



Conservation Landscaping Rebate Instructions and Design Guidelines Rockville RainScapes Rewards Program

The City of Rockville offers a rebate of \$6 per square foot (with soil improvement) or \$5 per square foot (without soil improvement) for a minimum of 250 square feet. 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 installing the landscape 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.



Conservation Landscaping Design Guidelines Issue Date 6/2022

*** 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.

Design Guidelines

- Project area must not be in a right-of-way or easement area. Call 1-800-MISS-UTILITY (1-800-257-7777) before you dig!
- Minimum size: 250 square feet.
- ¾ of the plants must be [native plants](#) or cultivars to the Chesapeake Bay watershed.
- Plan must **not** include any [non-native invasive species](#).
- Mulch layer of 3 to 4 inches to inhibit weed growth, prevent soil loss, and retain moisture. No plastic sheeting (impermeable weed barrier) will be permitted.
- Soil Improvement Guidelines
 1. Loosen the soil to a depth of 9-12 inches with a tiller, rake, or shovel.
 - If tree roots are present in the project area, loosening soil with a tiller is not recommended as this may damage roots.
 2. Add 2 inches of compost to the soil.
 3. Mix compost into the soil using the tiller, rake, or shovel.

Documentation Requirements

To complete the application, you will need the following documents read to upload:

- A plant list that includes plant species, sizes, and quantities.
- A diagram of the planting area showing plant spacing and density.
- Photos of the project site (up to 5).
- Project approval letter from the association/organization board if applying as homeowners or community association or non-profit.

Native Plant and Landscaping Resources

- [Conservation Landscape Design Manual \(Montgomery County\)](#)
- [Garden Design Templates \(Montgomery County\)](#)
- [Landscaping with Native Plants \(Maryland Native Plant Society\)](#)
- [Deer Resistant Native Plants \(UMD Extension\)](#)
- [Native Plant Center Database](#)
- [RainScapes Landscape Professionals List \(Montgomery County\)](#)
- [Chesapeake Bay Landscape Professionals List](#)
- [What Not to Plant: Non-Native and Invasive Plant List](#)