of a Drought Response Plan that demonstrates an equivalent or greater reduction in water use.
- Irrigation of outdoor ornamental landscapes or turf is not allowed between 8 a.m. - 6 p.m.
- Must not use potable water on outdoor landscapes that causes runoff.
- Hoses must be fitted with an automatic shut-off nozzle for washing vehicles, sidewalks, driveways, walkways or buildings.
- Must not apply potable water to any driveway or sidewalk except to address immediate health or safety concerns.
- Pools, spas, and hot tubs shall be covered when not in use.
- Cannot use potable water in a decorative feature, unless the water recirculates.
- Must repair defective/broken plumbing and irrigation systems within a reasonable time period.
- Potable water shall not be used to water outdoor landscapes during and within 48 hours after measurable rainfall.
- Restaurants must serve water only upon request.

## APPLICATION REQUIREMENTS

Please submit a request letter that includes:

1. Property address(es);
2. MPMWD water account number(s) and type of account (i.e., residential, commercial, irrigation);
3. All proposed measures and requirements which the customer intends to include in his/her DRP;
4. An analysis of how the DRP will result in an equivalent or greater reduction in water use when compared to the two day per week watering limitation and achieves outdoor potable water savings equivalent to or greater than the percent reduction required for MPMWD's overall potable water use by the State Water Resources Control Board.
5. Measurement of total landscaped area (in square feet) for each MPMWD water account;
6. Measurement of total turf area (in square feet) for each MPMWD water account;
7. For golf courses only, separate measurements for tees, greens, fairways and rough areas (in square feet);
8. A detailed description of the current irrigation system such as type/age of system, number/type of delivery points (i.e., sprinklers, drip irrigation), and type/age of irrigation controller system;
9. A description of current maintenance activities and contact information (address, phone and email address) of company/person that performs periodic maintenance;
10. A list of weather-based controllers, including the make and model numbers (if applicable);
11. Historical monthly 2013 water use (in ccf) for each MPMWD water account number (include the meter read dates, meter readings, and water use as shown on the water bill(s));
  - a. Applicants with one water meter that provides water for both indoor and outdoor use shall provide total use, a breakdown of indoor/outdoor use, and an explanation of how the breakdown was determined.
  - b. Applicants with separate irrigation meter(s) shall provide per meter historical monthly information.
12. Estimated monthly water use (in ccf) for the next 12 months for each MPMWD water account number (consistent with the date in which the water meters will be read);
  - a. Applicants with one water meter that provides water for both indoor and outdoor use shall provide estimated total use, a breakdown of indoor/outdoor use, and an explanation of how the breakdown was determined.
  - b. Applicants with separate irrigation meter(s) shall provide total meter estimated monthly information.
  - c. Estimated monthly water use (in ccf) for the next 12 months must achieve potable water savings equivalent to or greater than MPMWD's overall potable water use reduction required by the State Water Resources Control Board; and
13. Contact information of applicant (name, title, address, telephone number and email address).
14. Supporting documentation that includes:
  - a. Methodology used to calculate square footage; and
  - b. Photographs, maps, drawings or other pertinent information.

## APPLICATION SUBMITTAL

The above information and supporting documents shall be considered the "application" and must be submitted to [water@menlopark.org](mailto:water@menlopark.org) or:

**Menlo Park Municipal Water District**  
**Attn: Drought Response Plan - Application**  
**701 Laurel St.**  
**Menlo Park, CA 94025**

## WATER CONSERVATION PROGRAMS AND INCENTIVES

These water conservation programs and incentives can help MPMWD customers save water. For more information, call 650-330-6720 or visit [menlopark.org/waterconservation](http://menlopark.org/waterconservation).

- High-efficiency washing machine rebates (\$125 rebate)
- High-efficiency toilet rebates (up to \$100 per toilet)
- Lawn Be Gone rebate program (\$2 per sq. ft. rebate)
- Conserve-A-Scape landscape design assistance program
- FREE high efficiency showerheads
- FREE kitchen and bathroom faucet aerators
- FREE hose nozzles
- FREE toilet leak detection tablets

## CUSTOMER'S CONTINUING OBLIGATIONS AFTER APPROVAL OF DRP

1. The customer or customer's irrigation staff most knowledgeable about the irrigation system must be available upon request for periodic inspections.
2. The customer must submit monthly water use data to the public works director on a spreadsheet (send to [water@menlopark.org](mailto:water@menlopark.org)) within 10 business days after the last meter read date.
  - a. The monthly water data must compare the water use for the preceding month in 2013, the estimated water use for that month as was included in the application per application requirement 1(k) and 1(l), and the actual water use based on the water bill.
  - b. The spreadsheet, where applicable, should clearly indicate the meter read dates, meter readings, and water use in ccf as shown on the water bill(s).
  - c. The customer may also be required to submit any additional information requested by the director or his/her designee as needed to verify water use and achievement of the required reduction.
3. Monthly data shall be submitted within 10 business days after the last meter read date to [water@menlopark.org](mailto:water@menlopark.org) or:

**Menlo Park Municipal Water District**  
**Attn: Drought Response Plan - Monthly Submittal**  
**701 Laurel St.**  
**Menlo Park, CA 94025**

## GROUND FORS SUSPENSION OR REVOCATION OF DRP

1. If the required percentage reduction in a three month rolling period is not achieved for two consecutive months, the director may revoke the DRP and the customer will be required to comply with the outdoor watering limitation of two days per week in accordance with the Resolution.
2. If the director, in his/her sole discretion, determines that the DRP is not resulting in an equivalent or greater reduction in water use when compared to the two day per week watering limitation of the Resolution, the director may revoke the DRP and the customer will be required to comply with the outdoor watering limitation of two days per week in accordance with the Resolution.
3. If the customer fails to submit monthly data in the timeframe required, the public works director may revoke the DRP and require that the customer comply with the outdoor watering limitation of two days per week in accordance with the Resolution.
4. If a DRP is suspended or revoked, the applicant may reapply with a more aggressive plan to achieve the required potable water use reduction.

**NOTE: MPMWD reads meters on a rolling weekly basis. Water meters are read once per month, but the reading may span portions of two consecutive months (i.e., a water meter read on March 10 may show water use for Feb. 11 through March 10).**

### FOR MORE INFORMATION

- Visit [menlopark.org/waterdistrict](http://menlopark.org/waterdistrict)
- Call 650-330-6750
- Email [water@menlopark.org](mailto:water@menlopark.org)

