

# **WATER USE MANAGEMENT PLAN**

March 7, 2023



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## **TABLE OF CONTENTS**

### **SECTION 1. INTRODUCTION**

- 1.1 Policy Statement
- 1.2 Executive Summary
- 1.3 Definitions

### **SECTION 2. PUBLIC EDUCATION**

- 2.1 Education

### **SECTION 3. PROGRAM IMPLEMENTATION**

- 3.1 Annual Implementation Review
- 3.2 Regular Irrigation Schedules
- 3.3 Alternative Irrigation Schedules
- 3.4 Special Circumstances
- 3.5 Enforcement
- 3.6 Demand Management Tools

### **SECTION 4. DATABASE MANAGEMENT**

### **SECTION 5. RAIN WATER COLLECTION**

### **SECTION 6. APPENDICES**

- Exhibit 1 Water Restriction Code – Chapter 13.15
- Exhibit 2a Sample Residential Communication
- Exhibit 2b Sample Water Schedule
- Exhibit 3 Sample Non-Residential Communication
- Exhibit 4a Residential Temporary Irrigation Exemption Request
- Exhibit 4b Non-Residential Temporary Irrigation Exemption Request
- Exhibit 5 Exemption Placard
- Exhibit 6a Founders Special Schedule Communication
- Exhibit 6b Founders Area Special Watering Schedule
- Exhibit 7 Water monitor Training Guidelines
- Exhibit 8 Sample Warning Postcard 1st Violation
- Exhibit 9 Sample Subsequent Enforcement Postcard 2nd Violation
- Exhibit 10 DWR Rainwater Collection Information Table



## **Section 1. Introduction**

- 1.1 Policy Statement
- 1.2 Executive Summary
- 1.3 Definitions

## 1.1 Policy Statement

The Town of Castle Rock, through the implementation of the Water Use Management Plan (WUMP), is committed to the wise development and efficient use of water resources. The water use management program is designed as a demand management tool to control peak demand. This program operates in concert with the Town of Castle Rock Landscape and Irrigation Criteria Manual, the Water Efficiency Master Plan, and the Drought Management Plan, to encourage the wise use of a finite resource.

## 1.2 Executive Summary

The Town of Castle Rock has used mandatory water demand management for landscape irrigation since 1985. Peak season demands are managed through an alternating irrigation schedule.

Program administration and implementation has traditionally been accomplished through Castle Rock Water. The Town's restrictions, Chapter 13.15 of the Castle Rock Municipal Code, are included as **Exhibit 1**.

The water use management program implementation policy assists staff with implementation of the WUMP that deals with management of peak season related water use issues. The WUMP is reviewed and approved annually by Town Council.

The policy addresses:

- Identification of regular days and hours for landscape irrigation during designated peak demand months, i.e. irrigation schedule development.
- The need for alternative schedules due to various hardships and/or irrigation system limitations, and applicable criteria.
- Special watering circumstances, including hand watering.
- Enforcement of water use management strategies by issuance of warnings, surcharges, and ultimately the potential for discontinuance of water service.
- Appeals and variance issues.
- Further demand management tools.

## 1.3 Definitions

**Alternative irrigation schedule:** Schedules not meeting the regular criteria and have been approved by the program administrator.

**ColoradoScape:** A natural landscape, using low to very low water (less than 10-inches of water per growing season), plant material which blends in with the native Castle Rock landscapes. Plant material must be maintained in its natural, native form, utilizing a combination of hardscape and landscape materials, which provide a variety of colors, textures, sizes, shapes, and seasonal interest.

**Common area:** An area available for public use. May be publicly or privately owned, managed, or maintained.

**Drought response:** The stages of drought and the associated response as outlined in the Drought Management Plan.

**Hand watering:** Application of water to plant material while holding a hose in hand.

**Irrigable area:** The impervious area of a property that has the potential to be irrigated.

**Irrigated area:** The actual area of a property receiving regular/consistent supplemental irrigation.

**Irrigation season:** April 1 through October 31.

**Landscape maintenance contractor:** Designated by owner or responsible party to operate, manage, and maintain the landscape and irrigation of a defined property.

**Monitor:** A Town employee observing irrigation activities as defined and outlined in the WUMP.

**Owner:** Party identified by Castle Rock Water billing records.

**Program administrator:** As defined by municipal code, is the Town Manager or designee thereof, and for purposes of the WUMP, designated to Director of Castle Rock Water or designee thereof.

**Public area:** Town-owned, maintained, and managed properties and facilities.

**Residential:** Any dwelling unit that is individually metered.

**Responsible party:** Person or group identified in the Castle Rock Water billing or by owner as such, including owner, property manager, or homeowners' association representative.

**Restriction period:** Time period when designated watering days and hours are enforced. See current year calendar for specific details.

**Special schedule:** Approved alternative schedule designated for the current irrigation season.

**Water budget:** The water budget is the amount of water available to each account, each billing cycle. The average winter monthly consumption (AWMC) shall mean the AWMC calculated for each customer by averaging the total potable water consumption used by the customer in the months of November through February in accordance with standard operating procedures maintained by Castle Rock Water. The outdoor water budget is determined by the irrigated area, landscape type, and historical local evapotranspiration rate, April through October.

**Water waste:** Application of water that does not result in beneficial use. This includes:

- Continuous irrigation to any area resulting in ponding or pooling of water;
- Runoff of water not absorbed into the ground, which flows away from the area being irrigated;
- Any irrigation system that is leaking;
- Application of water intended for irrigation to any impervious surface;
- Letting water run unrestricted from a hose or faucet;
- Application of water to impervious surfaces such as street washing applications;
- Operation of any irrigation system when curtailment stages have been invoked



## **Section 2. Public Education**

## **2.1 Education**

Public education is a primary component of the WUMP. Outdoor water use during the April through October landscape irrigation season accounts for the largest demand on the system. Educating customers on industry best management practices, the need for adherence to the irrigation schedule, and the overall water use management program are the keys to success.

One of the primary educational opportunities for residential customers is the Water Wiser workshop. This program focuses on landscape preparation, efficient irrigation, water management, and indoor efficiency. The goal of the Water Wiser program is to provide the tools necessary to maintain a healthy landscape, while using less water. After completion of this workshop, residents are exempt from the every-third-day watering schedule. This exemption provides residents with the opportunity to take advantage of the weather and water only when necessary, not just because it's their scheduled watering day. Water consumption may be tracked through utility bills and program participants are expected to adhere to the program. The Town, at its discretion, reserves the right to return Water Wiser participants to the every-third-day watering schedule, at which time participants will be subject to enforcement as provided in the Town Municipal Code and Water Use Management Plan.

The Water Wiser designation will remain active for five (5) years and can be renewed by completion of another Water Wiser workshop or online renewal course with a passing score on the related test. The follow up workshop or renewal course must be completed prior to the expiration date.

The WUMP is designed for management of peak demand by designating days and hours for residential and non-residential customers to water. This reduces the necessary amount of water system infrastructure, water resource acquisition, treatment, storage, and distribution. Adherence to the designated schedule ensures peak demand is spread evenly throughout the irrigation season and allows for water storage tank recovery during non-irrigation periods. The designated watering hours also ensure customers irrigate at the times when watering is most effective and efficient.

Part of enforcement is to educate customers on these issues, and offer assistance with irrigation system problems and water use management when possible. This assistance is offered through newsletters, individual letters, and one-on-one communications. The Town of Castle Rock maintains two web sites (CRgov.com and CRconserve.com) where additional information about WUMP policies and water efficiency efforts can be found. Seasonal water monitors receive in-depth training on water efficiency and conservation.

Annual public education strategies are developed in relation to the Water Use Management Plan and water conservation programs. This includes providing water conservation information for residents, residential builders, property managers, and the non-residential community.



### **Section 3. Program Implementation**

- 3.1 Annual Implementation Review
- 3.2 Regular Irrigation Schedules
- 3.3 Alternative Irrigation Schedules
- 3.4 Special Circumstances
- 3.5 Enforcement
- 3.6 Demand Management Tools



### 3.1 Annual Implementation Review

The WUMP is reviewed on an annual basis, and submitted to the Castle Rock Water Commission for review. Program and policy changes are forwarded to Town Council for adoption. Town Council may alter this program and its implementation as necessary.

### 3.2 Regular Irrigation Schedules

#### 3.2.1 Residential Irrigation

1. *Day/Address Assignment:* Watering shall be limited to every-third-day in accordance with the following procedure:
  - a. Properties with addresses ending in zero (0) through three (3) are designated by a square.
  - b. Properties with addresses ending in four (4) through six (6) are designated by a circle.
  - c. Properties with addresses ending in seven (7) through nine (9) are designated by a diamond.
2. *Permissible Hours of Irrigation:* Permissible hours of irrigation are before 8 a.m. or after 8 p.m. on the designated day. These hours are for customers benefit as they ensure water is most efficiently applied to the landscape, minimizing evaporation and other losses. Under no circumstances, beyond hand watering, will irrigation be allowed between the hours of 8 a.m. to 8 p.m.
3. *Schedule Dissemination Criteria:* Schedules shall be distributed to water customers no later than thirty (30) days prior to the commencement of watering restrictions. See **Exhibit 2a**.
  - a. The watering schedule shall be distributed through the U.S. Postal Service to all Town of Castle Rock residents. See **Exhibit 2b**.
  - b. The Town Clerk shall receive a copy of the watering schedule.
  - c. The watering schedule shall be posted at Town Hall and Castle Rock Water offices.
  - d. The watering schedule and the general outline of the policy shall be published on CRconserve.com and in the official notice section of CRgov.com/notices.
  - e. Watering schedules shall be made available to all building permit applicants where the permit includes installation of an irrigation system, or when the building permit is for the sole purpose of installation of an irrigation system.
4. *New Customers:* All parties that become new customers will receive the watering schedule and educational materials through a new homeowner welcome packet.
5. *Residential Homebuilders:* Homebuilder landscape contractors that install and/or maintain residential landscaping shall be registered with Castle Rock Water to ensure those managing the properties are thoroughly versed on the Water Use Management Plan and the Landscape and Irrigation Criteria Manual. See Section 2 in the Landscape and Irrigation Criteria Manual for information regarding registration of landscape professionals.

### 3.2.2 Non-Residential/Common Area/Public Area Irrigation

Non-residential, common, and public irrigated areas shall be considered as any property managed or owned by the same group or individual and which is not a single family residential property. This includes apartments, condominiums, townhomes, and multi-family developments under the control of the builder, commercial customers, religious institutions, streetscapes, common areas, or private areas. The “property” shall be considered one entity for the purpose of water restriction administration and enforcement regardless of the number of metered services serving the property. See **Exhibit 3**.

1. *Day / Geographic Location Assignment:* Watering days for the entire property will be three days per week as assigned by geographic location. For properties west of I-25, designated watering days are Monday, Wednesday, and Friday. For properties east of I-25, designated watering days are Tuesday, Thursday, and Saturday. Watering shall begin on the designated day and must be completed within the specified window (*See 2. below*).
2. *Permissible Hours of Irrigation:* Permissible hours of irrigation for non-residential, common, and public areas shall begin no earlier than 12 a.m. and be completed no later than 8 a.m. on the designated day.
3. *Application Rates:* Total water application, during peak summer temperatures, shall not exceed one and one-half (1 ½) inches per week, per irrigation zone. Irrigation application during cooler spring and fall months shall be seasonally adjusted to lower levels.
4. *Leaking Irrigation Systems:* As deemed necessary, the Town has the ability to charge property owners for nighttime emergency call-outs that are attributable to malfunctioning, leaking irrigation systems. Three (3) or more call-outs of this type shall be considered excessive and the owner will be subject to incur the associated charges.
5. *Registered Landscape Professionals:* Landscape and irrigation installation and maintenance contractors working for non-residential customers shall be registered with Castle Rock Water to ensure those managing the properties are thoroughly versed on the Water Use Management Plan and the Landscape and Irrigation Criteria Manual. See Section 2 of the Landscape and Irrigation Criteria Manual for information regarding registration of landscape maintenance professionals.

### 3.2.3 Parks/Athletic Fields

The Town of Castle Rock Parks and Recreation Department utilizes an ET based computerized central control system. This system is monitored daily, and automatically adjusts based on changes in weather and soil moisture. The Parks Department will adhere to the established schedule as closely as possible, however, park size, level of activity, special events, and athletic programming will ultimately determine water needs.

### 3.3 Alternative Irrigation Schedules

Alternative irrigation schedules may be granted for hardship and/or special circumstances. Please contact Castle Rock Water to determine eligibility.

#### 3.3.1 Exemptions

Irrigation exemptions may be issued to help establish new plant material or other exemptions as noted below. However, irrigation exemptions for establishing new plant material will not be issued or applicable between July 1 and July 31. This is typically the hottest month of the year and new plant material requiring an exemption should not be installed during this month. An administrative fee up to \$25 will be charged for processing of exemption applications.

Should the Program Administrator of the WUMP determine that granting an exemption would not significantly impact the water system, the Program Administrator may issue an exemption, stating appropriate conditions thereon. These conditions include the effective date, expiration date, designated address, required hours of irrigation, and any other special criteria associated with the exemption. The exemption allows for watering as needed, on any individual day; however, designated hours and water rates still apply. These exemptions may be revoked at any time should it be deemed necessary by Castle Rock Water. See ***Exhibits 4a (residential request), 4b (non-residential request), and 5 (exemption placard)***.

Exemptions may be granted for:

1. ***Establishment of New Plant Material:*** An exemption to the established watering schedule may be granted to establish new plant material not to exceed twenty-one (21) days for new sod and not to exceed thirty (30) days for seed or other plant material, provided an exemption is obtained through Castle Rock Water. Conditions for this exemption include:
  - a. Verification through site inspection by the Program Administrator or designee, through certification by accredited landscape architect or the builder, through documentation by receipt or invoice, or through other means deemed acceptable by the Program Administrator that prior to seeding or sodding of turf, organic soil amendment at a **minimum** of four (4) cubic yards per one thousand (1,000) square feet or deemed by soil analysis, and has been tilled to a minimum depth of six (6) inches.
  - b. Evidence that an irrigation system backflow prevention assembly has been installed, tested, and approved.
2. ***Disease Mitigation:*** Exemptions may be granted to assist with mitigation of diseased plant material. Exemptions of this type are reviewed on a case-by-case basis. Potential exemptions are related directly to the disease or issue to be mitigated. Irrigation, however, must occur within the regularly scheduled hours.
3. ***Fertilization:*** Exemptions may be granted to allow watering as needed on any individual day for application of fertilizer. Exemptions of this type are reviewed on a case-by-case basis. Potential exemptions are related directly to the type of fertilization process, and current weather conditions. Duration of additional irrigation shall be determined by staff and shall not exceed the manufacturer's recommendation for application. Irrigation must occur within the regularly scheduled irrigation hours.

4. *Hydro-seeding:* Installations in non-residential landscapes must be performed by a Castle Rock Water registered landscape contractor. Exemptions may be granted to allow watering as needed on any individual day for establishment of hydro-seeded areas. Staff may determine that irrigation may be allowed during identified water system recovery periods.
5. *Other:* Other exemptions may be granted should the Program Administrator determine a hardship or special circumstance exists for an applicant, due to irrigation requirements that cannot be met under previously outlined criteria, including but not limited to:
  - a. Residential customers that do not have programmable irrigation systems, have a family emergency, or similar demonstrated hardship may receive an exemption to alter their assigned watering day on a time-limited basis as approved by the Program Administrator.

Exemptions allowing watering as needed, on any individual day are applicable only to the areas designated on the exemption application. Non-applicable areas are not included under the exemption and may not be exempted from designated irrigation requirements.

### **3.4 Special Circumstances**

#### **3.4.1 Low Pressure Areas**

Certain existing areas of Town have blocks of homes with addresses ending in the same digit. With the water system infrastructure being designed with the every-third day schedule, several residential addresses within a limited area, watering at the same time can create low-pressure situations. Assigning alternate symbols to the impacted homes mitigates this situation. Special schedules are given to these homeowners each year. for these impacted areas, as well as the letter (See *Exhibit 6a*) and special schedule (See *Exhibit 6b*) that is distributed to these homeowners in Founders Village.

#### **3.4.2 Hand Watering**

Watering plant material while holding a hose in hand is allowed at any time, on any day, as long as water waste is not occurring. Hand watering does not include irrigation with a hose and sprinkler, or manual operation of an automated irrigation system.

#### **3.4.3 Water for Entertainment**

Water used for entertainment purposes, e.g. children running through sprinklers, is allowed so long as persons are present and water waste does not occur.

#### **3.4.4 Pressure Washing**

Pressure washing may be allowed according to the following criteria:

1. High efficiency and low water use equipment is required.
2. Water waste shall not occur.
3. No excessive runoff shall leave site where water is being applied.
4. Equipment and application shall meet all Castle Rock Water Cross-Connection Control Program criteria.

### **3.4.5 Street Washing**

1. *Streets in General:* Application of water to streets for the purpose of street washing shall occur by use of water efficient street sweeping equipment only. Use of fire hydrants is not allowed. Use of water trucks for the purpose of street sweeping is not allowed.
2. *Streets for Drive-Through Restaurants:* Application of water to impervious surfaces related to drive-through restaurant food service areas may be allowed under the following circumstances:
  - a. Water waste shall not occur.
  - b. No excessive runoff shall leave site where water is being applied. High efficiency and low water use equipment is required.
3. *Sidewalks/Driveways:* Application of water to sidewalks and driveways for the purpose of cleaning is discouraged, and may be considered water waste. Whenever possible, areas should be swept to eliminate site debris. Such water use may be allowed under the following circumstances:
  - a. Water waste shall not occur.
  - b. No excessive runoff shall leave the site where water is being applied.
  - c. Automatic shut off spray nozzles on hoses; such as pistol grip sprayers shall be used.
  - d. Cleaning of the surface cannot reasonably be accomplished without the use of water.
  - e. Sidewalk poses a safety hazard that cannot be resolved without water.

### **3.4.6 Car Washing**

1. Commercial car wash installations shall meet the following criteria:
  - a. Newly constructed facilities, whether full-service, in bay, or self-serve shall use water recycling systems or weep recovery systems.
  - b. Demand management tools, consistent with curtailment identified in Section 3.6, shall apply to all commercial car wash systems.
  - c. Existing car washing systems that are being expanded, repaired, or rehabilitated shall conform to recycling requirements.
2. Homeowner car washing:
  - a. There are no limitations for hours or days a homeowner may wash vehicles.
  - b. Water waste shall not occur.
  - c. Require use of automatic shut off spray nozzles on hoses, such as pistol grip sprayers.

- d. Recommend parking on turf areas during car washing so all runoff is beneficially used by plant material.
- e. Recommend use of bucket and cloth/sponge to apply soaps, clean major portions of vehicle, and use hose for final rinse only.

### **3.4.7 Fountains**

Decorative fountains shall be recirculating and designed to reduce water losses through evaporation. Use of fountains is subject to additional demand management tools identified in Section 3.6.

### **3.4.8 Irrigation System Maintenance and Repair**

Operation of any irrigation system outside of its established watering schedule may be allowed for repairs or routine maintenance without incurring a violation under the following circumstances:

1. *Residential:* The owner or operator of the system must be present at all times when the system is in operation for routine maintenance or repair purposes outside of the established watering schedule.
  - a. It is the responsibility of the account holder to ensure all irrigation system components are properly maintained and fully operational. This includes but is not limited to replacement of batteries in controllers and rain sensors.
2. *Non-residential:* The owner/responsible party/landscape contractor may post an “Irrigation System Check in Progress” sign in the immediate vicinity of the water use. Operation of the system shall be for routine maintenance (i.e. checking zones for broken heads, timer operation, etc.) and shall be limited to the briefest time to observe and detect malfunctions. An operator must be present and visible at all times when the system is in operation for routine maintenance or repair purposes outside of the established watering schedule.
  - a. It is the responsibility of the account holder to ensure all irrigation system components are properly maintained and fully operational. This includes but is not limited to flow sensors, master valves, and replacement of batteries in controllers and rain sensors.

### **3.4.9 Water Waste**

Water waste violations can be issued at any time and are independent of the watering restriction calendar. The following examples serve as illustrations of situations that shall be cited as violations of water waste. Similar situations as observed by Town of Castle Rock staff will also be cited at their discretion:

1. Continuous irrigation resulting in ponding, pooling, or runoff.
2. Failure to repair any irrigation system that is leaking.
3. Application of water intended for irrigation to an impervious surface, such as a street, sidewalk, or driveway.
4. Using potable water to wash outdoor impermeable surfaces.
5. Letting water run unrestricted from a hose or faucet.

6. Operation of any irrigation system when demand management tools of Section 3.6 of this policy have been invoked.
7. Irrigation during a storm event.
8. For water waste violations due to leaking or damaged irrigation components, the customer will be allowed a defined amount of time to repair the condition without incurring subsequent violations:
  - a. Residential customers shall complete necessary repairs within five (5) days of violation, or before the system is used again.
  - b. Non-residential areas shall complete necessary repairs within twenty-four (24) hours of notification or at a minimum before the system is used again.
  - c. Notwithstanding the enforcement provisions set forth in Town Code, extreme water waste may result in discontinuance of service. Associated service charges for disconnection and reconnection shall be applied to the account.

### **3.5 Enforcement**

Enforcement of the watering schedule is for demand management, eliminating water waste, and promoting water conservation. This code enforcement is conducted to protect the interests of the public, and protect public health and safety. As the focus of the program is encouragement of compliance, first violations are issued as warnings with no surcharges applied, and subsequent violations are on a graduating scale.

#### **3.5.1 Seasonal Water Monitors**

Water monitors are employed as part-time temporary positions during the water restriction period, and are hired through standard Town of Castle Rock employment procedures.

Wages are budgeted through the Water Resources Enterprise Fund. Funds must be allocated at the identified wage for adequate coverage of the water system. Coverage may be required to include 24-hours, seven days per week, and is dependent on water system conditions.

Water monitors drive throughout the Town and monitor water use, including irrigation and water waste. Water monitors receive training, as defined in **Exhibit 7**, during their first week of employment: 1) in customer service, public education; 2) operation/care of Town equipment; 3) irrigation system operation training; 4) information logging and violation processing; and 5) safety training.

Water monitors note date, time, and type of watering violation. Monitors note if personal contact was made with the customer and what level of public education took place, including distribution of schedule, and water conservation materials. Personal contact in issuance of violations is encouraged if the monitor feels safe in approaching the customer during daylight hours only.

#### **3.5.2 Evidence of Violation**

Violations of the regular and approved alternative watering schedules are violations of municipal code and are subject to surcharges and potential discontinuance of service for non-compliance. Violation issuance

hierarchy is confined to the current irrigation year, January through December, and will not be carried over from one year to the next. New customers are not subject to pre-existing violations for that specific address.

The party issuing the affidavit must witness the violation. For example, the monitor must see the out of compliance irrigation or water waste.

Although not required by municipal code, monitors may take photographs and/or video of the violation, documenting date and time. Should the violation be appealed, this data may serve as additional evidence the violation actually occurred, and may be supplied to the customer upon request.

### **3.5.3 Warning/Surcharge Issuance Process**

Violations requiring surcharge issuance are uploaded daily to Castle Rock Water Billing Division and will be applied to the appropriate water billing account.

Violations are noted as legal documents (see **Exhibit 8**). These forms are then processed on a daily basis, during regular business hours on standard forms that will be sent by U.S. Mail to the owner or responsible party.

Town staff makes every attempt to notify responsible parties of non-compliance so the situation may be corrected as soon as possible. It is, however, not the Town's responsibility to notify any individuals not listed on the water billing account information. At no time is bias applied in enforcement actions.

Private parties may contact Town staff to notify them a violation is occurring. As determined by staff availability, this may be immediately investigated and documented accordingly.

Due to the size, public exposure, and potential negative impact to the water system, common and/or public areas, responsible parties, i.e. landscape contractors, may be notified by telephone or email of the violation so it may be immediately addressed. This is accomplished during regular business hours. Should the violation be blatant and considered waste, a violation will be issued and the service may be discontinued until the responsible party or contractor addresses and/or repairs the cause of the violation, i.e. leaking heads or zones going off at a non-approved time. If/when Castle Rock Water is required to disconnect or reconnect irrigation services, a fee will be assessed. See CRgov.com for current fee schedule.

The warning/surcharge issuance process is as follows:

All violations are processed and mailed to the aforementioned parties within twenty-four (24) hours (during regular business hours) of the violation. Failure to do so however, does not impact the validity of the enforcement action. Surcharges shall be applied to customer accounts within one (1) week of the date of the violation.

#### **1st Violation – Warning, no surcharge incurred**

The enforcement form is processed with the appropriate violation and mailed via U.S. Mail, to the account holder. See **Exhibit 8** for the sample postcard mailed in case of warning issuance.

#### **2nd Violation – Surcharge**

The enforcement form is processed with the appropriate violation and mailed via U.S. Mail, to the account holder. Second violations will not be issued during the five (5) day period following the first violation, allowing the customer time to rectify the situation once they are notified of the problem.



### 3rd Violation – Surcharge

The enforcement form is processed with the appropriate violation and mailed via U.S. Mail, to the account holder. Third violations will not be issued during the five (5) day period following the second violation to allow the water customer time to rectify the situation upon notifications of the most recent violation.

### 4th Violation – Surcharge

The enforcement form is processed with the appropriate violation and mailed, via U.S. Mail to the account holder. The Program Administrator will attempt to notify the water customer.

### 5th Violation – Surcharge

The enforcement form is processed with the appropriate violation and mailed, via U.S. Mail with notice that irrigation service may be discontinued should non-compliance persist, and a copy is sent to the account holder.

### Subsequent Violations

The enforcement form is processed with the appropriate violation and mailed, via U.S. Mail, with notice that irrigation service may be discontinued without immediate compliance, and a copy is sent to the account holder. **Exhibit 9** is a copy of the subsequent violation enforcement postcard.

## 3.5.4 Surcharge Values

Per Chapter 13.15.050 of Municipal Code, surcharges may be issued against owners or responsible parties for watering schedule non-compliance or water waste. The Town reserves the ability to immediately terminate irrigation or other water waste for due cause, and not to be reinstated until the system or use comes into compliance. Current policy guidelines outline the following charges to be applied to the appropriate Castle Rock Water billing account.

<u>Residential</u>	<u>Non-residential</u>
1 <sup>st</sup> – Warning, no surcharge	1 <sup>st</sup> – Warning, no surcharge
2 <sup>nd</sup> - \$25 surcharge	2 <sup>nd</sup> - \$100 surcharge*
3 <sup>rd</sup> - \$50 surcharge	3 <sup>rd</sup> - \$200 surcharge*
4 <sup>th</sup> - \$100 surcharge	4 <sup>th</sup> - \$400 surcharge*
5 <sup>th</sup> - \$200 surcharge	5 <sup>th</sup> - \$800 surcharge*
Subsequent - \$200 surcharge**	Subsequent - \$800 surcharge**
*Subject to temporary service disruption	** Subject to service discontinuance

For common areas where water charges are paid for by the Town of Castle Rock, yet landscape management is accomplished by a private entity such as a district or homeowner’s association, the private party that is managing the project is responsible for adhering to the criteria outlined in this policy and all charges incurred for non-compliance.

Public irrigated areas and facilities managed by the Town of Castle Rock are not exempt from surcharge issuance and are subject to all levels of enforcement.

### **3.5.5 Appeal Process**

The appeal process does not apply to warning issuance. Appeals of violations with associated surcharges may be brought before the Program Administrator in written form. If a party believes that a surcharge has been assessed erroneously, the party may submit a letter of appeal. This appeal must be submitted, in writing, within ten (10) days of the mailing date of the violation notification to the Water Use Management Program Administrator at 175 Kellogg Ct., Castle Rock, CO 80109.

1. The appeal letter should include a thorough explanation of why the customer believes the surcharge is in error and any other reasons why the surcharge should be waived, and must include the following information:
  - a. Specific violation in question including violation number, date, and time.
  - b. Reason for the infraction proving it to be outside of the control of the owner, or responsible party.
  - c. Or why the party thinks the violation did not take place as identified on the violation notification.
  - d. Requested action by the Town.
  - e. Signature of owner or responsible party.
2. Timing of Appeal Request: Appeals must be received within ten (10) days of the mailing date of the violation notification. Any appeal received after that date will not be considered, and the associated surcharge will not be removed from the account.
3. Timing of Response to Applicant: The Town shall respond to the customer within ten (10) business days of receipt of an appeal request.
4. Crediting Criteria: Associated surcharges must be paid by the customer by the billing due date of their water bill. If the customer's appeal is approved, the related surcharge will be credited to their water billing account within the subsequent billing cycle.

Should the Water Use Management Program Administrator deny the appeal, the party may appeal to the Director of Castle Rock Water. Subsequent appeal requests may be reviewed by the Town Manager. As with other code violations, ultimate authority over such cases lies in the Municipal Court system. Timing of appeal notifications shall be consistent with Chapter 13.14.080 of municipal code.

### **3.5.6 Appeal Approval Criteria**

Appeals may be approved and subsequent surcharges may be waived based on the following criteria:

1. Mechanical Failure. Evidence of a verifiable mechanical failure of programmable timer, or other irrigation system components. This type of appeal may only be used for a one-time appeal approval and may not be used for subsequent violations.

2. Hardship. Demonstration of extreme hardship as approved by the Program Administrator.
3. Special Condition. As deemed appropriate by Program Administrator.

Owners are responsible to ensure their properties meet the water use management regulations. When a homeowner is on vacation, or otherwise unable to make this assurance, it is recommended the owner designate a responsible party to oversee the property during their absence.

Irrigation during storm events is not allowed. Public, non-residential, and common areas will be cited for water waste under these circumstances, and shall have properly functioning moisture-sensing equipment on all systems.

### **3.5.7 Customer Assistance Programs**

The Town of Castle Rock offers the community various opportunities to conserve water. Please see [www.CRconserve.com](http://www.CRconserve.com) for current program information.

## **3.6 Demand Management Tools**

Under drought conditions, Castle Rock Water may implement one or more of the demand management tools shown below. See Town of Castle Rock Drought Management Plan for more information.

### **3.6.1 Curtailment/Discontinuance of Public/Common Area Irrigation**

(As approved by the Director of Castle Rock Water)

### **3.6.2 Discontinuance of Line Flushing**

(As approved by the Director of Castle Rock Water)

### **3.6.3 Discontinuance of Bulk Water Sales**

(As approved by the Director of Castle Rock Water)

### **3.6.4 Alteration of Regular and Approved Alternative Irrigation Schedule**

(As determined by the Director of Castle Rock Water, Town Manager, and Town Council)

1. Curtail issuance of exemptions for new seed/sod installation
2. Further limiting times and dates of irrigation.
3. Discontinuance of car washing, decorative fountains, and water used for entertainment.
4. Discontinuance of all exterior water usage, including irrigation.
5. Discontinuance of all non-essential water usage.



## **Section 4. Database Management**

## **4.1 Database Management**

The water use management program information is maintained and managed in the Castle Rock Water billing system, including alternative irrigation schedules, exemptions, and enforcement actions.

This information is managed on an annual basis. Alternative schedule requests must be submitted and approved for each applicable irrigation season. Enforcement action is accomplished on an annual basis as well, and water waste enforcement occurs throughout the year.



**Section 5. Rain Water Collection**

## 5.1 Rain Barrels

On Aug. 10, 2016, it became legal to capture rainwater. According to Colorado law, homeowners can have two fifty-five (55) gallon rain barrels to be used for outdoor purposes. For more information, visit:

<https://dwr.colorado.gov/services/water-administration/rainwater-storm-water-graywater>

A fact sheet is also included as **Exhibit 10**.

### FREQUENTLY ASKED QUESTIONS

#### **Who can collect water under this law?**

Any single-family residence or multi-family residence with four (4) or fewer units. Each home in a row of homes joined by common sidewalls, such as duplexes, triplexes, or townhomes, is considered a single-family residence. See the Rainwater Collection Information Table for additional details.

#### **Do I need a permit through the Division of Water Resources before I start collecting precipitation?**

No permit or other approval is required for capture and use of precipitation in rain barrels with a combined storage capacity of one-hundred-ten (110) gallons in accordance with Section 37-96.5-103, C.R.S. (This section was established by House Bill 16-1005)

#### **Where can I collect the water from?**

From the roof of a building that is used primarily as a residence.

#### **How much water can I collect?**

You can fill and refill two (2) rain barrels with a combined storage capacity up to one-hundred-ten (110) gallons throughout the year.

#### **What can I collect the water in?**

Water must be collected in rain barrels, up to one-hundred-ten (110) gallon total capacity, with sealable lids.

#### **What can I use the water for?**

Outdoor uses, such as lawn and garden irrigation, on the property where the water was collected. Though the rainwater can legally be used for a variety of outdoor uses (car washing, livestock watering, hot tub filling, irrigation, etc.) rainwater users should evaluate the quality of the collected rainwater to ensure it is appropriate for the proposed outdoor use. The water cannot be used for drinking water or indoor



## Appendices

Exhibit 1	Water Restriction Code – Chapter 13.15
Exhibit 2a	Sample Residential Communication
Exhibit 2b	Sample Water Schedule
Exhibit 3	Sample Non-Residential Communication
Exhibit 4a	Residential Irrigation Exemption Request
Exhibit 4b	Non-Residential Temporary Irrigation Exemption Request
Exhibit 5	Exemption Placard
Exhibit 6a	Founders Village Special Schedule Communication
Exhibit 6b	Founders Village Special Watering Schedule
Exhibit 7	Water monitor Training Guidelines
Exhibit 8	Sample Warning Postcard 1st Violation
Exhibit 9	Sample Subsequent Enforcement Postcard 2nd Violation
Exhibit 10	DWR Rainwater Collection Information Table



## Chapter 13.15 - Water Restrictions

### 13.15.010 - Definitions.

*Irrigation season* means the period between April 1 and October 31, inclusive, of each year.

*Owner* means the person or entity who is the owner of the real property receiving utility services, as shown in the public records of the County Assessor; provided, however, that if title is held in representative capacity, or the right to possession, use, and control of the property has been judicially vested in another party, such equitable owner(s) shall have the rights and responsibilities afforded and imposed by this Chapter.

*Program Administrator* means the Director of Castle Rock Water, or his or her designee.

*Responsible party* means the person or group identified by the owner as such, including property manager, or homeowner's association representative.

*Restriction period* means the period of time during the irrigation season which restrictions on lawn and landscaping irrigation is restricted to a defined/designated irrigation schedule.

*Utility bill* means the periodic statement of utility charges issued in accordance with [Section 13.14.040](#).

(Ord. No. [2018-005](#), § 1, 4-3-2018; Ord. 2000-10 § 1(part), 2000; Ord. 97-18 § 1(part), 1997; Ord. 93-5 § 2(part), 1993)

### 13.15.020 - Regulations.

The following regulations shall apply to the time and date for use of water for lawn and landscaping irrigation during the restriction period:

A. Irrigation schedules shall be established by the Program Administrator prior to the commencement of the restriction period.

B. In order to stagger the demand on the Town's water delivery system during the restriction period, residential lawn and landscape irrigation shall be restricted to every third day in accordance with the following procedure:

1. Residential properties with an assignment address ending in digit zero (0) through three (3) is designated by a square (□), digit four (4) through six (6) by a circle (○) and digit seven (7) through nine (9) by a diamond (◇).
2. Those non-residential properties for which several taps, services and/or addresses exist, the appropriate designated schedule shall be determined by the Program Administrator prior to commencement of the restriction period.

C. Annually, not later than thirty (30) days prior to commencement of the restriction period, the Program Administrator shall designate in writing the permissible watering days for each circle, square and diamond address, which shall be kept on file with the Town Clerk, posted in a conspicuous place at the Town's

administrative offices and published on the Town of Castle Rock websites (CRconserve.com and CRgov.com); provided however, that the failure to make such timely designation shall not impair the enforceability of the ordinance codified in this Chapter .

(Ord. No. [2018-005](#), § 2, 4-3-2018; Ord. No. [2017-027](#), § 17, 9-19-2017; Ord. 2000-10 § 1(part), 2000; Ord. 99-10 § 1, 1999; Ord. 97-18 § 1(part), 1997; Ord. 93-5 § 2(part), 1993)

#### **13.15.030 - Alternative schedules.**

In the event the Program Administrator determines a hardship/special circumstance exists for any owner, due to an irrigation requirement which cannot be met under the provisions of this Chapter, alternative schedules may be approved by the Program Administrator.

- A. The owner shall request an alternative schedule, verbally or in writing, to the Program Administrator, detailing the purpose of the request for an alternative schedule.
- B. If, upon review, the Program Administrator determines that granting an alternative schedule will not significantly impact the water system, the Program Administrator will notify the requestor of its determination and identify any conditions to the grant of the alternative schedule, and specifically identify the effective date, and the expiration date.

(Ord. No. [2018-005](#), § 3, 4-3-2018; Ord. 2000-10 § 1(part), 2000; Ord. 97-18 § 1(part), 1997; Ord. 93-5 § 2(part), 1993)

#### **13.15.040 - Surcharges.**

- A. Waste of potable water shall not be permitted. Waste is defined as application of potable water not resulting in beneficial use of the water. Waste violations shall be those fines set forth in the Town's Water Use Management Plan in effect at the time of the use.
- B. Single-family surcharges are intended to reinforce the Town's conservation policies and discourage customers from consuming excessive amounts of water.

Single-family customers (as defined in [Section 13.12.111](#)) using more than forty thousand (40,000) gallons of water in a billable month shall be assessed a surcharge. See Crgov.com/water and click "Rates" on the left side of the page for the current year's applicable surcharge.

The surcharge shall be in addition to the monthly charges for water set forth in [Section 13.12.112](#).

(Ord. No. [2018-031](#), § 13, 9-18-2018; [Ord. No. 2017-027, § 18, 9-19-2017](#) ; [Ord. No. 2016-030, § 18, 9-20-2016](#) ; [Ord. No. 2015-46, § 14, 11-3-2015](#) ; [Ord. No. 2014-31, § 11, 11-18-2014](#) ; Ord. 2013-34 § 12, 2013; Ord. 2012-30 § 9, 2012; Ord. 2011-31 § 7, 2011; Ord. 2010-34 § 8, 2010; Ord. 2009-32 § 3, 2009; Ord. 2009-22 § 1, 2009; Ord. 2007-43 § 1, 2007; Ord. 2004-37 § 1, 2004; Ord. 2000-10 § 1(part), 2000; Ord. 97-18 § 1(part), 1997; Ord. 93-5 § 2(part), 1993)

#### **13.15.050 - Enforcement.**

- A. The owner or responsible party shall be responsible for compliance with the provisions of this Chapter and will be subject to surcharges for noncompliance. Surcharges for violations of Sections [13.15.020](#) and [13.15.030](#) shall be those surcharges set forth in the Town's Water Use Management Plan in effect at the time of the violation.
- B. The Town reserves the ability to immediately terminate irrigation or other wasting for due cause with the Program Administrator's approval, and not to be reinstated until the system or use comes into compliance with this Chapter.

(Ord. 2004-37 §2, 2004; Ord. 2000-10 §1(part), 2000; Ord. 97-18 §1(part), 1997; Ord. 93-5 §2(part), 1993)

### **13.15.060 - Appeals.**

Appeals of such penalties may be brought before the Town Manager or such other person designated by the Town Manager to hear such appeals. The appeal process of [Section 13.14.080](#) shall apply to such appeals.

(Ord. 2000-10 §1(part), 2000; Ord. 97-18 §1(part), 1997; Ord. 93-5 §2(part), 1993)

- **13.15.070 - Other actions authorized.**

Nothing contained herein shall preclude the Town or its officials from pursuing further injunctive relief, requesting the court to issue a restraining order or injunction precluding an offender from further use of the Town's potable water system for outside irrigation, during the balance of the irrigation season.

(Ord. 2000-10 §1(part), 2000; Ord. 97-18 §1(part), 1997; Ord. 93-5 §2(part), 1993)

- **13.15.080 - Restrictive covenants.**

A. Definitions.

*Restrictive covenant* means any form of declaration of covenants, design guidelines, policies, conditions, restrictions or similar nongovernmental mechanisms for controlling land use on private property, including rules, regulations or guidelines implemented under the authority of restrictive covenants. Restrictive covenants shall not include any Town code or regulation.

*Turf or turf grass* means continuous plant coverage consisting of hybridized grasses that, when regularly mowed, form a dense growth of leaf blades and roots.

- B. No person shall enforce or seek to enforce any provision contained in any restrictive covenant that has the effect of requiring that an area of any lot, or any minimum percentage of a lot, be landscaped with turf grass. However, this prohibition shall not preclude the enforcement of restrictive covenants requiring the watering and regular maintenance of turf grass.
- C. Any person who violates Subsection 13.15.080.B shall be punished by a fine of not more than one thousand dollars (\$1,000.00). Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation is committed, continued or permitted by any such person.
- D. Any new restrictive covenant that prohibits or limits the installation or use of drought-tolerant vegetative landscapes is prohibited.

(Ord. 2004-57 §1, 2004)

### **Example Residential Communication**

Exhibit 2a



*Conservation is simple. Smart and everyday decisions can add up to enormous water savings. Together, let's reduce our water use by another 20 percent!*

Water used for outdoor landscaping accounts for the largest demand on our water system. Castle Rock incorporated water use management guidelines to help create a community culture that embraces water efficiency. Increasing water efficiency can save the Town and its rate payers millions of dollars in infrastructure, help stabilize future rate increases, protect property owners' investment, and most importantly, extend the life of the aquifers. And it works – Castle Rock residents have conserved 20 percent since implementation!

One tool in our water use management program is a watering schedule. This demand management tool allows us to manage adequate volume and pressures within the water distribution system during landscape irrigation season.

#### **Watering schedule**

Castle Rock residents have followed an every-third-day irrigation schedule since 1985, which has proven to reduce peak demand as well as increase conservation. This schedule is in effect May 1<sup>st</sup> – September 30<sup>th</sup> for all customers, and is based on the last number of your address.

#### **Watering hours**

For residential customers, watering is allowed on your designated day before 8 a.m. or after 8 p.m. During these hours humidity is higher, and there is a reduction in solar radiation, temperatures, and winds. Watering during these times reduces water loss through evaporation.

#### **Water Wiser Workshops**

With potentially 20 to 75 percent of our water wasted through inefficient irrigation and poor water management, these workshops show how to improve the efficiency of your sprinkler system, detect water waste, and better understand your landscape watering needs. Completion of this workshop earns you a "Water Wiser" designation and exempts you from the every-third-day watering schedule. There is no charge to attend these workshops. As introduced in 2018, your Water Wiser designation expires after five years, at which time you must retake the course. Register for workshops at [CRconserve.com/waterwiser](http://CRconserve.com/waterwiser).

#### **Rebates**

All Castle Rock customers are eligible to apply for rebates. Those rebates include:

- ColoradoScape renovation
- Rotary nozzle retrofit
- Toilet retrofit
- Whole home / building water monitoring system

Visit [CRconserve.com/rebates](http://CRconserve.com/rebates) for full program details, eligibility requirements, and applications.

#### **ColoradoScape**

Residents are encouraged to integrate ColoradoScape designs. These designs use low to very-low water use plant material which blends in with the native Castle Rock landscapes. This type of landscape features hardscape and other landscape materials which provide a variety of colors, textures, sizes, shapes, and seasonal interest. Returning this summer, a Parade of ColoradoScapes and landscape make-over contest. Watch for more details!

**Irrigation exemptions**




When installing a new landscape, an irrigation exemption allows any day watering, as needed, 21 days for sod and 30 days for seed or other plant material. This exemption does not give you any more water; it simply removes the every-third-day watering schedule during the exemption period. Watering is not permitted between the hours of 8 a.m. and 8 p.m. Irrigation exemptions will not be issued or applicable during the month of July. See [Crgov.com/water](http://Crgov.com/water) and click “Rates” on the left side of the page for the current year’s applicable exemption fee.



## 2023 WATERING SCHEDULE RESIDENTIAL

On your watering day, water only: **before 8 a.m. or after 8 p.m.**

Your schedule is determined  
by your street address.

-  Addresses ending in 0, 1, 2, 3
-  Addresses ending in 4, 5, 6
-  Addresses ending in 7, 8, 9

*Certain streets in Founders Village have a  
special schedule, mailed separately.*

### MAY

Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### JUNE

Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### JULY

Sun	Mon	Tues	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### AUGUST

Sun	Mon	Tues	Wed	Thur	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### SEPTEMBER

Sun	Mon	Tues	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



The Town of Castle Rock is committed to the wise development and use of its water resources. Our goal is to create a community culture that embraces water efficiency with smart water management techniques, promotes the use of efficient irrigation equipment, and encourages the use of ColoradoScape design principles. Water efficiency can save the Town and its rate payers millions of dollars in infrastructure, help stabilize future rate increases, protect property owners' investment, and most importantly, extend the life of the aquifers.

One tool in our water use management program is a watering schedule. This demand management tool allows us to manage adequate volume and pressures within the water distribution system during landscape irrigation

#### **Watering schedules**

This watering schedule is in effect May 1<sup>st</sup> – September 30<sup>th</sup>.

- Non-residential properties must adhere to a fixed three-day per week watering schedule
- Properties west of I-25 are designated Monday, Wednesday, and Friday
- Properties east of I-25 are designated Tuesday, Thursday, and Saturday
- Irrigation shall begin no earlier than 12 a.m. and be completed no later than 8 a.m. on the designated day.

season.

#### **Rebates**

All Castle Rock customers are eligible to apply for rebates. Those rebates include:

- ColoradoScape renovation
- Rotary nozzle retrofit
- Toilet retrofit
- Whole home / building water monitoring system

Visit [CRconserve.com/rebates](http://CRconserve.com/rebates) for full program details, eligibility requirements, and applications.

#### **Irrigation exemptions**

When installing a new landscape, customers may apply for an irrigation exemption. Exemptions allows for daily watering, as needed up to 30 days, to allow for establishment of native seed or other plant material. This exemption does not give you more water; it simply removes the three-day per week schedule during the exemption period. Watering is not permitted between the hours of 8 a.m. and midnight. Irrigation exemptions will not be issued or applicable during the month of July. Soil inspections must be completed before issuance of the exemption. See [Crgov.com/water](http://Crgov.com/water) and click "Rates" on the left side of the page for the current year's applicable exemption fee.

### **ColoradoScape**

We encourage non-residential properties to incorporate ColoradoScape designs. These designs use low to very-low water use plant material which blends in with the native Castle Rock landscapes, incorporating hardscape and other materials, which provide a variety of colors, textures, sizes, shapes, and seasonal interest. Returning this summer, a Parade of ColoradoScapes and landscape make-over contest. Watch for more details!

### **New installation**

All non-residential areas and open spaces are restricted from using Kentucky Bluegrass. New or renovated streetscapes (islands, medians, roundabouts, easements, planting strips) cannot have turf grass and plant material must be limited to 10" of water per growing season.

We appreciate your continued commitment to saving water to ensure a strong future. We look forward to working with you throughout the irrigation season and welcome any comments or questions.



**Application**

To apply for a temporary watering exemption, please complete the form.

An \$10 fee will be assessed on the water billing account associated with this property address.

**Exemption Period**

The exemption period for new sod is up to 21 days and seed and other plant material up to 30 days from the date of installation for the identified property and locations. You will receive your placard within approximately five business days. Place this placard in a location clearly visible from the street during the exemption period. This exemption does not give you any more water, just more time to apply the water. A temporary watering exemption allows for daily watering between the standard schedule hours of before 8 a.m. and after 8 p.m.

Please note: Exemptions are not issued or applicable in the month of July. Additional exemptions will not be issued for the same area within the same or consecutive growing season.

During the exemption period, Conservation Surcharges will not apply. Exemptions requested after the installation of new sod or other plant material will be effective from the date of installation, and only be retroactive to the most recent billing period.

First Name\*

Last Name\*

Address of Property Requiring Exemption\*

City\*

State\*

Zip Code\*

Phone Number\*

xxx-xxx-xxxx

Email Address\*

Mailing Address (if different from above)

City

State

Zip Code

**Reason for Exemption Request\***

- ☐ New sod  
☐ New seed  
☐ Other plant materials (such as trees, shrubs)

**Location\***

Check all that apply:

- ☐ Front  
☐ Back  
☐ Side

Date sod / seed  
 installed:\*

Is sod being installed or contracted by the builder?\*

- ☐ Yes  
☐ No

Automatic irrigation system

- ☐ Yes  
☐ No

Type of soil preparation materials used.

This material shall be tilled to a minimum 6-inch depth.

**Notes**


Hydro-seed installation requires "Special Schedule Submittal". Please call 720-733-2306

## Application

To apply for a temporary irrigation exemption, please complete the form below.

The exemption period for new sod is up to 21 days and seed and other plant material up to 30 days from the date of installation.

An \$10 fee will be assessed on the water billing account associated with this property address.

Please note: Exemptions are not issued or applicable in the month of July.

### Property Address Requiring Exemption:\*

### Company Name\*

### Company Phone\*

xxx-xxx-xxxx

### Company Email

### Registered Landscaper\*

### Registration Number\*

### Reason for Exemption Request\*

- ☐ New sod
- ☐ New seed
- ☐ Other plant materials (e.g. trees, shrubs)

### Total square footage

### Type of soil preparation materials used. This material should be tilled to a minimum 6" depth.\*

### Soil Inspection Date\*

### Date sod/seed installed:\*

### Backflow prevention test date (if applicable)\*

### If irrigation system was builder/developer installed, please list Building/Irrigation Permit #

Hydro-seed installation requires "Special Schedule Submittal". Please call 720-733-2306.



## TEMPORARY IRRIGATION EXEMPTION

Address/Location: \_\_\_\_\_

# 5/1-5/20

### WATERING HOURS

Residential before 8 a.m. or after 8 p.m. Non-residential midnight - 8 a.m.

Irrigation, as needed, is allowed for the property and location as described in the exemption application. This placard shall be posted in a location which is visible from the street. Upon expiration of the exemption, please follow all restrictions currently in place. This exemption will not increase the amount of your monthly water budget. Conservation Surcharges will not apply during the exemption period only. Water waste is not allowed during the exemption period, and may be subject to a violation. Exemptions will not be issued or applicable during the month of July.



NOTICE: This exemption is issued pursuant to the provisions of Chapter 13.15 of the Municipal Code of the Town of Castle Rock, and is subject to revocation should conditions require.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Staff Signature

### General guidelines to establish a new lawn

Week 1: Water 2-3 times per night

Week 2: Water 1-2 times per night

Week 3: Water every other night

Week 4: Adjust according to Town watering schedule or every third day

These guidelines may need to be adjusted based on current weather conditions.

If establishing a new lawn during the restriction period, May through September, daytime watering between 8:00am and 8:00pm is **NOT** allowed. Hand watering can take place at any time.

Exemptions will not be issued or applicable during the month of July.

It's important to note, during the establishment period, with an irrigation exemption, your individual water budget is not increased. You are responsible for all water used during the establishment period. The irrigation exemption allows for watering as needed and will waive any conservation surcharges.

**Water your lawn during evening, overnight, or early morning hours.** Between 8pm and 8am there is less wind, lower temperatures, and higher humidity. These conditions allow for more effective application of water and reduced evaporation.

**Use the cycle and soak method to prevent runoff.** Multiple short cycles, with time in between, will allow water to soak into the root system without running off.



April 1, 2023

**RE: FOUNDERS VILLAGE SPECIAL SCHEDULE AREA**

This year's Watering Schedule was mailed to you during the first week of April. As many of you long-time Founders area residents know, each year you receive a "special watering schedule" assignment for your address.

The addresses in your area end in similar numbers, so the normal assignment, as indicated by the last digit in your address could create low pressure problems if watering is done on the same day. As we have done in the past, your watering day symbol has been assigned to an alternate watering day.

Please locate your address on the enclosed list and note the "special" assignment. Irrigation is allowed on the day that corresponds to the assigned symbol as shown on the attachment.

Watering is allowed on your assigned day before 8 a.m. or after 8 p.m. when watering is more efficient due to reduced evaporation, cooler temperatures, and less winds. These hours will help you take advantage of watering when it is most effective.

Thank you for your cooperation. If you have any questions regarding this special schedule, please, contact us at 720-733-2306.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Schultz".

Rick Schultz  
Water Conservation Specialist

175 Kellogg Court, Castle Rock, Colorado 80109 / Office 720-733-8000 / CRgov.com/water



# Founders Area Special Watering Schedule



Locate your address and note the assigned symbol which specifies your designated watering day.

<p><b>Aspen Ave.</b></p> <p>5220 =  Circle</p> <p>5240 =  Diamond</p> <p>5241 =  Diamond</p> <p>5261 =  Circle</p> <p>5280 =  Circle</p> <p>5300 =  Diamond</p> <p>5301 =  Diamond</p> <p>5321 =  Circle</p> <p>5340 =  Circle</p> <p>5360 =  Diamond</p> <p>5361 =  Diamond</p> <p>5400 =  Circle</p> <p>5401 =  Circle</p>	<p><b>Cherry St. – cont.</b></p> <p>277 =  Circle</p> <p>296 =  Diamond</p> <p>306 =  Square</p> <p>307 =  Square</p> <p>327 =  Circle</p> <p>346 =  Diamond</p> <p>367 =  Square</p>	<p><b>E. Kensington Ave.</b></p> <p>5233 =  Circle</p> <p>5245 =  Diamond</p> <p>5257 =  Circle</p> <p>5270 =  Circle</p> <p>5290 =  Diamond</p> <p>5293 =  Circle</p> <p>5305 =  Diamond</p> <p>5317 =  Square</p> <p>5330 =  Circle</p> <p>5341 =  Circle</p> <p>5350 =  Diamond</p> <p>5371 =  Circle</p> <p>5390 =  Circle</p> <p>5391 =  Diamond</p>	<p><b>Spruce Ave.</b></p> <p>5248 =  Circle</p> <p>5257 =  Square</p> <p>5258 =  Square</p> <p>5277 =  Circle</p> <p>5287 =  Square</p> <p>5317 =  Circle</p> <p>5357 =  Square</p> <p>5358 =  Circle</p> <p>5397 =  Square</p> <p>5441 =  Diamond</p> <p>5461 =  Circle</p> <p>5462 =  Diamond</p> <p>5501 =  Diamond</p> <p>5502 =  Circle</p> <p>5521 =  Circle</p> <p>5532 =  Diamond</p> <p>5561 =  Diamond</p>
<p><b>Bristol St.</b></p> <p>15 =  Circle</p> <p>25 =  Square</p> <p>34 =  Square</p> <p>35 =  Diamond</p> <p>44 =  Diamond</p> <p>55 =  Square</p> <p>75 =  Diamond</p> <p>104 =  Diamond</p> <p>105 =  Square</p> <p>135 =  Diamond</p> <p>144 =  Square</p> <p>174 =  Diamond</p> <p>195 =  Square</p> <p>205 =  Diamond</p> <p>214 =  Square</p> <p>235 =  Square</p> <p>244 =  Diamond</p> <p>245 =  Diamond</p>	<p><b>E. Hamilton Ave.</b></p> <p>5126 =  Square</p> <p>5166 =  Diamond</p> <p>5186 =  Square</p> <p>5216 =  Diamond</p> <p>5226 =  Square</p> <p>5246 =  Diamond</p> <p>5256 =  Square</p> <p>5276 =  Diamond</p> <p>5286 =  Square</p> <p>5306 =  Diamond</p> <p>5326 =  Square</p> <p>5366 =  Diamond</p> <p>5386 =  Square</p>	<p><b>E. Manchester Dr.</b></p> <p>5359 =  Circle</p> <p>5379 =  Square</p> <p>5407 =  Circle</p>	<p><b>E. Weston Ave.</b></p> <p>5343 =  Diamond</p> <p>5353 =  Circle</p> <p>5373 =  Diamond</p> <p>5383 =  Circle</p> <p>5374 =  Square</p>
	<p><b>Holcomb St.</b></p> <p>5270 =  Diamond</p> <p>5271 =  Diamond</p> <p>5290 =  Circle</p> <p>5291 =  Circle</p> <p>5301 =  Diamond</p> <p>5321 =  Diamond</p> <p>5340 =  Circle</p> <p>5341 =  Circle</p>	<p><b>Ponderosa St.</b></p> <p>154 =  Diamond</p> <p>155 =  Square</p> <p>174 =  Square</p> <p>195 =  Diamond</p> <p>214 =  Diamond</p> <p>215 =  Square</p> <p>234 =  Square</p> <p>255 =  Diamond</p> <p>274 =  Diamond</p> <p>275 =  Square</p> <p>295 =  Diamond</p>	<p><b>Willow Ct.</b></p> <p>5304 =  Diamond</p> <p>5305 =  Square</p> <p>5324 =  Square</p> <p>5325 =  Diamond</p> <p>5364 =  Diamond</p> <p>5365 =  Square</p>
<p><b>S. Carlton St.</b></p> <p>815 =  Diamond</p>	<p><b>N. Holcomb St.</b></p> <p>110 =  Circle</p>	<p><b>Sandpiper Ave.</b></p> <p>5242 =  Circle</p> <p>5262 =  Diamond</p> <p>5263 =  Diamond</p> <p>5283 =  Circle</p> <p>5302 =  Circle</p> <p>5322 =  Diamond</p> <p>5323 =  Diamond</p> <p>5343 =  Circle</p> <p>5362 =  Circle</p>	<p><b>Willow St.</b></p> <p>34 =  Square</p> <p>54 =  Diamond</p> <p>94 =  Square</p> <p>114 =  Diamond</p> <p>174 =  Square</p> <p>194 =  Diamond</p> <p>234 =  Square</p> <p>254 =  Diamond</p> <p>294 =  Square</p> <p>314 =  Diamond</p> <p>344 =  Square</p> <p>364 =  Diamond</p> <p>394 =  Square</p>
<p><b>Cherry St.</b></p> <p>157 =  Square</p> <p>176 =  Diamond</p> <p>177 =  Circle</p> <p>217 =  Circle</p> <p>236 =  Diamond</p> <p>237 =  Circle</p> <p>256 =  Square</p> <p>267 =  Square</p>	<p><b>E. Howe St.</b></p> <p>5256 =  Square</p> <p>5276 =  Diamond</p> <p>5279 =  Circle</p> <p>5306 =  Square</p> <p>5326 =  Diamond</p> <p>5329 =  Circle</p> <p>5349 =  Square</p> <p>5366 =  Square</p>		



### Program Background

- Water resource information
- Program history
- Overview of implementation policy contents

### General Employee Information

- Personnel guideline distribution
- Employee identification (attire, identification card)
- Care of Town equipment (flashlights/video/photo equipment/laptops/tablets, etc.)
- Use of Town vehicles
- Interaction with other Town employees

### General Duties

- Public education
- Violation logging

### Safety

- Vehicle operation
- Driving hazards
- Customer contact

### Customer Service/Public Outreach

- Logging customer issues and concerns for management review
- Calendar dissemination
- Water conserving landscaping fact sheets (CRconserve.com)
- Automatic sprinkler system operation
- General water conservation information
- Rebate program information
- FAQs from CRconserve website
- Supervisory referrals

### Information/Data Management

- Logging all customer contacts
- Logging of violations
- Violation processing

### Irrigation System Training

- Identification of automatic system components
- Use of hoses

### Types of Irrigation Schedules

- Regular residential and non-residential areas

- Water Wiser every-third-day exemptions
- Exemptions

#### Exemptions

- How to obtain
- Reasons to obtain (new plant material, disease mitigation, fertilization, hydro-seeding)
- Placard display and information

#### Special Water Uses

- Low pressure areas (Founders Village special schedule)
- Hand watering
- Water for entertainment
- Car washing
- Fountains
- Irrigation system check and repair
- Water waste criteria

#### Non-residential Areas/Special Schedules

- Town managed properties
- HOA/District managed properties

## Sample Warning Postcard 1st Violation

Exhibit 8

Date:                      Time:                      Account #

Efficient water use is part of living in Castle Rock's semi-arid, high desert climate where every drop of water counts - whether it's pumped fresh from a well or saved through reduced lawn irrigation.

Wise water use is something we value at the Town. It's the small, everyday decisions that add up to long term water savings.

We observed at your location, the following:

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This year's watering schedule was distributed by mail at the beginning of the irrigation season. For additional copies or tips on how to conserve, visit [CRconserve.com](http://CRconserve.com).

Your cooperation is greatly appreciated.

Castle Rock Water 175 Kellogg Ct., Castle Rock, CO 80109

Questions? Call 720-733-2306





## Sample Subsequent Enforcement Postcard 2nd Violation

Exhibit 9

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Account # \_\_\_\_\_

Address: \_\_\_\_\_

Location: \_\_\_\_\_

Please be advised the above information constitutes a violation of the *Town of Castle Rock Municipal Code Chapter 13.15: Water Restrictions*. The information below indicates the amount your water bill will be surcharged. Subsequent violations will result in additional enforcement actions, including surcharges and potential termination of water service.

Water Violation Number \_\_\_\_\_

Surcharge Amount \$ \_\_\_\_\_

Requests for appeal must be received in writing at the address shown below within ten business days of the date of this notice.

(per *Town of Castle Rock Municipal Code Chapter 13.14.080*)

Castle Rock Water 175 Kellogg Ct., Castle Rock, CO 80109

Questions? Call 720-733-2306





**COLORADO**  
Division of Water Resources  
Department of Natural Resources



## Rainwater Collection Information Table

May, 2020

Pursuant to legislation passed in 2016 (House Bill 16-1005), many Colorado residents are able to collect rainwater in up to two rain barrels with a combined storage capacity not to exceed 110 gallons for outdoor uses. But did you know that residents with certain types of water wells may *also* be able to collect rainwater for the uses allowed on their well permit? These residents may be able to have *additional* rain barrels pursuant to Senate Bill 09-080.

The table below provides examples of how different residences in Colorado may be able to collect rainwater. Additional information about rainwater collection in Colorado can be found on the Rainwater Collection page on the Division of Water Resources' (DWR) website at: [Colorado.gov/water](http://Colorado.gov/water)

Your water supply scenario:	Can I use rain barrels as allowed under HB16-1005*? (Limit of two rain barrels with a combined storage capacity not to exceed 110 gal.)	Can I have <i>additional</i> rain barrels in accordance with SB09-080**? (Note that a Precipitation Collection Permit is required before you start collecting water in these additional rain barrels!)
A single family house on <b>tap water</b>	Yes	No
2 to 4 unit multi-family building (apartments or condominiums) with <b>tap water</b>	Yes, 110 gallons per building	No
5 or more unit multi-family building (apartments or condominiums) with <b>tap water</b>	No	No
Townhome (one residence in a row of residences joined by common side walls) on <b>tap water</b>	Yes, 110 gallons per residence	No

Questions can be submitted to Ask DWR by visiting the DWR homepage at: [www.colorado.gov/water](http://www.colorado.gov/water)

Page 1/4

<b>Your water supply scenario (continued):</b>	<b>Can I use rain barrels as allowed under House Bill 16-1005*? (Limit of two rain barrels with a combined storage capacity not to exceed 110 gal.)</b>	<b>Can I have <i>additional</i> rain barrels in accordance with Senate Bill 09-080**? (Note that a Precipitation Collection Permit is required before you start collecting water in these additional rain barrels!)</b>
A single family house on an exempt/small capacity domestic well that has a permit for some combination of: inside uses in up to three single-family dwellings, up to one acre of residential lawn and garden, domestic animal watering (such as horses), and livestock watering	Yes	Yes, additional rainwater may be captured for those outdoor <i>and</i> indoor uses that are allowed on the well permit.
A single family house on an exempt/small capacity household use only well	Yes	Yes, additional rain barrels are allowed to capture water for household purposes <i>inside</i> the dwelling. However, only the 110 gallons allowed under HB16-1005 may be collected for outdoor uses.
A single family house on tap water- there is an old exempt/small capacity well (drilled prior to May 8, 1972) that we still use to water the lawn	Yes	No
A single family house on a well that is operated pursuant to a Plan for Augmentation (non-exempt/large capacity well)	Yes	No
A single-family house with an unpermitted well that has been in use since prior to May 8, 1972. The well continues to be used for the house and yard.	Yes	Maybe. You will need to apply to register your well first. If DWR is able to approve a residential well permit, and you are not in a water service area, you could capture water for purposes allowed by your new well permit.
A single-family house with a residential well but the permit number or permit type is unknown	Yes	Maybe. It will depend on the well permit and other sources of water supply. You can look up your well permit through DWR's Well Permit Search Tool. If you're having trouble finding your permit please contact DWR via the information on page 4.

Questions can be submitted to Ask DWR by visiting the DWR homepage at: [www.colorado.gov/water](http://www.colorado.gov/water)

Page 2/4

## Rainwater Collection Information Table: Additional Information

### Exempt Wells versus Non-Exempt Wells

The table on pages 1 and 2 reference “exempt/small capacity wells” and “non-exempt/large capacity wells”. *What is an exempt/small capacity well versus a non-exempt/large capacity well and which type do I have?*

- Exempt/small capacity wells are often residential wells that serve no more than three single family dwellings.
- Exempt/small capacity wells typically have a five or six digit permit number and do not have a suffix (other than “-A” in the case of replacement wells).
- Non-exempt/large capacity wells often have a “-F” and/or “-R” at the end of the permit number.

For more details on exempt/small capacity and non-exempt/large capacity wells, see the Well Permitting page on the DWR website ([Colorado.gov/water](http://Colorado.gov/water)).

### \*House Bill 16-1005: Concerning the use of rain barrels to collect precipitation from a residential rooftop for non-potable outdoor uses (effective August 10, 2016)

**Who can collect water under this law?** Any single family residence or multi-family residence with 4 or fewer units. Each home in a row of homes joined by common side walls, such as duplexes, triplexes, or townhomes, is considered a single family residence.

**Do I need a permit through DWR before I start collecting precipitation?** No permit or other approval is required for capture and use of precipitation in rain barrels with a combined storage capacity of 110 gallons in accordance with HB 16-1005.

**Where can I collect the water from?** From the roof of a building that is used primarily as a residence.

**How much water can I collect?** You can fill and refill two rain barrels with a combined storage capacity up to 110 gallons throughout the year.

**What can I collect the water in?** Water must be collected in rain barrels (up to 110 gallon total capacity) with sealable lids.

**What can I use the water for?** Outdoor uses, such as lawn and garden irrigation, on the property where the water was collected. Though the rainwater can legally be used for a variety of outdoor uses (car washing, livestock watering, hot tub filling, irrigation, etc.) rainwater users should evaluate the quality of the collected rainwater to ensure it is appropriate for the proposed outdoor use. The water cannot be used for drinking water or indoor household purposes.

**Will standing water in the rain barrels create a mosquito problem?** Rain barrels must have sealable lids to prevent insects or other pests from using the stored water. See the [Colorado Department of Public Health and Safety](#)’s website for more information.

**\*\*Senate Bill 09-080: Concerning limited exemptions for water collected from certain residential rooftops**

**Who can collect water under this law (SB 09-080)?** Any residence that has, or can qualify for, an exempt/small capacity residential well permit through DWR. This law operates independently of HB16-1005.

**If I do not have a well or well permit, how do I know if my property qualifies for a well permit?** This will be determined by the Division of Water Resources when you apply for the required precipitation collection permit.

**Do I need a permit through DWR before I start collecting precipitation?** Yes, before you begin to collect precipitation in connection with an exempt/small capacity well permit, you need to obtain a rooftop precipitation collection permit. For more information, see the *Rooftop Precipitation Collection System* permit application (form GWS-78) and the Fact Sheet for *Rainwater Collection on Properties with Residential Wells*, located on the Rainwater Collection page on the DWR website at: [Colorado.gov/water](http://Colorado.gov/water)

**Where can I collect the water from?** From the roof of a building that is used primarily as a residence.

**How much water can I collect?** There is no limit to the amount of water you can collect, so long as you are collecting the water from the roof of a building that is used primarily as your residence.

**What can I collect the water in?** Rain barrels or other types of water storage structures. Be sure to still follow best practices for mosquito management.

**What can I use the water for?** Those residential uses that are allowed on the exempt/small capacity well permit, which may include both indoor and outdoor uses, depending on the well permit.

**Other important information:**

- If the residence is served by a water system (such as a water tap from a municipal provider or a shared well) that supplies more than three single family dwellings, then precipitation collection is not allowed under this law.
- Please review the above information on SB09-080 before completing and submitting an application for a Rooftop Precipitation Collection System permit (form GWS-78). If your well has not been permitted or registered, you will also need to register/permit your well before applying. See additional information on registration and permitting on the Well Permitting page on the DWR website at: [Colorado.gov/water](http://Colorado.gov/water)