



# Lawn Replacement Program Residential Application Form

**See Additional Pages for Complete Instructions**

**City of Ashland Account Info** (Property must have a water account with the City of Ashland to qualify)

City of Ashland Account Number Where Lawn Will Be Removed \_\_\_\_\_

Address (Must Match Account No.) \_\_\_\_\_

Name on Account \_\_\_\_\_  Owner  Renter

Phone \_\_\_\_\_ Email \_\_\_\_\_

If Renter, Name of Property Owner \_\_\_\_\_ Owner Phone \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

**Current Site Information** (Check areas to be converted and provide square footage and watering method)

<u>Location</u>	<u>Estimated Square Feet (L x W)</u>	<u>Watering Method (spray, rotors, drip etc.)</u>
<input type="checkbox"/> Front	_____	_____
<input type="checkbox"/> Back	_____	_____
<input type="checkbox"/> Parkrow	_____	_____
<input type="checkbox"/> Right Side Yard	_____	_____
<input type="checkbox"/> Left Side Yard	_____	_____

**Proposed Site Information** (Use the back side of this page or a separate sheet of paper to complete this section)

- Landscape / Irrigation plan with a simple sketch of the project area including the location of plants and type of irrigation. (See pre-conversion instructions on page 4 Part 1 for more details)
- Submit 2 photos of the existing landscape in the proposed project area.

**Water-Wise Landscaping Website Review** (Visit [www.ashland saves water.org](http://www.ashland saves water.org) to answer the following questions)

Use the tool bar at the top of the web page as a guide to answer the following questions.

What is the Name of the First Garden Tour? \_\_\_\_\_

List two Garden Galleries \_\_\_\_\_

List two Plant categories \_\_\_\_\_

In "Resources", what is the last resource listed under maintenance? \_\_\_\_\_

Under "Watering Guide", what time of day should you water? \_\_\_\_\_

**Signature** (By signing my name I hereby agree to all terms and conditions set forth herein.)

Applicant / Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

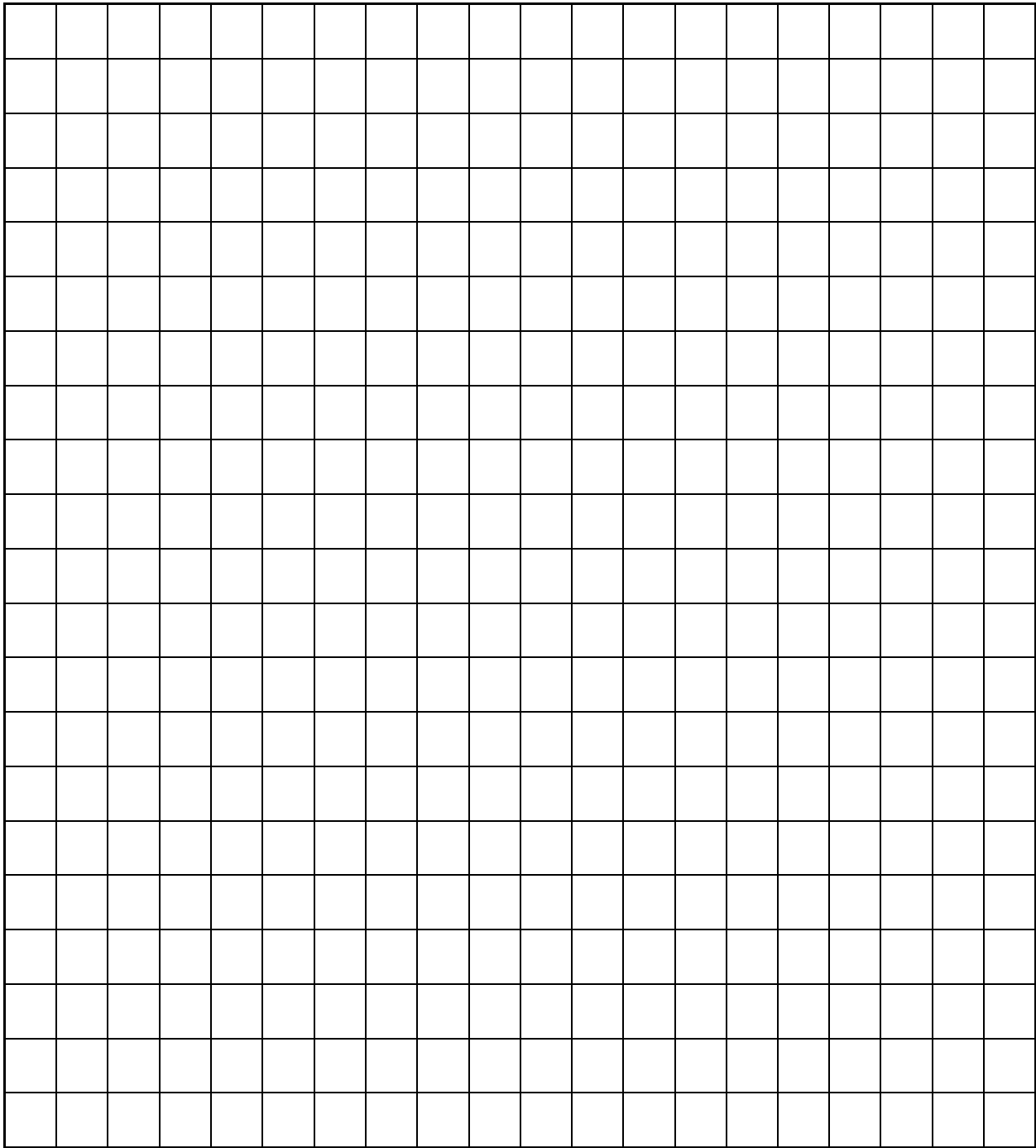
By participating in the program and accepting the rebates provided, you thereby release the City of Ashland from any and all claims and causes of action that may arise out of your removal of lawn from your property and / or the purchase, installation, and / or use of water efficient devices in connection with this Lawn Replacement Program. If not maintained correctly, removal of lawn and installation of water efficient plants and irrigation will not result in reduced water use.

**Mail or Deliver Form To:**  
Conservation Division  
51 Winburn Way  
Ashland, OR 97520

**Resources & Questions:**  
[www.ashland.or.us/LRP](http://www.ashland.or.us/LRP)  
Call: (541) 552-2062  
Email: julie.smitherman@ashland.or.us

<b>For Office Use Only</b>	
Received Date:	_____
Inspection Date:	_____

# Landscape Plan<sup>1</sup>



Key<sup>2</sup>

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<sup>1</sup> Use this grid to prepare a landscape plan. This grid is provided for your convenience. The landscape plan can be submitted on a separate sheet.  
<sup>2</sup> List and locate all plant material, pervious surfaces, mulch, and irrigation to be installed. Include the estimated project area dimensions.

## About the rebate program:

A rebate is now being offered by the City of Ashland (COA) for the removal of live, maintained and irrigated lawn that is replaced with climate appropriate, low water use landscapes and efficient irrigation systems. Please read all of the Terms and Conditions carefully and follow the instructions. Submitting a signed application to COA shall serve as the customer's agreement to all terms and conditions associated with this incentive program. This is a voluntary program. Rebates will only be provided if all of the terms and conditions are met.

## Applicant Eligibility:

- ◆ Rebates are for City of Ashland utility customers who use potable water to irrigate landscapes.
- ◆ Rebate is available to residential properties only.
- ◆ Renters that assume the responsibility of paying the water bill are eligible for the rebate. The renter must obtain a permission form signed by the property owner in order to receive the rebate.
- ◆ New construction, projects underway, or projects already completed before the May 15<sup>th</sup> start date of this program are not eligible for a rebate.
- ◆ Rebates are offered on a first come first serve basis and are subject to available funds. Future funding will be dependent upon approval of annual budget.

### Program Notice for Summer 2014

Due to expected water shortages, required plantings associated with the lawn removal program will not be allowed to be installed until October to minimize water consumption during the most critical months of our water season

## Terms & Conditions:

- ◆ **Qualifying Areas:** Only one lawn replacement rebate per metered address will be issued. Please apply for the maximum area to be converted. The rebate will not exceed the overall project costs.
- ◆ **Areas to Convert:** must have well maintained and watered live lawn (free of overgrown weeds and patches of bare soil) or permanently-installed outdoor areas of water (pools, ponds etc). **Do not start killing or removing lawn prior to receiving approval.**
- ◆ **HOA/CC&R:** Prior to submitting a rebate application, applicants must have obtained any necessary approvals for their lawn replacement project from their HOA/CC&R board.
- ◆ **Minimum Project Size:** At least 250 square feet (ft<sup>2</sup>) of lawn and/or water surface must be converted. Smaller projects are accepted if they completely eliminate a lawn or water feature.
- ◆ **Incentive Amounts:** \$0.75 per square foot for the first 1,000 ft<sup>2</sup>, \$0.50 per square foot up to 2,000 ft<sup>2</sup> and \$0.25 per square foot up to 3,000 ft<sup>2</sup>. Projects of more than 3,000 ft<sup>2</sup> will be considered on a case by case basis.
- ◆ **Site Description:** Applicants are required to submit a simple site design drawing of the new landscape and irrigation to be installed.
- ◆ **Mandatory Pre and Post Inspections.** Pre and post inspections are necessary to verify site descriptions submitted with the application form and to verify adequate completion of the project. Once the pre-inspection is complete and the applicant is found to be eligible, the inspector will provide an **Authorization to Proceed** form and the project may begin. Starting without COA approval will make the conversion ineligible for a rebate under this program.
- ◆ **Post Inspection:** At the time of the post inspection, the applicant must provide the inspector with copies of all invoices and/or receipts showing any costs incurred during the project.
- ◆ **Site Details:** COA staff must be allowed to take photos of landscapes prior to, during, and after being renovated through this Lawn Replacement Program and to use those photos for reproduction or promotional purposes including water consumption history.
- ◆ **Important Timelines and Deadlines:** Within 6 months of executing this agreement, the conversion must be complete and the contact person for the project at the COA must be notified. COA will inspect completed projects for compliance.
- ◆ **Tax Forms:** A signed W-9 will be required before a rebate is issued to the applicant.

## Landscaping Requirements for Converted Area:

- ◆ **Plants:** 90% of the plant material must be drought tolerant or considered low water use plants. (See part 2 on reverse side.)
- ◆ **Plant Coverage:** At completion, converted areas must contain enough plants to create at least 50% living plant cover at maturity.
- ◆ The converted area may not include any live lawn or invasive plant species.
- ◆ **Efficient Irrigation Components:** If a watering system is used, all sprinkler heads in the project area must be removed, capped, or replaced with low volume irrigation (drip, micro-spray, bubblers, or low precipitation rotating nozzles) and must be equipped with a *pressure regulator, filter and emitters* if applicable.
- ◆ **Prevent Overspray:** If only part of a lawn is converted, the sprinkler system must be properly modified to provide adequate coverage to the remaining lawn without spraying the converted area.
- ◆ **Permeable Surfaces & Treatments:** Converted areas must be permeable to air and water. Permeable surfaces can include *ungROUTED flagstone or pavers and artificial turf* manufactured to be permeable. Concrete, plastic sheeting or other impermeable surfaces **do not** qualify for incentives under the program.
- ◆ **Mulch:** Exposed soil must be completely covered by a layer of mulch. Common mulching materials include *wood chips, decomposed granite, river rock, and bark*. If a weed barrier is used beneath the mulch, it must be manufactured to be permeable to air and water.
- ◆ Living groundcovers qualify as mulch provided the plants are installed at a density to assure 100 percent plant cover at maturity.

## Part 1 - Pre-Conversion Application Review

Upon receipt of the application, the City will determine rebate eligibility including account status, verification of information on application, and status of existing landscape. *Once the applicant is found to be eligible a staff person will contact you to schedule a pre-inspection.*

- Application:** Read through program terms and conditions and fill out the application making sure to address the following.
- Project Description:** List project site location, square footage, and current watering method on the application.
- Site Plan:** Draw a simple site plan that includes the project area and indicate the following: (Use page. 2 of the application form.)
  - Provide the square footage of the proposed lawn conversion area(s).
  - Identify and locate plant material to be used in project area.
  - Identify type of irrigation to be installed in the project area.
  - Label permeable surface material(s) to be installed in the project area including ground cover and type of weed barrier.
- Photos:** Include two photos of existing landscape in the project area.
- Website Review:** Review the City of Ashland's Water-Wise Landscaping Website and answered related questions.
- If Renter:** Obtain a signed landscape conversion permission form from the property owner.
- Submit Documents:** Submit a completed application, site plan, photos and renter permission form if applicable. Mail or deliver to the Conservation Division at 51 Winburn Way, Ashland OR 97520.
- Pre-Inspection:** Once the application documents have been reviewed, a staff person will call to schedule a pre-inspection.

## Part 2 – Landscape Conversion

Once your pre-inspection is complete and you are determined to be eligible, the inspector will provide you with an Authorization to Proceed form and you may begin your project. You will have 6 months from the receipt of the **Authorization to Proceed** to complete the conversion. The following are required measures to be implemented in order to receive the full rebate amount. Retain copies of project receipts associated with the landscape conversion and submit in Part 3 of this checklist.

- Water – Wise plants:** 90% of the plant material is drought tolerant or considered low water use plants. *(Use the Water-Wise Landscaping Website, WUCOLS, or Sunset Garden Book as a reference.)*
- Irrigation retrofit:** Low volume irrigation (drip, bubblers, high efficiency, low precipitation, rotating nozzles).
- Proper mulch:** Common mulching materials include wood chips, decomposed granite, river rock, and bark.
- Pervious surfaces:** UngROUTED flagstone or pavers and artificial turf manufactured to be permeable.
- Groundcover:** Groundcover used as mulch must be planted at sufficient density to assure 100 percent plant cover at maturity.

## Part 3 – Post Conversion & Rebate Approval

As soon as all work is complete, you must contact the Conservation Division by email or phone to indicate that the work has been completed. COA will schedule your mandatory post inspection. At this time, copies of all invoices related to the landscape conversion must be submitted to the inspector. The rebate will not exceed the overall project costs.

- Contact:** Notify the Conservation Division that the landscape conversion has been completed.
- Post Inspection:** Schedule a post inspection.
- Landscape / Irrigation Plan Changes:** Submit a list of any changes that have been made to the original site plan.
- Invoices:** Submit copies of all project invoices to the inspector during the final inspection.
- Tax Forms:** A W-9 will be supplied to you by the inspector to sign at the post inspection appointment.
- Rebate Approval:** Upon verification of program requirements, the inspector will issue a rebate approval form.
- Receiving the Rebate:** A rebate will be issued within 4 to 6 weeks.

**Resources & Questions:**  
[www.ashland.or.us/lawnreplacement](http://www.ashland.or.us/lawnreplacement)  
**Call:** (541) 552-2062  
**Email:** julie.smitherman@ashland.or.us



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