



LAWN REPLACEMENT REBATE PROGRAM APPLICATION

See Additional Pages for Complete Instructions

MEDFORD WATER ACCOUNT INFO (Property must have a water account with Medford Water to qualify)			
Account #(s):	Customer Name:	<input type="checkbox"/> Owner <input type="checkbox"/> Renter	
Street Address (Must Match Account No):	City:	State:	Zip:
Mailing Address (if different from above):		Phone:	
If Renter, Name of Property Owner:		Owner Phone:	

CURRENT SITE INFORMATION (Check areas to be converted and provide square footage and watering method.)		
Location	Estimated Square Feet (L x W)	Current Watering Methods (Sprays, Rotors, Drip.)
Front		
Back		
Parkrow		
Right Side Yard		
Left Side Yard		

PROPOSED SITE INFORMATION (Use the back side of this page or a separate sheet of paper to complete this section.)
<input type="checkbox"/> 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.)
<input type="checkbox"/> Submit 2 photos of the existing landscape in the proposed project area (You may send pictures to the email address below.)

WATER-WISE LANDSCAPING WEBSITE REVIEW (Visit www.medford.watersmartgardening.com to answer the questions.)
What is the name of the first garden tour? _____
List two garden galleries _____
Under "plants," list two categories in "guided search." _____
In "resources," what is the last resource listed under maintenance? _____
Under "watering guide," what time of day should you water? _____

PROGRAM ELIGIBILITY & CONDITIONS

About the Rebate Program:

A rebate is being offered by Medford Water 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 Medford Water 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 Medford Water utility customers who use potable water to irrigate landscapes.
- ◆ *Landscape conversion must demonstrate a reduction in water use by 10% from the average of the highest three previous years.*
- ◆ Rebate is available to all customers. Large conversions over 800 ft² will be considered on a case by case basis.
- ◆ 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.
- ◆ 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.

Terms & Conditions:

- ◆ **Qualifying Areas:** Healthy lawn areas that have **had regular irrigation with potable water** over the past five years.
- ◆ **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.
- ◆ **Incentive Amounts:** \$1.75 per square foot for the first 800ft², **Maximum Rebate not to exceed \$1,400.** Rebates over \$600 will be required to submit a W9 tax form.
- ◆ **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 Medford Water approval will make the conversion ineligible for a rebate under this program.
- ◆ **Post Inspection:** At the time of the post inspection, Medford Water will evaluate the new irrigation system for efficiency. The applicant must provide the inspector with copies of all invoices and/or receipts showing any costs incurred during the project.
- ◆ **Site Details:** Medford Water 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 Medford Water must be notified. Medford Water will inspect completed projects for compliance.
- ◆ **Project Receipts:** Keep all receipts to turn in at the completion of the project. **The rebate cannot exceed the overall project costs.**

PROGRAM ELIGIBILITY & CONDITIONS

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. Low volume and high volume irrigation must be on separate valves.
- ◆ **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 *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

PROGRAM INSTRUCTIONS & CHECKLIST

Part 1 - Pre-Conversion Application Review and Inspection

Upon receipt of the application, Medford Water 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 current irrigation and also 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 lawn in the project area. (email to Conserve@medfordwater.org)
- Website Review:** Review Medford Water'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 program at 200 S. Ivy St. – Room 177, or Email to Conserve@medfordwater.org.
- Pre-Inspection:** Once the application documents have been reviewed, a staff person will call to schedule a pre-inspection.

PROGRAM INSTRUCTIONS & CHECKLIST

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 compost, 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 Department by email or phone to indicate that the work has been completed. Medford Water 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 Medford Water that the landscape conversion has been completed.
- Post Inspection:** Schedule a post inspection with Medford Water.
- Landscape / Irrigation Plan Changes:** Submit a list of any changes that have been made to the original site plan.
- Receipts and Invoices:** Submit copies of all project invoices to the inspector during the final inspection.
- Watering Schedule:** **Submit a watering schedule for your new landscape for the months of May – October.**
- 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.medfordwater.org

Call: 541-774-2436

Email: Conserve@medfordwater.org



Mail or Deliver Form To:

Medford Water
Water Efficiency Program
200 S. Ivy St. – Room 177
Medford, OR 97501