



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/>. 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>. 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.