Pavement Removal Reward Instructions and Design Guidelines
City of Gaithersburg RainScapes Rewards Program

General Information

To be eligible for a rebate, projects must be installed at a single-family residential property, homeowners association, private education facility, nonprofits, and multifamily dwelling located in the City of Gaithersburg. To verify the property is within the city boundary you may review the city map here: gburg.md/StormwaterProgramFee.

Eligible properties can receive up to a total of $5,000 per property owner in rebates. If an existing property owner received $2,500 of rebates and sells the property, the new property owner is eligible for $5,000 in rebates.

Property owners are encouraged to schedule a pre-application meeting with Chesapeake Bay Trust (Trust) staff. This will ensure that all aspects of the project and application process are fully considered. Contact the Trust at gaithersburgrebate@cbtrust.org to schedule a meeting.

Pavement Removal means the removal of hard (impervious) surfaces and replacement with pervious and/or native surfaces. Program participants who follow application guidelines are eligible for a rebate for the removal of pavement (concrete, asphalt, etc.) in the amount of **$7 per square foot** when replaced with conservation landscaping (native plants) or **$3 per square foot** when replaced with turf (sod). The minimum area required is 100 square feet.

Eligibility

- ✓ To participate, the subject property must be located within the jurisdictional boundaries of the City of Gaithersburg. *If you are unsure about the location of your property, please confirm at* gburg.md/StormwaterProgramFee.
- ✓ Projects are **not** eligible if they are associated with permit approval requirements for new building construction, additions, or renovations.
- ✓ Projects that are partially or completely finished before approval will **not** qualify for rebates.
- ✓ All requirements as outlined below, in the application, and in the Design Guidelines for project eligibility (attached) must be met. All decisions are final and at the sole discretion of the City of Gaithersburg.
- ✓ *This program does not supersede any zoning requirements.*

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/city-of-gaithersburg-rainscapes-reward-program/. 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 pre-approval and sign Property Owner Agreement.** A pre-installation inspection site visit may be scheduled within 14 business days. Wait to receive pre-approval from the RainScapes Coordinator before purchasing or installing the project.

3. **Purchase materials and complete your project.** You must retain and submit itemized receipts and/or invoices for all project costs. Documented costs must equal or exceed the rebate amount requested. The project must adhere to the most recent Design Guidelines for Project Eligibility.

4. **Submit your reimbursement form, receipts, and/or invoices.** Send your reimbursement form, itemized receipts, and/or final invoices. Scanned copies or photocopies are acceptable. Once the project is complete, upload all related receipts, final invoices, and photos of the completed project your online portal (https://bbgm-apply.yourcausegrants.com/apply/applications). A final inspection site visit may be scheduled within 14 business days.

5. **Final inspection**. The final inspection, installation of the project will be verified, and the project area will be photographed.

6. **Receive reimbursement check.** Once all requirements are met, the rebate will be approved, and a check will be issued by the Chesapeake Bay Trust within four (4) to six (6) weeks.

Pavement Removal Design Guidelines
Issue Date 7/1/2025

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.

Pavement Removal Requirements:

- ☐ Must be existing impervious surface (walkway, patio, excess driveway etc.)
- ☐ Must be on private property. Public sidewalks or other impervious surface found in a right-of-way or easement area cannot be removed.
- ☐ Does not divert water from the existing flow path or back up water onto a neighbor's property.
- ☐ Minimum size: 100 square feet.
- ☐ Required Design/Installation Elements
    - o Call 1-800-MISS-UTILITY (1-800-257-7777) before you dig!
    - o Removal of pavement and compacted sub gravel base
    - o Soil Improvement
        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.
        2. Add 2 inches of compost to the soil.
        3. Mix compost into the soil using the tiller, rake, or shovel.
    - o Replacement Option 1: Conservation Landscaping ($7/sq. ft.)
        - ▪ ¾ of the plants must be native plants (https://www.allianceforthebay.org/native-plant-center/) or cultivars to the Chesapeake Bay watershed.
        - ▪ Plan must **not** include any non-native invasive species, see the following resources for guidance:
            - • Montgomery County invasives of concern https://www.montgomerycountymd.gov/DEP/Resources/Files/rainscapes/invasive- plants.pdf
            - • Center for Invasive species and Ecosystem Health & Maryland Cooperative Extension: https://www.invasive.org/species/list.cfm?id=110
            - • Any additional species identified by the City of Gaithersburg
        - ▪ Mulch layer of 3 to 4 inches to inhibit weed growth, prevent soil loss, and retain moisture. No plastic sheeting (impermeable weed barrier) permitted in converted area.
    - o Replacement Option 2: Sod ($3/sq. ft.)
        - ▪ Replace with sod only. Seed is not permitted.
        - ▪ Follow the guidelines for sod installation found at https://extension.umd.edu/resource/ sod.
        - ▪ Important Reminders:
            - • Do not leave soil uncovered for more than 7 days.

- Water sod immediately after installation and keep moist during the rooting process (2-3 weeks).
- Do not allow sod to dry out either during storage or after installation.

Documentation Requirements:

To complete the application process, you will need to complete and submit the following:

Pre-Installation:
- ☐ If replacing with conservation landscaping...
  - ○ 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 five).
- ☐ If applying as a homeowner within 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 letter of approval from the property owner
- ☐ Sign and submit the Property Owner Agreement.

Post-Installation:
- ☐ Submit itemized receipts (tax will be subtracted).
- ☐ Schedule and pass final inspection.

Additional Resources
- Pavement Removal Manual (Montgomery County)
- How to Depave (Depave.org)
- Sod Installation and Tips (UMD Extension)
- Conservation Landscape Design Manual (Montgomery County)
- Landscaping with Native Plants (Maryland Native Plant Society)
- Deer Resistant Native Plants (UMD Extension)
- RainScapes Landscape Professionals List (Montgomery County)
- Chesapeake Bay Landscape Professionals List