Cistern Rebate Instructions and Design Guidelines
Rockville RainScapes Rebate Program

The City of Rockville offers a rebate of $1 per gallon for cistern installations with a minimum volume of 250 gallons. The rebate amount cannot exceed documented costs. Eligible properties can receive a lifetime total of $5,000 in RainScapes rebates. You must apply prior to installation and retain and submit itemized receipts and/or final invoices for all project costs.

**Eligibility**

- Projects must be installed at a private single-family residence, homeowners’ association, condominium association, housing cooperative or other non-profit property located in the City of Rockville.
- Projects will not qualify for rebates if they are partially or completely finished before approval.
- Projects are not eligible if they are associated with permit approval requirements for new building construction, additions, or renovations.
- Applicants are responsible for obtaining any required HOA approvals, permits or other permissions related to their project.
- All requirements must be met as outlined in this document and in the approved application. All decisions are final and are at the sole discretion of the City of Rockville.

**Application Process and Requirements**

1. **Review requirements and submit your application.**
   Review all requirements and *Design Guidelines* below. Then, complete the online application found at [https://cbtrust.org/grants/rockville-rainscapes-rebate/](https://cbtrust.org/grants/rockville-rainscapes-rebate/). Have photos of the project area(s), approval letters, and other documentation ready to upload. *Please allow at least 14 business days for application processing.*

2. **Receive application approval and sign Property Owner Agreement.**
   Wait to receive approval from the RainScapes Coordinator before purchasing or installing the project. After application approval, a Property Owner Agreement will be sent to you for signature.

3. **Begin and complete your project.**
   Projects must be completed within 12 months of approval. Make sure the project meets the *Design Guidelines* and that all HOA approvals, permits, or other permissions are obtained. You must retain and submit itemized receipts and/or final paid invoices (showing a zero balance) for all project costs.

4. **Final inspection/approval.**
   Once the project is complete, upload all related receipts, final invoices, and photos of the completed project to [https://www.grantrequest.com/Login.aspx?ReturnUrl=%2faccountmanager.aspx%3fSA%3dAM%26sid%3d1520&SA=AM&sid=1520](https://www.grantrequest.com/Login.aspx?ReturnUrl=%2faccountmanager.aspx%3fSA%3dAM%26sid%3d1520&SA=AM&sid=1520). A site visit may be scheduled within 14 business days. At the final inspection, installation of the project will be verified, and the project area will be photographed.

5. **Receive reimbursement check.**
   If all requirements are met, the rebate will be approved, and a check will be issued by the Chesapeake Bay Trust within four to six weeks.
Cistern Design Guidelines
Issue Date 7/2023

** These guidelines and criteria will be periodically updated to ensure currency with the latest technical information and best practices – please verify that you have the latest version. **

Written approval from the RainScapes Coordinator is required before you begin installation or construction. Projects installed before approval will not qualify for rebates.

Cistern Requirements
- Minimum size: 250 gallons
- Required elements:
  - Inlet connected to a downspout.
  - Secure lid and/or screen for safety and mosquito control.
  - Water spigot at the bottom of the barrel for releasing water.
  - Made of hard plastic or wood, no bags.
  - Overflow with pipe that releases water on to the ground.
  - Clear access for cleaning the inlets when necessary.
  - If re-purposing a barrel, it needs to be food grade.
- Location requirements:
  - Must be **above ground**.
  - Must be on private property.
  - Installed on a solid, level support base.
  - Overflow must drain onto a pervious surface (grass, garden, etc.) or back into the downspout.
  - Overflow drainage outlet must be directed a minimum of 4ft away from building’s foundation.
  - Positive overflow drainage away from foundation.
  - Overflow must not change the pre-existing flow path of stormwater.
  - After application submittal, you will be contacted for a preliminary inspection to ensure site suitability.

Documentation Requirements
To complete the application, you will need the following documents read to upload:
- Location plan (with graphic scale); indicate foundation area and plan (materials, thickness, width, drainage, etc.)
- HOA approval letter, if applicable.
- Plan for winter drawdown/emptying
- Safe overflow plan
- Mosquito management
- Photos of the project site (up to 10).
- If applying as an HOA, condominium association, or non-profit, you will need to upload a project approval letter from your organization’s board.
- If applying as a renter, you will need to upload a project approval letter from the property owner.
- Submit itemized receipts (tax will be subtracted).
- Electronically sign and submit the Property Owner Agreement.
- Schedule and pass final inspection.