### 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):**
   - **Program Application** (click “New Applicants” tab).
   - Most recent **water utility bill** for the proposed project site address.
   - 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.
   - At least **three color photos** of each area where turf will be replaced. Include views from different angles and show the existing irrigation system.
   - A **Detention Area Calculator Worksheet** within 45 calendar days following your pre-site inspection.
   - A **Plant Coverage Worksheet** within 45 calendar days following your pre-site inspection.
   - Your project worksheets due date is: __________/_________/__________
   - 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:**
   - Submit an online **Payment Request Application.**
   - 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.
   - 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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**Web site:** [Sustainablelandscapessd.org](http://Sustainablelandscapessd.org)  
**Email:** sdcwa@waterwise-consulting.com  
**Telephone:** (866) 648-2925

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