

## Sustainable Landscapes Incentive Program

<b>Project Checklist</b>		✓
1. <b>Read and the Terms and Conditions, Incentive Program Requirements, and Sustainable Landscapes Program Guidelines.</b>		
<p>2. <b>Complete &amp; Submit (on-line):</b></p> <p><input type="checkbox"/> <b>Program Application</b> (click “New Applicants” tab).</p> <p><input type="checkbox"/> Most recent <b>water utility bill</b> for the proposed project site address.</p> <p><input type="checkbox"/> A <b>First Flush Volume Calculator Worksheet</b>. An additional worksheet may be required within 45 days following your pre-site inspection, if measurements differ from original Worksheet.</p> <p><input type="checkbox"/> At least <b>three color photos</b> of each area where turf will be replaced. Include views from different angles and show the existing irrigation system.</p> <p><input type="checkbox"/> A <b>Detention Area Calculator Worksheet</b> within 45 calendar days following your pre-site inspection.</p> <p><input type="checkbox"/> A <b>Plant Coverage Worksheet</b> within 45 calendar days following your pre-site inspection.</p> <p style="background-color: yellow;">Your project worksheets due date is: _____ / _____ / _____</p> <p><input type="checkbox"/> A conceptual <b>project design sketch</b> including an <b>irrigation plan</b>. Both of these plans are optional but highly recommended.</p> <p><b>Projects that have started implementation prior to receiving a Notice to Proceed are not eligible.</b></p>		
3. Schedule a pre-conversion site inspection. A customer service representative will call you to schedule an appointment. Depending on the number of applicants, this may take several weeks. Your appointment date is: _____ / _____ / _____ at: _____ AM/PM. You or your representative, familiar with your proposed project, must be present during the site inspection.		
4. Receive your <b>Notice to Proceed</b> e-mail from the program administrator once your application, submittals and pre-site inspection have been completed and approved.		
5. <b>Start your project.</b>		
6. Eliminate your lawn (preferably using a method suggested in Incentive Program Requirements).		
7. Upgrade your irrigation system as needed to meet incentive requirements. If project area will be hand-watered, the existing irrigation system must be capped.		
8. Install systems that direct rainwater into landscape detention areas, rain barrels and/or cisterns.		
9. Acquire and apply compost. Use <b>Compost Calculator Worksheet</b> to calculate quantity needed.		
10. Install plants per <b>Plant Coverage Worksheet</b> and planting plans.		
11. Acquire and apply mulch. Use <b>Mulch Calculator Worksheet</b> to calculate quantity needed.		
12. Pervious hardscape (stepping stones, decomposed granite, etc.), must not exceed 25% of the project area.		
13. Complete your project within 120 calendar days after receiving Notice to Proceed.		
<p>14. <b>Once your project is complete:</b></p> <p><input type="checkbox"/> Submit an online <b>Payment Request Application</b>.</p> <p><input type="checkbox"/> Upload at least <b>five photos</b> of each converted area. Photos should show a panoramic project view, plants, irrigation, rainwater detention areas, mulch, compost and hardscape.</p> <p><input type="checkbox"/> Upload <b>paid project-related receipts and invoices</b> (through the “Upload Project Files” link).</p>		
<p>15. Schedule post-conversion site inspection (selected project sites only). A customer service representative will call you to schedule an appointment.</p> <p>Your appointment date is: _____ / _____ / _____ at: _____ AM/PM</p>		
16. Complete and return program-issued 1099-Misc tax form.		
17. Cash or deposit your check upon receipt.		
18. Monitor and maintain your new landscape for at least five years.		
<p style="text-align: center;"><b>Web site:</b></p> <p style="text-align: center;"><a href="http://Sustainablelandscapessd.org">Sustainablelandscapessd.org</a></p>	<p style="text-align: center;"><b>Email:</b></p> <p style="text-align: center;"><a href="mailto:sdcwa@waterwise-consulting.com">sdcwa@waterwise-consulting.com</a></p>	<p style="text-align: center;"><b>Telephone:</b></p> <p style="text-align: center;">(866) 648-2925</p>