

JUNE 1, 2023 TO NOVEMBER 15, 2023 (OR UNTIL FUNDS DEplete)

PER ORDINANCE, ALL 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](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, 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 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 June 1, 2023 with rebate fund disbursement starting July 1, 2023. 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 June 1, 2023 is ineligible. No exceptions.
- It is up to the applicant to track deadlines. The application must be submitted between June 1, 2023 and October 31, 2023 and the project **Completion and Notification Deadline is April 30, 2024.**
- 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 14, 2024.** 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 emailed extension within two weeks from the 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 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 & 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 each year. For more information on rebate credits, contact a tax professional.

DO NOT DUPLICATE AND DISTRIBUTE THIS FORM.

APPLICANTS MUST COMPLY WITH THE CURRENT REQUIREMENTS AT [SCOTTSDALEAZ.GOV](https://www.scottsdaleaz.gov) SEARCH “REBATES”

JUNE 1, 2023 TO NOVEMBER 15, 2023 (OR UNTIL FUNDS DEplete)

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

ELIGIBILITY

- **Rebates are not retroactive. Previously removed grass, even with before and after photos, is not eligible.**
- The property where the grass removal is occurring must receive water services from Scottsdale Water.
- Must remove a minimum of 500 square feet 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 square feet (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. Conservation’s measurement is the official rebate measurement. Vendor measurements may not be the same.
- Grass must be growing at a minimum 50% density and/or have a permanent, functioning, and scheduled irrigation system to count towards the 500 sq. ft. removal minimum. Scheduled refers to a consistent watering routine, as shown through historical water usage. See Figures 1 & 2 for examples of eligible and ineligible grass.
- Beginning July 1, 2022, two rebates are allowed per property only if the second rebate results in the removal of all remaining grass on the property. One grass removal rebate per rebate program year.
- 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 area 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.

DO NOT DUPLICATE AND DISTRIBUTE THIS FORM.

APPLICANTS MUST COMPLY WITH THE CURRENT REQUIREMENTS AT [SCOTTSDALEAZ.GOV](https://www.scottsdaleaz.gov) SEARCH “REBATES”

JUNE 1, 2023 TO NOVEMBER 15, 2023 (OR UNTIL FUNDS DEplete)

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

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.
- Fountains, pools, and other water-intensive features are not permitted.
- In-ground sprinkler heads must be removed or converted to drip and zoned separately from any remaining grass.
- Plastic sheeting (impermeable weed barrier) is not permitted.
- All exposed soil in the removal areas must be covered, no bare dirt.
 - 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.

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 REQUIREMENT 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 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](#).
 - ◊ Conservation encourages the use of native species to enhance the city's natural Sonoran Desert landscape characteristic. Native species are noted in the *Arizona-friendly Plant and Canopy Coverage* list 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 within the removal area to count. Existing plants within the removal area will count towards the 25% requirement if they are not removed. See **Figure 3** below for 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](#).

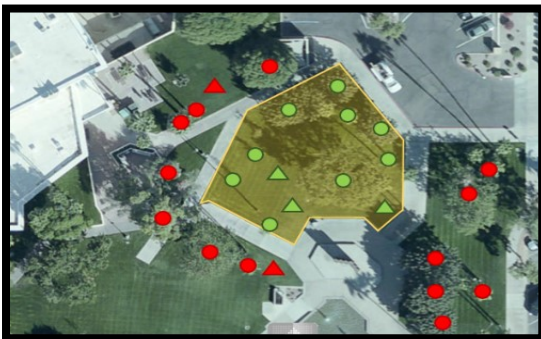


Figure 3

Example of a hypothetical grass removal and landscape renovation in the One Civic Center area. The yellow area indicated 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.

DO NOT DUPLICATE AND DISTRIBUTE THIS FORM.

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

JUNE 1, 2023 TO NOVEMBER 15, 2023 (OR UNTIL FUNDS DEplete)

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

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.

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 will 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 are rarely the same.
- If there are concerns with the pre-inspection measurement, contact WaterConservation@ScottsdaleAZ.gov.
 - **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 send a request to the email on the application).

- If your grass removal area measurement is under 1,000 sq. ft., no plant list is required, go to step 5.
- 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 for removal projects 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.

APPLICANTS MUST COMPLY WITH THE CURRENT REQUIREMENTS AT [SCOTTSDALEAZ.GOV SEARCH "REBATES"](https://www.scottsdaleaz.gov/search/rebates)

JUNE 1, 2023 TO NOVEMBER 15, 2023 (OR UNTIL FUNDS DEplete)

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

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 on or before April 14, 2024. 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, 2024.
- **If a NtP was not issued and it is past the deadline of April 14, 2024,** 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 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 the city 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 children's play 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.).

DO NOT DUPLICATE AND DISTRIBUTE THIS FORM.

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

JUNE 1, 2023 TO NOVEMBER 15, 2023 (OR UNTIL FUNDS DEplete)

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

RESIDENTIAL GRASS REMOVAL REBATE CLOSED ON NOVEMBER 15, 2023

This rebate received extraordinary participation this program year. Scottsdale Water is excited residents are converting grass to an Arizona-friendly landscape. This rebate will reopen next season. During the winter months, Bermuda grass is dormant, making it difficult to properly remove.

HOW TO PREPARE FOR QUALIFYING FOR THE NEXT REBATE SEASON

Dormant Bermuda requires minimal water - only about ½" of water per month to keep the stolons (lower part of grass stem) from drying out. When weather warms again, Bermuda comes out of dormancy, marking an opportune time to remove it. Grass must be maintained even if a rebate is planned. Per ordinance, ALL removal rebates require a pre-inspection before the grass is removed.

DO NOT START THE REMOVAL PROCESS before the program reopens. Scottsdale Water cannot guarantee rebate requirements, eligibility, or amount for the grass removal rebate until Summer 2024.

SIGN UP FOR EARLY NOTIFICATION OF THE 2024 RESIDENTIAL GRASS REMOVAL REBATE LAUNCH [HERE](#) 📧

We expect the upcoming program to be similar to this example language, but we would be happy to discuss your eligibility based on your project plans and goals. **The substantial sums of money allocated to this program means there is specific protocol in place to ensure an optimal process.** Call (480) 312.5650 and ask for a Water Conservation Specialist to discuss site specific questions such as does your lawn meet minimum requirements, plant replacement questions, etc.

DO NOT DUPLICATE AND DISTRIBUTE THIS FORM.

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