

**PER ORDINANCE, GRASS REMOVAL REBATES MUST RECEIVE A PRE-INSPECTION AND A NOTICE TO PROCEED FROM THE WATER CONSERVATION OFFICE BEFORE REMOVING ANY GRASS.****HOW TO APPLY**

- **The quickest and most secure way to submit is online at [ScottsdaleAZ.gov, search “rebates”](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, an application can be printed, completed, 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.

**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 or transferring an account to a tenant.

**IMPORTANT DATES & EXTENSION**

- **Grass removed before the rebate program begins on May 6, 2024 is ineligible. No exceptions.**
- It is up to the applicant to track deadlines. The application must be submitted between May 6, 2024 and October 31, 2024. The project Completion and Notification Deadline is April 30, 2025.
- If funds are available and a Notice to Proceed was issued, an extension may be granted. To request a four-month extension, contact Conservation before April 15, 2025.
- An official extension will be emailed to the email address listed on the application. One extension per property. Save a copy of the 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).

**HOA INFORMATION**

- If the HOA pays for the applicant's water bill, the applicant must provide the HOA contact information.
- HOA may be required to submit a W-9 form. If required, it is the applicant's responsibility to solicit the completed [W-9 form](#) from the HOA.
- We cannot guarantee reimbursement for the rebate by the HOA, but we will email the HOA the approval.

**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.

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**ELIGIBILITY**

**Rebates are not retroactive. Previously removed grass, even with before and after photos, is not eligible.**

- Property must receive water service from Scottsdale Water.
- Must remove a minimum of 500 square feet (sq. ft.) of existing, living grass unless the minimum is waived. The 500 sq. ft. minimum is waived if all remaining grass on the property is removed.
  - Can combine multiple areas to meet the minimum sq. ft.
  - Artificial turf vendor measurements may be larger to accommodate for curves and cuts. Conservation’s measurement is based solely on the amount of grass removed and is the official rebate measurement.
- Grass must be growing at a minimum 50% density. See Figures 1 & 2 for grass examples.
  - If patches of grass are missing due to heavy shading (e.g., from trees, shrubs, home) and watered by a functioning and scheduled irrigation system, the area may count as part of the removal area. Scheduled refers to a consistent watering routine, as validated by Conservation through historical water usage.
- Two rebates are allowed per property, the second rebate must result in the removal of all remaining grass on the property. One grass removal rebate per rebate program year. Artificial turf may be installed on either the first or second rebate, not both.
- Applicants must ensure their new landscape design and installation complies with their Homeowner’s Association (HOA) Covenants, Codes & Restrictions. Applicants with homes in a historic district must also contact Scottsdale’s Planning Department for their project approval.
- New construction is ineligible. HOA common areas may qualify under the Commercial Removal Rebate.

**Figure 1: Eligible grass**



The first image is an example of healthy grass at 100% density. The second image is an example of dormant or dead grass at 100% density. The last image is of grass at the minimum 50% density.

**Figure 2: Ineligible grass**



The first image is a grass at less than 50% density. The second image is of a designated grass area that is bare dirt. The last image is over 50% weeds.

**REQUIRED DOCUMENTATION**

**All residential grass removal rebates must include the following documents:**

- Pre-removal photos: two of each removal area.
  - Take two photos of each removal area from different angles. Photos must be taken within 10 days of application submission. Enable the timestamp feature on your camera (if using a phone, you may be able to swipe up on the photo and [take a screenshot with the timestamp visible](#)). Altered or mis-represented photos will be considered fraudulent, and the rebate will be denied.
- Estimated sq. ft. of grass to be removed.
  - Conservation will complete its own pre-inspection and sq. ft. measurements by using the provided photos and aerial imagery or through an on-site inspection. The applicant should not begin removing the grass until they have received a Notice to Proceed (NtP) from Conservation.
- Applicants removing more than 1,000 sq. ft. of grass are also required to complete the *Selected Plant List* document found in the [Grass Removal Rebate Packet](#). If required, Conservation will request the list during the application process, or the applicant may submit it when applying for the rebate.
- Applicants (current property owner) may designate in writing an appointee (spouse, partner, contractor, etc.) to act as a liaison with Conservation staff, but the applicant is ultimately responsible for ensuring compliance with the rebate program requirements. If there are concerns the appointee did not follow requirements, it must be resolved between the applicant and the appointee.
- [Completed and signed W-9](#). Submit with project completion photos.

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**REMOVAL AREA INSTALLATION REQUIREMENTS FOR ALL PROJECTS**

- Replacement landscaping must consist of non-water-intensive materials. These materials may include low-water use plants, decking, pavers, decomposed granite (rock), and/or a limited amount of artificial turf.
  - **There is a 1,000 sq. ft. maximum for artificial turf.** Refer to page 5 for more information.
    - ◊ If more than 1,000 sq. ft. of artificial turf is installed anywhere on the property during the rebate period, the project is ineligible for a rebate. The front, back, and side yards may be inspected for compliance.
- Water-intensive features such as fountains or pools and high-water-use plants/trees are not permitted.
- In-ground sprinkler heads must be removed or converted to drip and zoned separately from any remaining grass on the property. In artificial turf installation area(s), no irrigation system is allowed.
- Plastic sheeting (impermeable weed barrier) is not permitted.
- All exposed soil in the removal areas must be covered, no bare dirt.
  - If granite or another top dressing is used, it must be at least two inches deep.
  - If artificial turf is used:
    - ◊ It must be attached to the ground and installed per manufacturer’s specifications.
    - ◊ It must not cover or inhibit city access to a city-owned meter or valve box.

Applicants often request information on what to use or how to kill grass. Information is available in this [publication](#) from the University of Arizona or by searching for “How to Kill Grass Naturally” using an internet browser.

**ADDITIONAL INSTALLATION REQUIREMENTS FOR PROJECTS LARGER THAN 1,000 SQ. FT.**

- When more than 1,000 sq. ft. of grass is being removed anywhere on the property during the rebate period, living Arizona-friendly plants must also be installed. **The minimum mature plant canopy coverage is 25%.**
  - Arizona-friendly plants are designated as low-water-use by the Arizona Department of Water Resources. The minimum required plant canopy coverage is calculated by subtracting 1,000 sq. ft. from the measured removal area, and then by multiplying the remaining sq. ft. by 25%. For example, a 2,000 sq. ft. measured removal area has a 250 sq. ft. minimum mature Arizona-friendly plant canopy coverage requirement.
  - Leave sufficient space for plant material to thrive and grow to mature size.
  - Mature size will be based on regionally applicable references. Email [WaterConservation@scottsdaleaz.gov](mailto:WaterConservation@scottsdaleaz.gov) with mature plant size inquiries. A list of the most used Arizona-friendly plants and their respective plant canopy coverage can be found in the [Grass Removal Rebate Packet](#).
    - ◊ Plants do not need to be at mature size for planting.
  - **Trunk or stem of the plant must be planted within the removal area to count towards the 25% requirement.** Existing low-water-use trees and plants may count towards the 25% requirement if established. Established refers to plant material planted in the ground for at least two years. See **Figure 3** for a visual explanation of removal area; eligible and ineligible existing plants; and eligible and ineligible new plants.

For resources on establishing and maintaining Arizona-friendly plants in our desert environment, refer to page 5 in the [Grass Removal Rebate Packet](#).



**Figure 3**

Example of a hypothetical grass removal and landscape renovation in the One Civic Center area. The yellow area indicates the grass removal area. The circles indicate existing plants. The triangles indicate proposed new plantings. If the circle or triangle is green, it is eligible to count towards the minimum 25% mature plant canopy coverage. If the circle or triangle is red, it is outside of the removal area and does not count towards the minimum.

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## APPLICATION PROCESS

- 1. Apply for a rebate and submit the required documentation (refer to page 2).**
  - From date of application, Conservation has three business weeks to provide a rebate status update.
  - Add [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) to your safe senders list.
- 2. If required, Conservation will contact the applicant regarding an on-site pre-inspection.**
  - It may take an additional three business weeks to receive a call from an inspector when there is a high-volume of applicants. Requests for immediate inspections are not possible when other applicants are waiting for their pre-inspection. Coordinate with your contractors accordingly.
    - On-site inspections take place during normal business hours. An inspector will call the number provided on the application to arrange an inspection. During the inspection, the applicant may be requested to run their irrigation system to determine the sprinkler system's functionality and watered area.
- 3. Conservation will email the removal area measurement to the applicant for review.**
  - The rebate is based on the pre-inspection measurement. It is \$2.00 per sq. ft., with a maximum of \$5,000. Conservation will determine sq. ft. measurements using submitted, [time-stamped photos](#) and aerial imagery or through an on-site inspection. Conservation's measurement is the official rebate measurement.
    - Artificial turf vendor measurements may be larger to accommodate for curves and cuts, whereas Conservation's measurement is solely for removal of existing grass. The measurements rarely match.
  - If there are concerns with the pre-inspection measurement, contact Conservation.
    - **Do not** overseed, remove grass or remove a functioning irrigation system until the review is complete, otherwise Conservation's original measurement will remain.
- 4. If required, submit your *Selected Plant List* (Conservation will email a request to applicant).**
  - If the grass removal area is over 1,000 sq. ft., an applicant is required to submit the [Selected Plant List](#).
  - Applicants should list the existing plants they are keeping within the removal area on the *Selected Plant List*.
    - Applicants can change their Selected Plant List during the project, however the applicant is responsible for using only Arizona-friendly plants listed on the [Arizona Department of Water Resource's Low Water Use & Drought Tolerant Plant List](#) within the removal area and meeting the minimum 25% mature canopy coverage.
- 5. Receive the Notice to Proceed (NtP) via email.**
  - Save a copy of the NtP as proof of the required pre-inspection and removal area measurement.
    - A verbal NtP is not valid. If you believe you received a verbal NtP but have not received the email, contact Conservation before beginning the project.
  - Funds are reserved from the NtP date to the program Completion and Notification Deadline.
- 6. Begin the project**—the applicant may now begin physically removing the grass.
- 7. Notify Conservation of project completion by uploading photos of each completed removal area and include your [completed and signed W-9](#).** A secure email link is provided in the NtP email or contact Conservation.
  - A final inspection will be conducted using submitted photos or through an on-site inspection. The purpose of the final inspection is to ensure all installation requirements have been met (refer to page 3).
    - From date of completion notification, Conservation has three business weeks to conduct a final inspection. On-site inspections will take place during normal business hours. An inspector will call the number provided on the application to arrange the inspection.
- 8. The 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.

**DO NOT DUPLICATE AND DISTRIBUTE THIS FORM (5/6/2024, V2)**

APPLICANTS MUST COMPLY WITH THE CURRENT APPLICATION AT [SCOTTSDALEAZ.GOV](http://SCOTTSDALEAZ.GOV) SEARCH "REBATES"

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### VARIANCES, DEADLINES, AND EXTENSIONS

- **If a Notice to Proceed (NtP) was issued and funds are available, an extension may be granted.** Request a four-month, one-time extension by emailing [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) on or before **April 15, 2025**. An official, written extension will be emailed to the email address listed on the application. Save a copy as proof of the extension.
  - Verbal extensions are not valid. If you believe you received a verbal extension or have not received your emailed extension within two weeks from the request, contact Conservation.
  - Applicants with an approved extension may not receive rebate credits until the city's new fiscal year which starts on July 1, 2025.
- **If a NtP was not issued and it is past the deadline of April 15, 2025, resubmit an application in the new rebate program year. Do not remove the grass.**
  - Rebate program changes may occur in the new program year.
  - The grass removal sq. ft. measurement will be reconfirmed in the new program year.

### EFFICIENTLY WATERING ARIZONA-FRIENDLY PLANTS

- To learn how to grow healthy, resilient plants with minimum water use, visit [WaterUseItWisely.com](http://WaterUseItWisely.com) and navigate to “[Saving Water Outdoors](#)”. Review the [Interactive Watering Guides](#), explore [Rainwater Harvesting](#), and learn how to maximize your design with [How to Xeriscape](#).
- Conservation promotes water efficient and resilient landscapes. To learn more about maintaining and irrigating plants in drought and extreme heat, please read [Drought and Extreme Heat: Plant Responses and Landscape Maintenance Practices](#) by Dr. Ursula K. Schuch with The University of Arizona Cooperative Extension, included in the [Grass Removal Rebate Packet](#).

### ARTIFICIAL TURF

#### Why limit artificial turf?

While Conservation recognizes the water savings potential of artificial turf, Scottsdale Water is also committed to a healthy, resilient urban environment. Research conducted by Scottsdale and Arizona State University consistently shows artificial turf areas as being one of the hottest surfaces during the intense summer heat. Both surface and radiant heat were high for artificial turf, which increases the heat load on a person's body; on pets, on surrounding plants/trees, and on buildings. Additionally, large applications of artificial turf may require sprinkler systems or other cooling methods for heat control.

#### Where may artificial turf be beneficial?

Artificial turf may be beneficial in difficult-to-water areas such as small, shaded gathering areas. Living grass is difficult to grow in tree shaded areas, but the shade may be desired to help control heat effects. However, be cautious of the proximity of artificial turf to tree trunks and tree roots (refer to next question).

#### Where may artificial turf not be beneficial?

Artificial turf may not be beneficial in areas that are frequently used by children or pets, especially in large applications without shade, due to the heat effects. Additionally, it may not be beneficial around tree roots or near plants that may be negatively affected by radiant heat, such as saguaros or other cacti, or over areas where infrastructure may need to be accessed in the future (i.e., drip irrigation lines, underground cables, etc.).

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REVIEW REBATE APPLICATION PAGES 1 THROUGH 6 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	Required Photos	Required Photos Included	Acknowledged <u>W-9</u> is required at Project Completion?	Estimated square feet of grass to be removed
5/6/2024-10/31/2024	\$2.00/FT <sup>2</sup> MAX. \$5,000	4/30/2025	2 (1 PER PROGRAM YEAR)	WATER	2 OF EACH REMOVAL AREA	<input type="checkbox"/> YES	<input type="checkbox"/> YES	

NAME ON ACCOUNT	PROPERTY OWNER'S NAME (IF DIFFERENT)	
PROPERTY ADDRESS	ZIP	OWNER'S PHONE
SCOTTSDALE UTILITY NUMBER	OWNER'S EMAIL	

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- 6. I UNDERSTAND TIME-STAMPED PHOTOS MAY BE ACCEPTED IN PLACE OF AN ON-SITE INSPECTION; HOWEVER, I AGREE TO ALLOW INSPECTIONS OF MY FRONT, BACK, AND SIDE YARD AS REQUESTED.
- I AGREE NOT TO INSTALL LIVE GRASS, HIGH WATER USE PLANTS OR NEW SPRAY IRRIGATION IN THE REMOVAL AREA, NEGATING PERMANENT REDUCTIONS IN WATER SAVINGS AND IF DONE, CONSERVATION RESERVES THE RIGHT TO REVOKE THE REBATE.
- I UNDERSTAND THAT IF I INSTALL MORE THAN 1,000 SQ. FT. OF ARTIFICIAL TURF ON MY PROPERTY DURING THE REBATE PROGRAM YEAR, MY PROJECT WILL BE INELIGIBLE FOR A REBATE AND CONSERVATION RESERVES THE RIGHT TO REVOKE THE REBATE.

SIGNATURE:	DATE:
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