

WATER USE MANAGEMENT PLAN

Date, 2019



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Section 1. Introduction

- 1.1 Policy Statement
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- 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 Performance Standards and 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 which uses low to very low water (less than 10-inches of water), 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: Streetscaping, ~~Streetscaping, An area available for public use. May be whether publicly or privately owned, managed, or maintained.~~

Curtailment stages: As defined in the Drought Management Plan.

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

Irrigable area: The area of a property where a permanent irrigation system is installed and 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.

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

Residential: Account category identified in Castle Rock Water billing records.

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 month. ~~The average winter monthly consumption (AWMC) is 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. and depends on indoor use and through the growing season—April through October.~~ The outdoor water budget is determined by the irrigable 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. Customers that adhere to this plan will use water more efficiently and ultimately save money while maintaining a healthy landscape.

One of the primary educational opportunities for residential customers is the Water Wiser Workshop. This program focuses on xeric design, landscape preparation, and efficient irrigation. 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 watering **only** when necessary, not just because it's the scheduled watering day. This Water Wiser status will remain active for five (5) years and can be renewed by completion of another Water Wiser Workshop.

The WUMP is designed for management of peak demand by designating days and hours for residential and non-residential customers. This reduces the necessary amount of water system infrastructure, water resource acquisition, treatment, storage, and distribution. Adherence to the designated schedule ~~that~~ **ensures** peak demand is spread evenly throughout ~~the week during~~ the irrigation season and allows for water storage tank recovery ~~time during~~ non-irrigation periods. The designated watering hours also ensure customers irrigate at the times ~~where~~ **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. All Castle Rock Water staff are trained on the basics of this program. Seasonal water monitors receive additional 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

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3.2.2 Residential Irrigation

- A. *Day/Address Assignment*: Watering shall be limited to every-third-day in accordance with the following procedure:
 - 1. Properties with addresses ending in zero (0) through three (3) are designated by a square.
 - 2. Properties with addresses ending in four (4) through six (6) are designated by a circle.
 - 3. Properties with addresses ending in seven (7) through nine (9) are designated by a diamond.
- B. *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.
- C. *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 2**.
 - 1. The watering schedule shall be distributed through the U.S. Postal Service to all Town of Castle Rock residents.
 - 2. The Town Clerk shall receive a copy of the watering schedule.
 - 3. The watering schedule shall be posted at Town Hall and Castle Rock Water offices.
 - 4. The watering schedule shall be published on CRconserve.com and in the official notice section of CRgov.com/notices.
 - 5. The watering schedule and a general outline of the policy will be posted on the Town's website.
 - 6. 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.
- D. *New Customers*: All parties that become new customers will receive the watering schedule and educational materials through a new homeowner welcome packet.
- E. *Residential Homebuilders*: Homebuilder landscape contractors that install and/or maintain residential landscaping shall be registered with the Town of Castle Rock **Water** to ensure those managing the properties are thoroughly versed on **the** Water Use Management Plan and **the** Landscape and Irrigation Performance Standards and Criteria Manual. See Section 5 for information regarding

registration of landscape professionals.

3.2.3 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. This includes apartments, condominiums, townhomes, and multi-family developments still under the control of the builder, commercial customers, churches, 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.

- A. *Day / Geographic Location Assignment:* Watering days for the entire property will be three days per week as assigned by ~~your~~ 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 B. below*).
- B. *Permissible Hours of Irrigation:* Permissible hours of irrigation for non-residential, common, and public areas shall begin no earlier than 10 p.m. on ~~your~~ **the** assigned day and be completed no later than 6 a.m. the following day.
- C. *Application Rates:* Total water application shall not exceed 1.5-inches per week, per irrigation zone.
- D. ~~*Maintenance Schedule Submittal Requirements:* All irrigation schedules for non-residential properties must be submitted to Castle Rock Water for review and approval. These schedules must be submitted no later than May 15 each year. Those properties that have not submitted a schedule will be considered out of compliance with the water use management program and will be subject to enforcement action. (See **Exhibit 4**)~~
- E. *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 that are not repaired on a timely basis. Three or more call-outs of this type shall be considered excessive and the owner will be subject to incur the associated charges.
- F. *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 Performance Standards and Criteria Manual. See Section 5 for information regarding registration of landscape maintenance professionals.

3.2.4 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. ~~applicant must complete and submit an application for such an exemption. (See Exhibit 5 and Exhibit 6) Beyond hand watering, irrigation will not be allowed between the hours of 8 a.m. and 8 p.m.~~

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 administrator of the WUMP determine that granting an exemption would not significantly impact the water system, the 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 ~~daily~~ 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.

Exemptions may be granted for:

- A. *Establishment of New Plant Material:* An exemption to the established watering schedule may be granted to establish new plant material not to exceed 21 days for new sod and not to exceed 30 days for seed or other plant material, provided an exemption is obtained through Castle Rock Water.

Conditions for this exemption include:

Verification through site inspection by the program manager 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 Manager that prior to seeding or sodding of turf, 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-inches. Approved soil amendment must be Class I or Class II compost.

Evidence that an irrigation system backflow prevention assembly has been installed, tested, and approved.

- D. *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.

E. *Fertilization*: Exemptions may be granted to allow daily watering for application of fertilizer material. Exemptions of this type are reviewed on a case-by-case basis. Potential exemptions are related directly to the square footage, 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.

F. *Hydro-seeding*: Installations in non-residential landscapes must be performed by a Castle Rock Water registered landscape contractor. Exemptions may be granted to allow daily watering as needed on any individual day for establishment of hydro-seeded areas, which shall include areas used for:

1. Stormwater retention
2. Re-vegetation of over-lot areas

Staff may determine that irrigation may be allowed during identified water system recovery periods.

E. *Special Schedules for Non-Residential Properties*: Special schedules for non-residential properties may be granted based on a demonstrated hardship at the discretion of the Program Administrator. Castle Rock Water registered landscape contractors shall administer special schedules. See Section 5 for information regarding registration of landscape professionals.

F. *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:

1. Residential customers that do not have programmable irrigation systems that are going on vacation, 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.
2. All non-residential properties will water on their designated days during the overnight hours of 10 p.m. – 6 a.m.

Exemptions allowing daily 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. See **Exhibit 7** for these impacted areas, as well as the letter and special schedule that is distributed to these homeowners in Founders Village.

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3.4.3 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.

3.4.4 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**.

3.4.5 Pressure Washing

Pressure washing may be allowed according to the following criteria:

- A. High efficiency and low water use equipment ~~are~~ **is** required.
- B. Water waste shall not occur.
- C. No excessive runoff shall leave site where water is being applied.
- D. Equipment and application shall meet all Castle Rock Water Cross-Connection Control Program criteria.

3.4.6 Street Washing

- A. *Streets*: 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.
- B. *Drive-Through Restaurants*: Application of water to impervious surfaces related to drive-through restaurant food service areas may be allowed under the following circumstances:
 - 1. Town may request owner/operator of facility to obtain a letter from the Tri-County Health Department requiring cleaning of prescribed areas. A copy of such shall be submitted to Castle Rock Water, and a copy shall be posted on-site.
 - 2. Water waste shall not occur.
 - 3. No excessive runoff shall leave site where water is being applied. High efficiency and low water use equipment ~~are~~ **is** required.
- C. *Sidewalks/Driveways*: Application of water to sidewalks and driveways by homeowners 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:
 - 1. Water waste shall not occur.
 - 2. No excessive runoff shall leave the site where water is being applied.
 - 3. Automatic shut off spray nozzles on hoses; such as pistol grip sprayers shall be used.

4. Cleaning of the surface cannot reasonably be accomplished without the use of water.

5. Sidewalk poses a safety hazard that cannot be resolved without water.

3.4.7 Car Washing

A. Commercial car wash installations shall meet the following criteria:

1. Newly constructed facilities, whether full-service, in bay, or self-serve shall use water recycling systems or weep recovery systems.
2. Demand management tools, consistent with curtailment identified in Section 3.6, shall apply to all commercial car wash systems.
3. Existing car washing systems that are being expanded, repaired, or rehabilitated shall conform to recycling requirements.

B. Homeowner car washing:

1. There are no limitations for hours or days a homeowner may wash vehicles.
2. Water waste shall not occur.
3. Require use of automatic shut off spray nozzles on hoses, such as pistol grip sprayers.
4. Recommend parking on turf areas during car washing so all runoff is beneficially used by plant material.
5. Recommend use of bucket and cloth/sponge to apply soaps, clean major portions of vehicle, and use hose for final rinse only.

3.4.8 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.

3.4.9 Irrigation System 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:

- A. *Residential:* The owner or operator of the system ~~has notified Castle Rock Water by telephone, or by e-mail at least one (1) hour BEFORE operation of the system. An operator must be present at all times when the system is in operation for routine maintenance or repair purposes outside of the established watering schedule.~~
- B. *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.

3.4.10 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 prohibition. Similar situations as observed by Town of Castle Rock staff will also be cited at their discretion:

- A. Continuous irrigation resulting in ponding, ~~or pooling, of water~~ or runoff.
- B. Failure to repair any irrigation system that is leaking.
- C. Application of water intended for irrigation to an impervious surface, such as a street, sidewalk, or driveway.
- D. Using potable water to wash ~~down~~ outdoor impermeable surfaces.
- E. Letting water run unrestricted from a hose or faucet.
- F. Operation of any irrigation system when demand management tools of Section 3.6 of this policy have been invoked.
- G. ~~Non-residential~~ Irrigation during a storm event.

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:

- Residential customers shall complete necessary repairs within five (5) days of violation, or before the system is used again ~~for irrigation~~.
- Non-residential areas shall complete necessary repairs within twenty-four (24) hours of notification or at a minimum before the system is used again ~~for irrigation~~.
- 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. Town of Castle Rock staff are authorized to issue violations, but also receive training in educating water customers about the purpose of the program with the intent to encourage compliance.

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. Since the watering schedule is a demand

management measure, it is not directly associated with the Water Conservation Program. 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 will receive training, as defined in **Exhibit 8**, 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 copied daily to Castle Rock Water Billing Division and will be applied to the appropriate ~~utility~~ **water** billing account.

Violations are noted as legal documents (see **Exhibit 9**). 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 ~~immediately~~ 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 \$45 charge may be assessed.

The warning/surcharge issuance process is as follows:

All violations are processed and mailed to the aforementioned parties within 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 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** ~~appropriate parties~~. See **Exhibit 11** for the sample letter 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** ~~appropriate parties~~. 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** ~~appropriate parties~~. Third violations will not be issued during the five-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** ~~appropriate parties~~. Where possible and appropriate, the program administrator may 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** ~~appropriate parties~~.

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** ~~appropriate parties~~.

Exhibit 10 is a copy of the enforcement form.

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 st – Warning, no surcharge	1 st – Warning, no surcharge
2 nd - \$25 surcharge	2 nd - \$100 surcharge*
3 rd - \$50 surcharge	3 rd - \$200 surcharge*
4 th - \$100 surcharge	4 th - \$400 surcharge*
5 th - \$200 surcharge	5 th - \$800 surcharge*
Subsequent - \$200 surcharge*	Subsequent - \$800 surcharge*
*Subject to service discontinuance	*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 ~~Parks Department~~ 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 days of the mailing date of the violation notification to the Water Use Management Program Manager at 175 Kellogg Ct., Castle Rock, CO 80109. 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:

- Specific violation in question including violation number, date, and time.
- Reason for the infraction proving it to be outside of the control of the owner, or responsible party.
- Or why the party thinks the violation did not take place as identified on the violation notification.
- Requested action by the Town.
- Signature of owner or responsible party.

- A. *Timing of Appeal Request:* Appeals must be received within 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.
- B. *Timing of Response to Applicant:* The Town shall respond to the customer within 10 business days of receipt of an appeal request.
- C. *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 manager 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 standard criteria:

- A. ~~Loss of Power: Loss of power to an automatic irrigation system due to area power outages. This type of appeal may only be used for a one-time appeal approval and may not be used for subsequent violations.~~
- B. 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.
- C. Hardship. Demonstration of extreme hardship as approved by the Program Administrator.
- D. Special Condition. As deemed appropriate by Program Administrator.

Owners are responsible to ensure their properties meet the watering-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** ~~discouraged~~. 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 for current program information.

~~3.5.8 Consumption Restrictions~~

~~At the discretion of the Director of Castle Rock Water, flow restriction devices may be placed on large irrigated~~

~~area service connections to ensure consumption volumes do not exceed those identified on schedule submittals. These devices may be installed at the expense of the account holder and/or responsible party, to include cost of equipment and staff resources for installation.~~

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)

- A. Curtail issuance of exemptions for new seed/sod installation
- B. Further limiting times and dates of irrigation.
- C. Discontinuance of car washing, decorative fountains, and water used for entertainment.
- D. Discontinuance of all exterior water usage, including irrigation.
- E. 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 ~~and non-residential maintenance submittals~~ must be resubmitted 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. Registration for Landscape Professionals

5.1 Registration for Landscape Professionals

Irrigation of non-residential areas not only creates a large volume demand on the water system, it is a high profile activity for the residents and business owners in the Town of Castle Rock. In the past, lack of program awareness and non-compliance of non-residential areas has resulted in extensive amounts of staff involvement, large numbers of violations and surcharges, including service discontinuance, as well as large amounts of negative public feedback.

Compliance with the irrigation schedule requirements is necessary to:

- Maintain adequate water service volumes.
- Maintain positive public relations with the community.
- Ensure adequate water supply for the community.
- Manage peak water demand.
- Ensure wise use of a limited resource.
- Maintain sustainability of our water supply for generations to come.
- Ensure non-residential customers use water in the most efficient manner.

Therefore, it is necessary the landscape professionals that design, install, and maintain these properties be thoroughly aware of all operational criteria. In order to address these issues, non-residential irrigated areas shall be installed and managed by landscape and irrigation professionals registered with the Town of Castle Rock **Water**. For full registration program details and upcoming registration opportunities, please visit CRgov.com/landscapers. For further information, contact waterconservation@crgov.com.

The registration process shall include the following:

- A. Attendance at a registration workshop ~~an annual seminar~~; and
- B. Passing score (75% or better) on a test formatted to identify level of knowledge of the Water Use Management Program and Town of Castle Rock Landscape and Irrigation Performance Standards and Criteria Manual. (See **Exhibit 11**.)
- C. **Successful completion of the secondary requirement as outlined on CRgov.com**

The curriculum for the seminar shall include at a minimum:

1. Program intent and objectives.
2. Designation of non-residential irrigated areas.
3. Non-residential irrigation schedule parameters.
4. ~~Acquire submittal requirements.~~
5. Enforcement parameters and consequences for non-compliance.
6. Demand management tools.
7. Related landscape regulation and principles components.

Testing process shall be open-book and based on parameters related to each module of the **workshop seminar** curriculum.

5.2 Soil Inspection

All new landscapes are required to pass a soil inspection prior to **approval and issuance of** ~~for~~ an irrigation exemption.

Residential soil inspections will be completed after amendment, tilling, and finish grade is established, irrigation system is installed. This will include inspection/verification of the following items:

- Four cubic yards of amendment (Class I or Class II compost) per 1,000 square feet
- Tilled to a minimum depth of six inches
- Finish grade to be within 2/10 of a foot, all rocks, dirt clods, and construction material/debris larger than ¾" to be removed, slope not to exceed 3:1
- Sub-surface drip irrigation (SDI) inspection, where applicable, to be completed prior to backfilling
- Sprinkler heads must be consistent with Town requirements, see Landscape and Irrigation Performance Standards and Criteria Manual. 6" minimum pop-up height with internal pressure regulation and check valve. Application rate not to exceed 1.25" per hour
- Smart controller
- Rain/weather sensor

All residential soil inspection requests must be scheduled through eTRAKiT. Access to eTRAKiT is only available to landscape professionals registered through Castle Rock Water.

Non-residential soil inspections consist of the following items:

- Sub-surface drip irrigation (SDI) inspection, where applicable, to be completed prior to backfilling
- Compost inspection
 - Four cubic yards of amendment (Class I or Class II compost) per 1,000 square feet, visually inspected prior to incorporation into the soil
- Tilling/grading inspection
 - Tilled to a minimum depth of six inches, finish grade to be within 2/10 of a foot, all rocks, dirt clods, and construction material/debris larger than ¾" to be removed, slope not to exceed 3:1

All non-residential soil inspections should be scheduled through Castle Rock Water: 720-733-2306.

~~In order to access eTRAKiT, you must be a Castle Rock Water registered landscape professional and have a PIN number.~~



Section 6. Rain Water Collection

6.1 Rain Barrels

On Aug. 10, 2016, it became legal to capture rainwater. According to Colorado law, homeowners can have two 55-gallon rain barrels to be used for outdoor purposes. For more information, visit: <http://water.state.co.us/SURFACEWATER/RAINWATERCOLLECTION/Pages/default.aspx>

A fact sheet is also included as *Exhibit 12*.

FREQUENTLY ASKED QUESTIONS

Who can collect water under this law?

Any single-family residence or multi-family residence with four 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 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 110 gallons in accordance with HB16-1005.

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.

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.



Appendices

Exhibit 1	Water restriction code – Chapter 13.15
Exhibit 2a	Residential letter
Exhibit 2b	Sample water schedule
Exhibit 3	Sample non-residential communication
Exhibit 4	Non-residential maintenance submittal —OBSOLETE
Exhibit 5a	Non-residential temporary irrigation exemption request
Exhibit 5b	Residential temporary irrigation exemption request
Exhibit 6	Temporary irrigation exemption placard
Exhibit 7a	Founders special pressure related area letter
Exhibit 7b	Founders special pressure related area list
Exhibit 8	Water monitor training guidelines
Exhibit 9	Sample warning postcard—1st violation
Exhibit 10	Sample violation postcard—2nd and subsequent
Exhibit 11	Landscape professional qualification form
Exhibit 12	Rainwater collection information sheet

Exhibit 1

Water Restriction Code - Chapter 13.15

ORDINANCE NO. 2018-

**AN ORDINANCE AMENDING SECTIONS 13.15.010, 13.15.020 AND 13.15.030 OF THE
CASTLE ROCK MUNICIPAL CODE CONCERNING WATER RESTRICTIONS**

WHEREAS, the Town of Castle Rock and Castle Rock Water wishes to make these changes in order to comply with the Water Use Management Plan; and

WHEREAS, the changes included provide clarification and consistency with the requirements outlined in the Landscape and Irrigation Performance Standards Criteria manual

**NOW, THEREFORE, IT IS ORDAINED BY THE TOWN COUNCIL OF THE
TOWN OF CASTLE ROCK, COLORADO:**

Section 1. Amendment. Section 13.15.010 of the Castle Rock Municipal Code is amended in its entirety to read as follows:

13.15.010 - Definitions.

The following terms used in this Chapter are defined as follows:

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.

Section 2. Amendment. Section 13.15.020 of the Castle Rock Municipal Code is amended in its entirety to read as follows:

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 .

Section 3. Amendment. Section 13.15.030 of the Castle Rock Municipal Code is amended in its entirety to read as follows:

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.

Section 4. Severability. If any clause, sentence, paragraph, or part of this ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect the remaining provisions of this ordinance.

Section 5. Safety Clause. The Town Council finds and declares that this ordinance is promulgated and adopted for the public health, safety and welfare and this ordinance bears a rational relation to the legislative object sought to be obtained.

APPROVED ON FIRST READING this 6th day of March, 2018 by a vote of 7 for and 0 against, after publication in compliance with Section 2.02.100.C of the Castle Rock Municipal Code; and

PASSED, APPROVED AND ADOPTED ON SECOND AND FINAL READING this 3rd day of April, 2018 by the Town Council of the Town of Castle Rock by a vote of__ for and against.

ATTEST:

TOWN OF CASTLE ROCK

Lisa Anderson, Town Clerk

Jennifer Green, Mayor

Approved as to form:

Approved as to content:

Robert J. Slentz, Town Attorney

Mark Marlowe, Director of Castle Rock Water

Exhibit 2

Exhibit 2a	Residential Letter
Exhibit 2b	Sample Water Schedule



Castle Rock residents have proven their commitment to water conservation. Together, over the last several years, we have reduced our water use by 20 percent.

What does that mean to you?

In the past, wise water use was something everyone could do. For our future, it's what everyone must do. No matter where you live, using water efficiently helps Castle Rock become a more sustainable community. It's simple. It's smart. The small, everyday decisions you make can add up to enormous water savings.

Leave a sufficient legacy.

Saving water today is key to securing water for our future. Water used for outdoor landscaping accounts for the largest demand on the water system during the spring and summer.

Enclosed is the watering schedule, effective May 1 through September 30.

If you are a residential customer, watering is allowed on your designated day before 8 a.m. and after 8 p.m. During these hours, there is a reduction in solar radiation, temperatures, and winds. All of which allow you to take advantage of watering when it is most effective. Watering during these times has been shown to reduce water loss from evaporation.

All residential customers follow square, circle, or diamond.

If your address ends in:

- 0, 1, 2 or 3, a square designates your watering days
- 4, 5 or 6, a circle designates your watering days
- 7, 8 or 9, a diamond designates your watering days

Are you planning to install a new lawn? Apply on-line at CRconserve.com/exemption.

If you're installing a new landscape, you'll want to get a temporary irrigation exemption. An exemption is recommended any time you are installing or renovating your lawn or landscape, regardless of the time of year. This exemption does not give you any more water, just more time to apply the water. Watering as needed is allowed up to 21 consecutive days for new turf and up to 30 consecutive days for seed or other plant material. Watering is not permitted between the daytime hours of 8 a.m. and 8 p.m., during the watering schedule listed above, even with an exemption. ***Remember, you will be charged for the water used based on your individual water budget, so water wisely!***

Visit CRconserve.com

It's an easy, interactive way to learn about water conservation.



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	



2019 WATERING SCHEDULE RESIDENTIAL BEFORE 8 a.m. or AFTER 8 p.m.

- designates your watering day, if your address ends in 0, 1, 2 or 3
 - designates your watering day, if your address ends in 4, 5 or 6
 - ◆ designates your watering day, if your address ends in 7, 8 or 9
- ALL water customers must follow a watering schedule.**

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					

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			

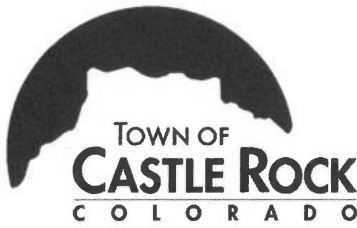
AUGUST

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

Visit CRconserve.com for conservation and irrigation tips. For additional information regarding Castle Rock Water, visit CRgov.com/water.

Exhibit 3

Sample Non-Residential Communications



REPRESENTATIVE SAMPLE

(date)

Dear Property Owner/Manager:

Our records indicate the property or properties you manage or own within the Town of Castle Rock are considered non-residential in accordance with the Town of Castle Rock Water Use Management Plan. Therefore, your property or properties must be maintained by a Castle Rock Water registered Maintenance Contractor. Visit CRgov.com/landscapers for registration information.

The Town of Castle Rock is working hard to uphold its Water Use Management Plan, which outlines seasonal irrigation parameters for all water customers.

For more information about specific regulations associated with the Water Use Management Plan, please contact me or visit our website at CRgov.com.

There are many changes in our landscape regulations that may directly impact your property. Castle Rock's *Landscape and Irrigation Performance Standards and Criteria Manual* (Criteria Manual) were adopted in December 2012; and subsequently updated. The purpose of the Criteria Manual is to create a community culture that embraces water efficiency and smart watering practices, ColoradoScape design, and efficient irrigation techniques, which will save the Town and its ratepayers millions of dollars in infrastructure, help stabilize future rate increases, protect the investments of the property owners and, most importantly, extend the life of the aquifers. This Criteria Manual greatly influences all new installations. Contact me if you are installing any new areas or are renovating any landscaped areas. Please note non-residential watering days are limited to three days per week. Properties west of I-25 are designated Monday, Wednesday, Friday. Properties east of I-25 are designated Tuesday, Thursday, Saturday. Designated watering hours are 10 p.m. to 6 a.m.

We look forward to working with you throughout the irrigation season. If you have any questions or concerns, please contact me at 720-733-6017.

Sincerely,

(name)

Exhibit 5

Exhibit 5a Non-Residential Temporary Irrigation Exemption

Exhibit 5b Residential Temporary Irrigation Exemption

Non-residential Temporary Irrigation Exemption

[Sign in to Save Progress](#)

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 \$8 fee will be assessed on the water billing account associated with this property address. However, exemptions will not be 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.

Acknowledgement

I understand this is a "temporary" exemption that allows daily watering for the identified property, between the standard schedule hours of 10 p.m. to 6 a.m. during the identified exemption period. I understand this exemption will not increase the amount of the monthly water budget. I understand that I will abide by the Water Use Management Plan and all applicable watering restrictions.

Residential Temporary Irrigation Exemption

[Sign in to Save Progress](#)

Application

To apply for a temporary irrigation exemption, please complete the form.
An \$8 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 irrigation permit allows for daily watering between the standard schedule hours of before 8 a.m. and after 8 p.m. However, exemptions will not be issued or applicable in the month of July.

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 by the builder?

- ☐ Yes
☐ No

Automatic Irrigation system

- ☐ Yes
☐ No

Type of soil preparation materials used.

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

Notes

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

Email Address

This field is not part of the form submission.

Exhibit 6

Exemption Placard



TEMPORARY IRRIGATION EXEMPTION

Address/Location: _____

WATERING HOURS
Residential before 8 a.m. or after 8 p.m. Nonresidential 10 p.m. - 6 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: _____
Authorized Staff Signature

Date: _____

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 from 8:00am to 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.

Exhibit 7

Exhibit 7a Founders Special Pressure Related Area Letter

Exhibit 7b Founders Special Pressure Related Area List



April 1, 2019

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,

Rick Schultz
Water Conservation Specialist

RS:csr

Founders Area Water Day Symbols for Water Restriction

Locate your address and note the assigned symbol which denotes your "new" watering day.

Aspen Avenue

5200 = square
5220 = circle
5240 = diamond
5241 = diamond
5260 = square
5261 = circle
5280 = circle
5281 = square
5300 = diamond
5301 = diamond
5320 = square
5321 = circle
5340 = circle
5341 = square
5360 = diamond
5361 = diamond
5380 = square
5400 = circle
5401 = circle

Bristol Street

15 = circle
24 = circle
25 = square
34 = square
35 = diamond
44 = diamond
45 = circle
55 = square
75 = diamond
95 = circle
104 = diamond
105 = square
124 = circle
135 = diamond
144 = square
165 = circle
174 = diamond
194 = circle
195 = square
205 = diamond
214 = square
215 = circle
235 = square
244 = diamond
245 = diamond
255 = circle

Cherry Street

156 = circle
157 = square
176 = diamond
177 = circle
192 = square
197 = diamond
216 = circle
217 = square
236 = diamond
237 = circle
256 = square
257 = diamond
267 = square
276 = circle
277 = circle
296 = diamond
297 = diamond
306 = square
307 = square
326 = circle
327 = circle
346 = diamond
347 = diamond
367 = square

S. Carlton Street

815 = diamond
833 = square

E. Hamilton Ave

5126 = square
5146 = circle
5166 = diamond
5186 = square
5206 = circle
5216 = diamond
5226 = square
5236 = circle
5246 = diamond
5256 = square
5266 = circle
5276 = diamond
5286 = square
5296 = circle
5306 = diamond
5326 = square
5346 = circle
5366 = diamond
5386 = square

Holcomb Street

5250 = square
5251 = square
5270 = diamond
5271 = diamond
5290 = circle
5291 = circle
5300 = square
5301 = diamond
5320 = diamond
5321 = diamond
5340 = circle
5341 = circle
5360 = square
5361 = square

N. Holcomb St.

110 = circle

E. Howe Street

5256 = square
5259 = diamond
5276 = diamond
5279 = circle
5296 = circle
5306 = square
5326 = diamond
5329 = circle
5346 = circle
5349 = square
5366 = square

E. Kensington Ave

5221 = square
5233 = circle
5245 = diamond
5257 = circle
5260 = square
5269 = diamond
5270 = circle
5290 = diamond
5293 = circle
5305 = diamond
5310 = square
5317 = square
5329 = diamond
5330 = circle
5341 = circle
5350 = diamond
5351 = square
5370 = square
5371 = circle
5390 = circle
5391 = diamond

More addresses



**Founders Area Water Day Symbols
for Water Restriction
Page 2 of 2**

E. Manchester Dr

5349 = diamond
5359 = circle
5379 = square
5389 = diamond
5407 = circle

Ponderosa St

154 = diamond
155 = square
174 = square

175 = circle
194 = circle
195 = diamond
214 = diamond
215 = square

234 = square
235 = circle
254 = circle
255 = diamond
274 = diamond
275 = square
285 = circle
295 = diamond

Spruce Avenue

5238 = diamond
5248 = circle
5257 = square
5258 = square
5267 = diamond
5277 = circle
5287 = square
5297 = diamond
5317 = circle
5337 = diamond
5338 = diamond
5357 = square
5358 = circle
5377 = diamond
5397 = square

5441 = diamond
5461 = circle
5462 = diamond
5481 = square
5482 = square
5501 = diamond
5502 = circle
5521 = circle
5532 = diamond
5541 = square
5561 = diamond
5581 = square

Sandpiper Ave.

5242 = circle
5243 = square
5262 = diamond
5263 = diamond
5282 = square
5283 = circle
5302 = circle
5303 = square
5322 = diamond
5323 = diamond

5342 = square
5343 = circle
5362 = circle
5363 = square

E. Weston Ave.

5333 = square
5343 = diamond
5353 = circle
5363 = square
5373 = diamond
5383 = circle
5393 = square
5354 = circle
5374 = square
5394 = circle

Willow Court

5284 = circle
5304 = diamond
5305 = square
5324 = square
5325 = diamond
5344 = circle
5345 = circle
5364 = diamond
5365 = square

Willow Street

34 = square
54 = diamond
74 = circle
94 = square

114 = diamond
134 = circle
174 = square
194 = diamond
214 = circle
234 = square
254 = diamond
274 = circle
294 = square
314 = diamond
334 = circle
344 = square
364 = diamond
374 = circle
394 = square

Exhibit 8

Water Monitor Training Guidelines

WATER MONITOR TRAINING

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

Exhibit 9

Sample Warning Postcard—1st Violation

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:

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.

Your cooperation is greatly appreciated.

Castle Rock Water 175 Kellogg Ct., Castle Rock, CO 80109
Questions? Call 720-733-6017



Exhibit 10

Sample Violation Postcard—2nd and Subsequent

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.

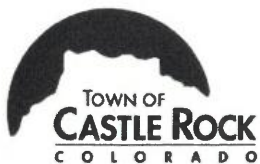
(per Town of Castle Rock Municipal Code Chapter 13.14.080)

Castle Rock Water 175 Kellogg Ct., Castle Rock, CO 80109
Questions? Call 720-733-6017



Exhibit 11

Landscape Professional Qualification Form



Landscape Professionals Registration

Date: _____

Registration number: _____

Registrant's Name: _____

Choose all types of registrations that apply:

- ☐ Maintenance ☐ Design ☐ Installation ☐ Irrigation Design
- ☐ State of Colorado Landscape Architects License Number: _____
(Email copy to waterconservation@crgov.com)
- ☐ Renewal

As a Town of Castle Rock registered landscape professional, I certify that I am qualified to design, install, and/or maintain commercial and/or large irrigated areas and acknowledge that it is my responsibility to stay current on all policies and procedures identified in the Water Use Management Plan (WUMP) and the Landscape and Irrigation Performance Standards and Criteria Manual.

☐ New

Copies of the Water Use Management Plan (WUMP) and the Landscape and Irrigation Performance Standards and Criteria Manual will be provided to you at your first registration workshop.

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Exhibit 12

Rainwater Collection Information Sheet



COLORADO
Division of Water Resources
Department of Natural Resources

Colorado Division of Water Resources
1313 Sherman Street, Suite 821
Denver, Colorado 80203
www.water.state.co.us
303-866-3581
September 2016

Rainwater Collection Information Table

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 page 3 of this document and on Division of Water Resources' (DWR) website at www.water.state.co.us/SurfaceWater/RainwaterCollection.

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 tap water	Yes	No
2 to 4 unit multi-family building (apartments or condominiums) with tap water	Yes, <i>110 gallons per building</i>	No
5 or more unit multi-family building (apartments or condominiums) with tap water	No	No
Townhome (one residence in a row of residences joined by common side walls) on tap water	Yes, <i>110 gallons per residence</i>	No

Your water supply scenario (continued):	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 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 . If you're having trouble finding your permit please contact DWR via the information on page 3.

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.
- See the [Guide to Well Permits, Water Rights, and Water Administration](#) for more details on exempt/small capacity and non-exempt/large capacity wells.

*HB16-1005: Concerning the use of rain barrels to collect precipitation from a residential rooftop for nonpotable 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.

**SB09-080: 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 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 well permit, you need to obtain a rooftop precipitation collection permit. Check out the [Rainwater Collection on Properties with Residential Wells Fact Sheet](#) and the [Application for Rooftop Precipitation Collection System Permit](#) for more information.
- **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 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](#). If your well has not been registered, you will also need to [Register an Existing Well](#) before applying.

Have additional questions? Send an [AskDWR](#) request or call DWR's Ground Water Information Desk between 9am and 4pm Monday through Friday at (303) 866-3587.