

Sustainable Landscapes Incentive Program

Project Checklist		✓
1. Read and the Terms and Conditions, Incentive Program Requirements, and Sustainable Landscapes Program Guidelines.		
2. Complete & Submit (on-line): <input type="checkbox"/> Program Application (click “New Applicants” tab). <input type="checkbox"/> Most recent water utility bill for the proposed project site address. <input type="checkbox"/> A First Flush Volume Calculator Worksheet . An additional worksheet may be required within 45 days following your pre-site inspection, if measurements differ from original Worksheet. <input type="checkbox"/> At least three color photos of each area where turf will be replaced. Include views from different angles and show the existing irrigation system. <input type="checkbox"/> A Detention Area Calculator Worksheet within 45 calendar days following your pre-site inspection. <input type="checkbox"/> A Plant Coverage Worksheet within 45 calendar days following your pre-site inspection. Your project worksheets due date is: _____/_____/_____ <input type="checkbox"/> A conceptual project design sketch including an irrigation plan . Both of these plans are optional but highly recommended. Projects that have started implementation prior to receiving a Notice to Proceed are not eligible.		
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 Notice to Proceed e-mail from the program administrator once your application, submittals and pre-site inspection have been completed and approved.		
5. Start your project.		
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 Compost Calculator Worksheet to calculate quantity needed.		
10. Install plants per Plant Coverage Worksheet and planting plans.		
11. Acquire and apply mulch. Use Mulch Calculator Worksheet 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.		
14. Once your project is complete: <input type="checkbox"/> Submit an online Payment Request Application . <input type="checkbox"/> Upload at least five photos of each converted area. Photos should show a panoramic project view, plants, irrigation, rainwater detention areas, mulch, compost and hardscape. <input type="checkbox"/> Upload paid project-related receipts and invoices (through the “Upload Project Files” link).		
15. Schedule post-conversion site inspection (selected project sites only). A customer service representative will call you to schedule an appointment. Your appointment date is: _____/_____/_____ at: _____ AM/PM		
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.		
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