



## Green Roof Rebate Instructions and Design Guidelines

### Rockville RainScapes Rebate Program

The City of Rockville offers a rebate for the installation of a green roof at the rate of \$9 per square foot. Minimum area required is 100 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 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.



## Green Roof 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.

### Green Roof Requirements

- Minimum Size:**
  - 100 square feet
- Location Requirements:**
  - On private property.
  - On a structurally sound roof that is certified as safe by a structural engineer.
  - On an existing roof.
- Design/Installation:**
  - Planting plan with graphic scale must be submitted and approved.
  - 4" depth pre-approved planting media not to exceed 28 lbs. per square foot when saturated, or approved roof load per structural engineer's report.
  - Rooftop is adequately waterproofed before green roof installation.
  - Installer must have previous experience installing green roofs and be approved by RainScapes staff.
  - Minimum 2-year workmanship warranty from the installer.
  - Green roof components have a minimum 5-year manufacturer's warranty.
  - Pass preliminary inspection for site suitability.

### Green Roof Documentation Requirements

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

- Structural analysis report from a licensed structural engineer which indicates that the proposed roof area can carry the load of the proposed green roof retrofit.
- A plant list that includes plant species, sizes, and quantities.
- Planting plan with graphic scale showing plant quantities and locations.
- 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.



## Green Roof Resources

- [Landscaping with Native Plants \(Maryland Native Plant Society\)](#)
- [RainScapes Landscape Professionals List \(Montgomery County\)](#)
- [Chesapeake Bay Landscape Professionals List](#)