

**PER ORDINANCE, ALL POOL REMOVAL REBATES MUST RECEIVE A PRE-INSPECTION AND A NOTICE TO PROCEED FROM THE WATER CONSERVATION OFFICE BEFORE REMOVAL BEGINS.**

### HOW TO APPLY

- **The quickest and most secure way to submit is online at [ScottsdaleAZ.gov](https://www.scottsdaleaz.gov), search “rebates”**
  - A confirmation email is sent following an online submission. If no confirmation is received within 24 hours and the spam folder was checked, assume the application was not successfully submitted and reapply.
  - Alternatively, this application form may be printed and mailed to Water Conservation Rebates, 9312 N 94th St, Scottsdale, AZ 85258.
- When a paper application is received, it is entered into the online application system and a confirmation email is sent to the applicant. If there was no city contact after four weeks, call 480-312-5650 to verify the paper application was received.
  - Submitted documentation is not returned.
- If this form is printed, scanned, and emailed to [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) it is entered into the online application system and a confirmation email is sent to the applicant.
- Regardless of submission type, save the confirmation email as proof of application.
- Add [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) to your safe senders list.

### IMPORTANT INFORMATION

- Applications will be accepted starting May 6, 2024 with rebate fund disbursement starting July 1, 2024. Conservation will process complete applications on a first-come, first-serve basis, unless it is past the application deadline or funds are depleted.
  - Applications are complete when all required information is on an application form and documents are attached, signed, and legible.
  - Applications are incomplete if the required information or documentation is missing or illegible. A one-time notification will be sent to the email provided on the application. Upon submission of the missing information, the application is considered complete and eligible for processing.

- Once approved, rebates are applied as a credit to the active water account within two billing cycles. Rebate credits are not applied to closed utility accounts or transferred to a different account. Applicants should verify that all rebates have been approved and applied prior to closing a utility account.

### IMPORTANT DATES & EXTENSION

- **Pool/spa removed before the program begins on May 6, 2024 are ineligible. No exceptions.**
- It is up to the applicant to track deadlines. The application must be submitted between May 6, 2024 and March 31, 2025. Funds are reserved for removal projects from the Notice to Proceed (NtP) date to the Completion & Notification Deadline of **April 30, 2025**.
- If a Notice to Proceed was issued and funds are available for the new program year, an extension may be granted. To request a four-month extension, contact Conservation before April 15, 2025. An official extension will be sent to the email address listed on the application. One extension per property. Save the confirmation email.
  - Verbal extensions are not valid. If you believe you received a verbal extension or have not received your approval email within two weeks from your submitted request, contact Conservation.

### RENTAL PROPERTIES

- The applicant must be the current property owner. A tenant or a designated representative, such as a property manager, may apply for a rebate with written permission from the property owner.
- Owners of multiple properties may apply for rebates for each property. However, rebates are property specific and applied as a credit to the active water account associated with the location where the removal occurred. If the owner does not live on-site or is not listed on the active water account, it is the owner's responsibility to coordinate inspections and rebate funds with the tenant(s).

### TAX INFORMATION & IRS FORM W-9

Applicants receiving more than \$600 for rebates in a calendar year must submit a [W-9 form](#). The W-9 must be received and dated in the same year the rebate credits are issued. An inaccurate or incomplete W-9 may result in an issued rebate being revoked. If a W-9 is required, Scottsdale will send 1099 forms to customers after December 31<sup>st</sup> each year. For more information on rebate credits, contact a tax professional.

### STEP 1: DETERMINE POOL/SPA (POOL) REMOVAL ELIGIBILITY

- Property must receive water from Scottsdale Water.
- Must be permanently installed in-ground pools and/or spas (Pool); above-ground and temporary pools are ineligible. Fountains, water features, koi ponds, etc. are ineligible.
- If removed together, can combine in-ground pools and/or spas to meet the one rebate per property limit.
- Per ordinance, all Pool removal rebates must receive a pre-inspection and a Notice to Proceed from the Water Conservation Office before the removal starts as outlined in the steps below.

### STEP 2: OBTAIN REQUIRED PERMIT AND PHOTOS AND SUBMIT APPLICATION

- **Obtain a Demolition Permit** from Scottsdale's Planning and Development Services Department. Visit the One Stop Shop, located at 7447 E Indian School Rd, Suite 105, Scottsdale AZ 85251, (480-312-2500), and submit a [Demolition Application](#) for the pool (electric and gas inspections included in permit). To complete the application, bring these items:
  - Contractor's name and their [AZ Registrar of Contractors](#) business license number.
  - Site plan (hand drawn OK) as listed in Demolition Application of pool location, utility lines to be demolished, etc.
- **Pre-removal photos.** Take two timestamped photos of the Pool from different angles. Photos must be taken within 10 days of application submission. Enable the camera's timestamp feature ([for phones, try swiping up on the photo to show timestamp](#), take a screenshot). Altered or mis-represented photos are considered fraudulent, and rebate will be denied.
- **Submit application.**

### STEP 3: CONSERVATION REVIEWS APPLICATION FOR ISSUANCE OF NOTICE TO PROCEED (NTP)

- Conservation may conduct an on-site inspection during normal business hours to verify Pool measurement. An inspector will call the number provided on the application to arrange an inspection.
- Once Conservation's pre-inspection is complete and the demolition permit is obtained by the applicant, Conservation will email a NtP to the email address listed on the application.
- The rebate is based on the measurement in the NtP. If there are concerns with the measurement, contact [Conservation](#) and do not remove the Pool. If the Pool is removed, the original measurement cannot be altered.
- Pool removal rebate square feet (ft<sup>2</sup>) measurements are based on the water surface area and do not include the associated decking or hardscape.
- Funds are reserved for removal projects from the NtP date to the program Completion and Notification Deadline.

### STEP 4: BEGIN PROJECT: REMOVAL AREA REINSTALLATION REQUIREMENTS

- Pools cannot be replaced with water-intensive features (fountains, koi ponds, etc.) or grass, high-water-use plants or trees. [Arizona-friendly plants](#) may be installed in the removal area.
- Pools must be filled in, even if a deck or other building structure is installed over the top.
- All exposed soil in the removal area(s) must be covered, bare dirt is not acceptable.
  - If granite top dressing is used, a minimum 2" layer must be used. If artificial turf is used, it must be tacked down per manufacturer's specifications.
  - Plastic sheeting (impermeable weed barrier) is not permitted in the removal area(s).

### STEP 5: POST-INSPECTIONS & REBATE ISSUANCE

- If required, contact [Inspection Services](#) for an inspection to complete the permit process or call 480-312-5796.
- Notify Conservation of project completion by using the secure link in the NtP email and upload:
  - Photos of the completed removal area
  - [Completed and signed W-9](#)
- The approved rebate is a credit applied to the active water account within two billing cycles. Rebate credits will stay on the account until depleted. Look for your rebate on your utility billing statement.

**REVIEW REBATE APPLICATION PAGES 1 THROUGH 3 BEFORE YOU SIGN.**

**DO NOT BEGIN THE REMOVAL PROJECT UNTIL YOU HAVE A NOTICE TO PROCEED FROM THE WATER CONSERVATION OFFICE.**

**MARK YOUR CALENDAR FOR DEADLINE DATES:**

*Applications accepted starting May 6, 2024*

*If needed, Extension Request Deadline April 15, 2025*

*Completion & Notification Deadline April 30, 2025*



[\*\*CLICK HERE TO APPLY ONLINE\*\*](#)

Apply Between	Rebate Amount	Completion & Notification Deadline	Limit Per Property	Required Service	Acknowledge W-9 is Required at Project End	Demo Permit Obtained?	Photos Included?
5/6/2024–3/31/2025	\$400 + \$1.00 per ft <sup>2</sup> surface area, total max \$1,500	4/30/2025	1	<input type="checkbox"/> water	<input type="checkbox"/> Acknowledged	<input type="checkbox"/> yes	<input type="checkbox"/> yes

Property owner's name	Name on water account (if different)
Owner's phone	Scottsdale utility account number
Property address	Zip

**If your HOA pays for your water usage, provide your HOA's contact information**

HOA name (if HOA pays utility bill)	Property manager or HOA contact	
Management company	Email	Phone

I have read and understand the program description and requirements on pages 1, 2 and 3. I understand photos may be accepted in place of an inspection; however, I agree to allow on-site inspections as requested.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT DUPLICATE AND DISTRIBUTE THIS FORM (5/6/2024, v1)**

APPLICANTS MUST COMPLY WITH THE CURRENT APPLICATION AT SCOTTSDALEAZ.GOV, SEARCH "REBATES"