

ALL LANDSCAPE CHANGES MUST RECEIVE PLANNING AND DEVELOPMENT SERVICES APPROVAL AND A NOTICE TO PROCEED FROM THE 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, 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 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 16, 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 submitted, 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 AND EXTENSION

- The applicant is responsible for tracking deadlines. A missed deadline will result in a denied application.
- Applications must be submitted between **May 16, 2024 and March 31, 2025 and the Planning & Development Services approval must be obtained by April 30, 2025.**
- **The project’s Completion and Notification deadline is one year from the issuance of Planning’s approval.**
- A one-time, one year extension may be granted. To request one, email Conservation before the project’s Completion and Notification deadline. An official extension will be sent to the email address listed on the application. Verbal extensions are not valid. Save a copy of the email as proof of extension.
 - 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.
- If grass is not removed, applicants can reapply in the next rebate program year.

ELIGIBILITY & RENTAL PROPERTIES

- Grass removals occurring before obtaining Planning’s approval and Water Conservation’s Notice to Proceed are ineligible.
- Applicants (current property owner or HOA board president) may designate a **single** appointee in writing (e.g., property manager, committee member, etc.) to act as a liaison with Conservation staff. The applicant or appointee is the official point of contact during the rebate process unless the applicant submits in writing a new appointee.
- 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).
- New construction is ineligible.

TAX INFORMATION AND 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 31st each year. For more information on rebate credits, contact a tax professional.

DO NOT DUPLICATE AND DISTRIBUTE THIS FORM (5/6/2024, V1)

APPLICANTS MUST COMPLY WITH THE CURRENT APPLICATION AT SCOTTSDALEAZ.GOV SEARCH “REBATES”

ELIGIBILITY & REBATE REQUIREMENTS

- **Previously removed grass, even with before and after photos, does not count towards the minimum and is not eligible for a rebate.**
- Property must receive water service from Scottsdale Water.
- Must remove a minimum of 2,000 square feet (sq. ft.) of existing grass. Applicants can combine multiple areas in one rebate to meet the minimum square footage.
 - The 2,000 sq. ft. minimum is waived if all remaining grass on the property is removed.
- The conversion must result in low-water-use plant irrigation (drip) and grass irrigation (sprinkler) that is separately zoned and can be run independently.
- Grass replaced with artificial turf cannot have sprinkler irrigation.
- High-water-use plants/trees, fountains, pools, and other water-intensive features may not be installed in the removal area.
- Grass must be growing at a minimum 50% density and/or have a permanent, functioning, and scheduled irrigation system to count towards the 2,000 sq. ft. removal minimum. Scheduled refers to a consistent watering routine, as validated by Conservation through historical water usage. See Figures 1 and 2 below for grass examples.
 - Artificial turf measurements may be larger than Conservation’s to accommodate for curves and cuts in the landscape’s design; Conservation’s measurement is based solely on the amount of grass removed.

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.

STREETSCAPE BONUS

- In conjunction with a rebate option, if the grass removal location is adjacent to a street or a sidewalk adjacent to a street (see Figures 3 and 4 below for examples) it is eligible for an additional bonus of \$5.00 per linear foot of grass removed. The streetscape bonus cannot exceed \$10,000 per property.
- Bonus can be applied to a maximum of two rebates or until \$10,000 is reached.
- The purpose of the bonus is to encourage the removal of non-functional, ornamental grass along the street and to help eliminate irrigation water from running into the street.

Figure 3: Example of eligible streetscape



Figure 4: Example of eligible streetscape



APPLICATION PROCESS

- 1. Applicants must receive a rebate consultation with Conservation.** Consultations are for discussing rebate eligibility, requirements, and procedure. To request a free rebate consultation, send an email to WaterConservation@ScottsdaleAZ.gov.
 - If applicants are interested in participating in the HOA/Commercial program, email [Conservation](#). The HOA/Commercial program focuses on general water conservation practices on large landscapes such as improving irrigation efficiency at communities or indoor water audits at commercial properties.
- 2. Apply for a rebate and submit required documents:**
 - Map or project plan depicting removal area(s) with the estimated grass amount to be removed in square feet (sq. ft.).
 - Photos of the project area(s).
 - If applicable, applicant should ensure proposed design complies with their Master HOA or POA CC&Rs.
 - A bid/cost of the project is not required, however, Conservation recommends receiving multiple bids for a landscape conversion.
- 3. Contact [Conservation](#) to schedule an onsite meeting for your official grass removal measurement(s).** The grass removal area will be measured in square footage. If applicable, the streetscape bonus will be measured in linear footage (length of grass adjacent to street). Conservation's square and linear footage measurement(s) will be final and determine the rebate dollar amount upon project completion. If the grass removal area changes during the application process, Conservation will remeasure the project area.
- 4. Obtain Planning & Development Services approval by April 30, 2025.**
 - Go to Scottsdaleaz.gov, search "Pre-Application" and submit the required information. After submittal, a Planning staff member will contact the applicant to schedule a Pre-Application meeting. All multifamily, HOA, and commercial properties must have this virtual Pre-Application meeting where the project size, scope, and feasibility will be discussed. After the Pre-Application meeting, additional information may be required to complete the application as determined by Planning staff. A Conservation staff member may attend this meeting to provide rebate information as needed.
 - Depending on the design complexity and the document quality submitted, Planning's approval process typically takes 4-6 weeks. Planning requires compliance with Scottsdale's Landscape Ordinance on the use and number of low-water-use plants. For example, removing grass and replacing it only with decomposed granite may not be permitted. Installation of artificial turf will be determined by Planning on a case-by-case basis during the Pre-Application meeting.
- 5. Email [Conservation](#) to notify them of Planning's approval.**
- 6. After Planning's approval, Conservation will send a Notice to Proceed (NtP) to the email address listed on the application.** It will include both official measurements (square feet of grass removed and, if applicable, linear feet for streetscape bonus), rebate amount, and the project's Completion and Notification Deadline.
 - If there are concerns with the measurements listed on the NtP, the applicant should contact Conservation, request a measurement review, and leave the grass in place until the review is complete. Once the grass is removed, the measurements in the NtP are final and cannot be altered.
- 7. Begin the project—the grass can be removed.**
- 8. Once the project is finished, contact [Conservation](#) to inform them of project completion.**
 - Project completion is defined as having all grass removed and the new landscape installed with sprinkler heads removed or converted to drip and zoned separately from any remaining grass.
 - Depending on the project, both Planning and Conservation may require a final inspection.
- 9. Email Conservation or use the secure link in the NtP to upload photos of finished project and a completed and signed [W-9](#).**
- 10. 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 the rebate on the utility billing statement. Once the rebate appears on the statement and if the applicant prefers not to wait until the rebate credits deplete, the account holder should contact Utility Billing at 480-312-2461 and request a check for the remaining balance.

ALL LANDSCAPE CHANGES MUST RECEIVE PLANNING AND DEVELOPMENT SERVICES APPROVAL AND A NOTICE TO PROCEED FROM THE CONSERVATION OFFICE BEFORE REMOVING ANY GRASS.

GRASS REMOVAL REBATE DETAILS: Beginning July 1, 2016, a property can receive up to \$40,000 in grass removal rebates.

- Remove a minimum of 2,000 sq. ft. of grass or the minimum is waived if all remaining grass on the property is removed.
- Rebate is \$2 per square foot of grass removed, up to \$40,000.
- One grass removal rebate per rebate program year per property. Maximum of two rebates total.

STREETSCAPE BONUS: A property can receive an additional amount, up to \$10,000, for the streetscape bonus when receiving a standard grass removal rebate.

- Conservation will measure the linear footage of eligible grass (grass adjacent to a street).
- Rebate is \$5 per linear foot, up to \$10,000.
- If the \$10,000 maximum streetscape bonus was not met on the first rebate, the remaining balance may be applied to a second rebate.

IF BOTH REBATE MAXIMUMS ARE REACHED, A PROPERTY CAN RECEIVE UP TO \$50,000 TOTAL.

 [CLICK HERE TO APPLY ONLINE](#)

APPLY BETWEEN	PLANNING APPROVAL DEADLINE	REQUIRED SERVICE	GRASS REMOVAL REBATE LIMIT	STREETSCAPE BONUS REMOVAL LIMIT	REMOVING ANY STREETSCAPE GRASS?	ACKNOWLEDGE PLANNING APPROVAL IS REQUIRED?	ACKNOWLEDGE A W-9 IS REQUIRED AT PROJECT COMPLETION?
5/16/2024 AND 3/31/2025	4/30/2025	WATER	\$40,000	\$10,000	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> YES
NAME ON ACCOUNT					SCOTTSDALE UTILITY ACCOUNT NUMBER		
PROPERTY ADDRESS						ZIP	
CONTACT NAME						CONTACT TITLE	
EMAIL						PHONE	
<input type="checkbox"/> I HAVE READ AND UNDERSTAND THE PROGRAM DESCRIPTION AND REQUIREMENTS ON PAGES 1, 2, 3, AND 4. I UNDERSTAND PHOTOS MAY BE ACCEPTED IN PLACE OF AN INSPECTION; HOWEVER, I AGREE TO ALLOW FOR ON-SITE INSPECTIONS AS REQUESTED.							
SIGNATURE:					DATE:		