

**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](https://www.scottsdaleaz.gov), search “rebates”
  - A confirmation email is sent following an online submission. If there is no contact within 24 hours, check your spam folder, and reapply if needed.
- 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.
- 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. If there was no city contact after three weeks, call 480-312-5650 to verify the application was received. Documents are not returned.

### IMPORTANT INFORMATION

- 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 applicant regarding the incomplete status.
  - Upon submission of the missing information, the application is considered complete and eligible for processing.
- Conservation will use the contact information listed on the application. The applicant is responsible for notifying Conservation of contact changes and for monitoring their email, voicemail, and regular mail.
  - Add [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) to your safe senders list.
- Applicants should keep copies of all rebate documents and correspondence as proof of activities.

- Once approved, rebates are applied as a credit to the active water account within two billing cycles.
- Applicants should verify that all rebates have been approved and applied prior to closing a utility account or transferring an account to a tenant.

### DATES AND EXTENSION

- The applicant is responsible for tracking deadlines. A missed deadline will result in a denied application.
- **Applications must be submitted between July 8, 2026, and April 30, 2027, and the Planning & Development Services approval must be obtained by June 30, 2027.** Funds are not reserved until Planning’s approval is complete.
- 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](mailto:Conservation) before the project’s Completion and Notification deadline.
  - 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.

### APPLICANT

- Grass removals occurring before obtaining Planning’s approval and Water Conservation’s Notice to Proceed are ineligible.
- The applicant (current commercial property owner or HOA/POA board president) may name one representative in writing (such as a property manager or committee member) to work with Conservation staff. That representative—or the applicant—will be the program’s official point of contact for the rebate process unless the applicant submits a new representative in writing.
- Owners of multiple properties may apply for rebates at each property. Rebates are property specific and credits are applied to the active water account associated with the removal location.

### 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 31<sup>st</sup> each year. For more information on rebate credits, contact a tax professional.

**DO NOT DUPLICATE AND DISTRIBUTE THIS FORM (7/8/2026, V1)**

Applicants must comply with the current application at [ScottsdaleAZ.gov](https://www.scottsdaleaz.gov) search “rebates”

### ELIGIBILITY & REBATE REQUIREMENTS

- Property must receive water service from Scottsdale Water. No new construction.
- **Previously removed grass, even with before and after photos, does not count towards the minimum and is not eligible for a rebate.**
- Must remove a minimum of 2,000 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.
  - Grass must be growing at a minimum 50% density. See Figures 1 and 2 below for examples.
    - If patches of grass are missing but the area is watered by an in-ground, functioning and scheduled irrigation system at the time of inspection, the area may count as part of the removal area.
      - Conservation may require the irrigation to be run to confirm functionality and watered area.
  - Vendor measurements are not used for rebates.
    - Artificial turf measurements may be larger and calculated using the longest points for height and width, may reflect the turf roll size (e.g. 10' or 15') and/or extra material needed for installation.
- The conversion must result in low-water-use plants being irrigated by drip systems.
  - Any remaining grass irrigated by sprinklers must be separately zoned from the drip systems and able to operate independently.
  - Grass replaced with artificial turf cannot have sprinkler irrigation.
  - Grass cannot be replaced with water-intensive features such as fountains, pools, spas and high-water-use plants and trees.

**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 chemically sprayed grass at 100% density. The last image is of grass at the minimum 50% density.

**Figure 2: Ineligible grass**



The first image is 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 REMOVAL

- If the grass removal location is adjacent to a street or a sidewalk adjacent to a street (refer to Figures 3 and 4), it is eligible for an additional bonus of \$5 per linear foot of grass removed. The streetscape bonus cannot exceed \$10,000 per property.
- A streetscape bonus can be a standalone rebate.
- The purpose of this rebate 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 have a rebate consultation with Conservation first.** The consultation is free.
  - Email **Conservation** to schedule. Rebate eligibility, requirements, and procedure will be discussed.
- 2. Apply for a rebate and submit required documents:**
  - Map or project plan depicting removal area(s) and noting the estimated sq. ft. of grass being removed.
  - Photos of the project area(s).
  - A document (email, handwritten letter, meeting minutes) from the HOA board or board president approving the project and designating a point of contact for the duration of the project.
  - If applicable, applicant ensures the proposed design complies with their Master HOA or POA CC&Rs.
  - A landscape conversion bid/cost is not required; however, getting more than one bid is recommended.
- 3. Schedule and Obtain Planning & Development Services approval by June 30, 2027.**
  - Go to [Scottsdaleaz.gov](http://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 meeting, additional information may be required by Planning staff. There are fees from Planning associated with submitting a Pre-Application.
  - 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 a large grass area and replacing it only with decomposed granite (rock) may not be permitted. Installation of artificial turf will be determined on a case-by-case basis by Planning.
- 4. Contact Conservation to schedule an onsite meeting for your official grass removal measurement(s) once the Pre-Application meeting is scheduled with Planning.**
  - The grass removal area will be measured in square footage. If applicable, the streetscape bonus will be in linear footage (length of grass adjacent to the street). Conservation’s square and linear footage measurement(s) will be final and determine the rebate dollar amount. If the grass removal area changes during the application process, Conservation will remeasure the project area. If only part of a larger grass area is being removed, Conservation will measure the entire area and measure the remaining grass at project completion to calculate the rebate amount.
- 5. Email Conservation the staff approval letter from Planning. Conservation will send a Notice to Proceed (NtP).**
  - The NtP will include both Conservation’s official pre-inspection measurement(s) 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.
- 6. Begin the project – the grass can now be physically removed.**
- 7. Once the project is finished, contact Conservation to inform them of project completion.**
  - Project completion means the grass is removed and the new landscape installed. Sprinkler heads must be 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.
- 8. Email Conservation or upload using secure link in the NtP finished project photos and W-9.**
- 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 the utility billing statement under BILLING SUMMARY. If you do not wish to leave the credit on the account, contact Utility Billing at 480-312-2461 and ask for the utility account balance.

**DO NOT DUPLICATE AND DISTRIBUTE THIS FORM (7/8/2026, V1)**

Applicants must comply with the current application at [ScottsdaleAZ.gov](http://ScottsdaleAZ.gov) search “rebates”

**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:** 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:** Beginning July 1, 2022, a property can receive up to \$10,000 for the streetscape bonus.

- 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 was not met on the first rebate, the remaining balance may be applied to a second rebate.
- If a previous grass removal rebate(s) has occurred and the \$40,000 maximum was reached, but the \$10,000 maximum for the streetscape bonus was not, a standalone streetscape bonus rebate is allowed if additional grass along the street is removed.
- One streetscape bonus rebate per rebate program year per property. Maximum of two rebates total.

**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?	Acknowledged a Planning Approval is Required?	Acknowledged a W-9 is Required at Project Completion?
7/8/2026 and 4/30/2027	6/30/2027	Water	\$40,000	\$10,000	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<b>NAME ON ACCOUNT</b>						<b>SCOTTSDALE UTILITY ACCOUNT #</b>	
<b>PROPERTY ADDRESS</b>						<b>ZIP</b>	
<b>CONTACT NAME</b>						<b>CONTACT TITLE</b>	
<b>EMAIL</b>						<b>PHONE</b>	
<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.							
<b>SIGNATURE:</b>						<b>DATE:</b>	