

# Section 1: Plan Preparation

UWMPs are to be prepared every five years by urban water suppliers with 3,000 or more service connections or supplying 3,000 or more acre-feet of water per year.

UWMP Section 1 includes specific information on how the UWMP was prepared, coordinated with other agencies and the public, and adopted. It includes the following subsections:

- Coordination, and Outreach
- Plan Adoption, Submittal

## Coordination and Outreach

Section (10621(b))  
*#6<sup>1</sup>. Every urban water supplier required to prepare a plan pursuant to this part shall, at least 60 days prior to the public hearing on the plan required by Section 10642, notify any city or county within which the supplier provides water supplies that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan. The urban water supplier may consult with, and obtain comments from, any city or county that receives notice pursuant to this subdivision.*

### Guidance

- Notification may be completed at the start of the UWMP revision process, well advance of the required 60 days. At least 60 days prior to the UWMP public hearing, notification letters can be addressed to the City General Manager or County Administrator for the respective cities and counties within which the supplier provides water supplies.
- Consider including the UWMP revision schedule and contact information of the UWMP preparer in the notification.
- The supplier is not required to submit the revised plan to the cities or counties with this notification. The notification required is only that the plan is being updated.
- **Required Table:** Table 1- List the cities, counties, and agencies that were sent notification letters.

Table 1 Coordination with appropriate agencies							
Coordinating Agencies <sup>1,2</sup>	Participated in developing the plan	Commented on the draft	Attended public meetings	Was contacted for assistance	Was sent a copy of the draft plan	Was sent a notice of intention to adopt	Not involved / No information
Other water suppliers							
Water mgmt agencies							
Relevant public agencies							
General public							
Other							
<sup>1</sup> Indicate the specific name of the agency with which coordination or outreach occurred. <sup>2</sup> Check at least one box in each row.							

<sup>1</sup> These numbers refer to the UWMP Checklist included in Part II, Section I.

Section (10620(d)(2))

*#4. Each urban water supplier shall coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable.*

Section (10642)

*#55. Each urban water supplier shall encourage the active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of the plan.*

**Guidance**

- Provide names of each agency and organization contacted or involved in the preparation, discussion, or coordination of the UWMP in Table 1. Indicate the agencies from which comments were received or where consultation occurred.
- Provide names of the groups or organizations to which the water supplier reached out during the development and adoption of the UWMP in Table 1.
- Consider including the supplier's wholesaler or retailer in the preparation, discussion, or coordination of the UWMP
- Supplier may reach out to their wastewater/stormwater agency, their largest industrial/commercial water users, their Home Owner's Association committee, etc.

## Plan Adoption and Submittal

Section (10642)

*#56. Prior to adopting a plan, the urban water supplier shall make the plan available for public inspection and shall hold a public hearing thereon. Prior to the hearing, notice of the time and place of hearing shall be published within the jurisdiction of the publicly owned water supplier pursuant to Section 6066 of the Government Code. The urban water supplier shall provide notice of the time and place of hearing to any city or county within which the supplier provides water supplies. A privately owned water supplier shall provide an equivalent notice within its service area.*

**Guidance**

- Provide information on the hearing time and place, and notice of the availability of the UWMP for public review.  
Government Code 6066 states that "Publication of notice pursuant to this section shall be once a week for two successive weeks. Two publications in a newspaper published once a week or oftener, with at least five days intervening between the

respective publication dates not counting such publication dates, are sufficient. The period of notice commences upon the first day of publication and terminates at the end of the fourteenth day, including therein the first day.”

- As part of the public hearing, the supplier shall provide information on the supplier’s 20x2020 target targets and implementation goals.

**Section (10642)**

*#57. After the hearing, the plan shall be adopted as prepared or as modified after the hearing.*

**Guidance**

- Include a copy of the adoption resolution in the UWMP.

**Section (10621(d))**

*#XX. An urban water supplier shall update and submit its 2015 plan to the department by July 1, 2016.*

**Section (10644(a))**

*#59. An urban water supplier shall submit to the department, the California State Library, and any city or county within which the supplier provides water supplies a copy of its plan no later than 30 days after adoption. Copies of amendments or changes to the plans shall be submitted to the department, the California State Library, and any city or county within which the supplier provides water supplies within 30 days after adoption.*

**Section (10635(b))**

*#54. The urban water supplier shall provide that portion of its urban water management plan prepared pursuant to this article to any city or county within which it provides water supplies no later than 60 days after the submission of its urban water management plan.*

**Guidance**

- Submit 2015 UWMP by July 1, 2016 to DWR.
- State that within 30 days of submitting the UWMP to DWR, the adopted UWMP has been or will be submitted to the California State Library and any city or county to which the supplier provides water.
- State that a copy of the 2015 UWMP will be provided to each city or county within or containing the water supplier’s boundary no later than 60 days after its submission to DWR.

**Section (10645)**

*#60. Not later than 30 days after filing a copy of its plan with the department, the urban water supplier and the department shall make the plan available for public review during normal business hours.*

**Guidance**

- State that within 30 days of submitting the UWMP to DWR, the adopted UWMP has been or will be available for public review during normal business hours.
- Supplier may leave a copy of their plan at the front desk, or post their plan on their website for public viewing.

**Section (10621(c))**

*#7. The amendments to, or changes in, the plan shall be adopted and filed in the manner set forth in Article 3 (commencing with Section 10640).*

**Guidance**

- If a water supplier makes changes to the UWMP after the plan was adopted by its board of directors, the supplier must hold another public hearing and have its board readopt the plan. The readoption of the plan may take place at the public hearing.

## **Other Helpful Information**

Provide a cover sheet with the contact information of the UWMP preparer and the City Manager in the plan.

- The electronic version of the adopted UWMP is to be submitted to DWR by using XXX.
- A CD may be submitted to DWR at this address:

Department of Water Resources  
Statewide Integrated Water Management  
Water Use and Efficiency Branch  
P.O. Box 942836  
Sacramento, CA 94236-0001  
Attention: Coordinator, Urban Water Management Plans

If delivered by courier or overnight carrier to DWR, use the following street address instead of the PO Box:

901 P Street  
Sacramento, CA 95814

A CD of the UWMP is to be submitted to the California State Library at:

California State Library  
Government Publications Section  
P.O. Box 942837  
Sacramento, CA 94237-0001  
Attention: Coordinator, Urban Water Management Plans

If delivered by courier or overnight carrier to the State Library, use the following street address instead of the PO Box:

900 N Street  
Sacramento, CA 95814

## Supporting Documents

The UWMP Act requires submittal of applicable supporting documents. Documents that may be considered a part of a UWMP include:

1. A copy of the resolution adopting the UWMP (CWC §10620(a))
2. A copy of the draft water shortage contingency resolution or ordinance (CWC §10632(h))
3. The CUWCC BMP reports that may be submitted as DMM documentation (CWC §10631.5(b)(e))
4. A copy of any groundwater management plan adopted by the urban water supplier, including plans adopted according to CWC, Division 5, Part 2.75 (commencing with Section 10750) or any other specific authorization for groundwater management (CWC §10631(b)(1))
5. A copy of the order or decree adopted by the court or the State Water Board for adjudicated basins and a description of the amount of groundwater the urban water supplier has the legal right to pump under the order or decree (CWC §10631(b)(2))
6. GIS shape file of service area

The resolutions (Items 1 and 2) and the CUWCC reports (Item 3) must be submitted as integral parts of the UWMP because they are being provided as part of the DMM documentation and, therefore, are required for DMM compliance. Items 4 and 5 may be provided separately from the submitted UWMP in one of two ways:

- Separate electronic (as PDF only) files with the electronic submittal of the UWMP
- Electronic (as Portable Document Format [PDF] only) on a CD submittal of the UWMP to DWR and the California State Library

Because content on the Internet is constantly changing, the submission of a website address alone will not comply with providing the required UWMP elements. Versions of documents in place at the time of the UWMP adoption are required to be submitted with the UWMP.

## UWMP Revision Process

### Notification:

Water supplier may notify any city or county within which it delivers water at the beginning of the UWMP revision process. Water supplier must provide notification 60 days prior to UWMP Review/Public Hearing.



### Coordination/Outreach:

Water supplier shall coordinate with agencies the supplier provides water, including their cities/counties. Supplier may coordinate with their wholesalers or retailers, and outreach to agencies within their service area.



### UWMP Development

Water supplier may involve agencies the supplier provides water suppliers in the UWMP development.



### Plan Availability:

Water supplier shall make the Plan available for public inspection and hold a public hearing pursuant to Government Code 6066 (refer to pg XX)



### Public Hearing/Adoption:

Include specific discussion of the plan indicating present and proposed future measures, programs, and policies to help achieve the supplier's per capita water use reduction goals. Include discussions on the 20x2020 water use targets and goals.



### After Adoption:

Water supplier must submit within 30 days after the UWMP adoption, the Plan along with copies of changes or amendments to DWR, the California State Library, and any city or county within which it supplies water. Plans must be submitted to DWR no later than July 1, 2016.



### 30 days after Submission to DWR:

Water supplier must provide a copy of the adopted UWMP for public review during