



Permeable Pavers 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.

Permeable Pavers refers to a system of interlocking concrete pavers, installed in such a way that allows water to filter through the gaps between the pavers to the specially prepared gravel layers and infiltrate into the ground. Program participants who follow application guidelines are eligible for a rebate of **\$14 per square foot in addition to the cost of Gaithersburg permit fee** for impervious surfaces (concrete, asphalt, etc.) replaced with pervious pavement. 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.** At 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.



Permeable Paver Design Guidelines

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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.

Permeable Paver Requirements:

- ☐ Must be on private property. Public sidewalks or other impervious surface found in the 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:
 - Installed by a contractor certified by the Interlocking Concrete Pavement Institute (ICPI) and certification in Permeable Interlocking Concrete Pavement (PICP) **or** an experienced contractor who has submitted a portfolio of permeable paver projects.
 - Meets all guidelines found in the [City of Rockville Permeable Pavement Design Guide](#).
 - Passes a perc test. (See ["How To Do a Perc Test"](#)). Perc rates from 0-36 hours are ideal. Perc rates over 36 hours indicate poor draining soils and require an underdrain.
 - A downspout filter must be used if the downspout is connecting into the pavement.
- ☐ A site development permit will be required. Visit gburg.md/site-permits for information on the site permit, and visit https://cbtrust.org/wp-content/uploads/Online-Portal-instructions_07012025.pdf for instructions on how to apply for a permit
- ☐ Call 1-800-MISS-UTILITY (1-800-257-7777) before you dig!

Documentation Requirements:

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

Pre-Installation:

- ☐ Proof of contractor PICP (Permeable Interlocking Concrete Pavers) training through [Interlocking Concrete Paver Institute \(ICPI\)](https://www.masonryandhardscapes.org/) (<https://www.masonryandhardscapes.org/>) or a contractor portfolio showing at least 5 permeable paver projects.
- ☐ Project proposal and/or a letter from your contractor detailing the project materials and installation process in adherence with the design guidelines referenced above and ICPI standards.
- ☐ Documentation of a percolation test. Template available here: <https://www.montgomerycountymd.gov/water/Resources/Files/rainscapes/How-to-do-a-Perc-Test.pdf>
- ☐ Photos of 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 or paid invoice (tax will be subtracted).
- ☐ Schedule and pass final inspection.

Additional Resources:

- Permeable Pavement Design Guide:
<https://www.rockvillemd.gov/DocumentCenter/View/33475/Permeable-Pavement-Design-Guide>
- Permeable Paver Fact Sheet (Montgomery County):
<https://www.montgomerycountymd.gov/DEP/Resources/Files/rainscapes/perm-paving/permpavers.pdf>
- Permeable Hardscapes (UMD Extension):
<https://extension.umd.edu/sites/extension.umd.edu/files/publications/FS-1062%20Permeable%20Hardscapes%20%281%29.pdf>
- RainScapes Landscape Professionals List:
https://www.montgomerycountymd.gov/DEP/Resources/Files/rainscapes/raingarden/Contractor_List.pdf
- ICPI Contractor Search: <https://www.masonryandhardscapes.org/directories/>