



Tree Canopy 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.

Tree Canopy is the installation of native trees. Program participants who follow application guidelines are eligible for a rebate of **\$100 per native understory tree** and **\$150 per native canopy tree** planted that meet the species, size, and other guidelines outlined below.

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.** 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.

Tree Canopy Design Guidelines

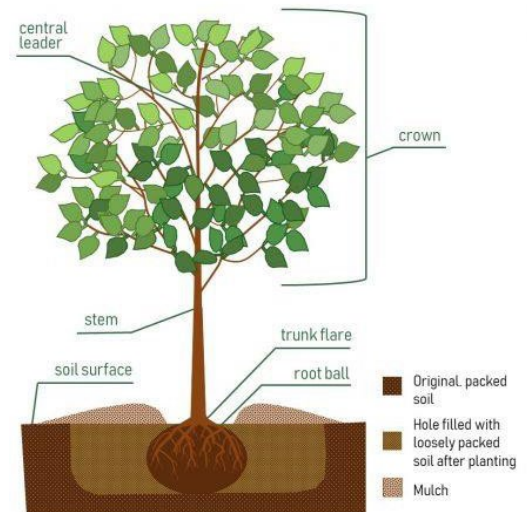
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These guidelines and criteria will be periodically updated to ensure currency with the latest technical information and best practices – please verify that you have the latest version.

Written approval from the RainScapes Coordinator is required before you begin installation or construction. Projects installed before approval will not qualify for rebates.

Tree Canopy Requirements:

- ☐ Trees must be planted on private property, not within the public right-of-way or easement area and at least 15' away from structures. Call 1-800-MISS-UTILITY (1-800-257-7777) before you dig!
 - ☐ Trees must be planted after September 15th and before May 30th (fall, winter or spring).
 - ☐ Trees must be native to Chesapeake Bay watershed and comply with the city's species restrictions.
 - ☐ Trees must meet *at least one* of the following size criteria:
 - For understory trees:
 - In a 5-gallon pot
 - At least 5 ft. tall
 - At least ½ inch caliper
 - For canopy trees:
 - In a #7 pot
 - At least 8 feet tall
 - At least 1 inch caliper
 - For assistance in identifying understory and canopy trees, applicants can use the following resources:
 - [Marylanders Plant Trees – Recommended Tree List](#)
 - [Alliance for the Chesapeake Bay's Native Plant Center](#)
- ☐ Follow step by step [planting instructions from Reforest Montgomery](#).
- ☐ 3" to 4" mulch layer extending at least 2' from trunk, preferably to drip line of branches.
 - *Do not pile mulch on the tree trunk. The top of the root flare needs to be slightly above ground level (see image).*
 - ☐ Stake trees for the first six months, then remove.
 - ☐ Use tree guards or fencing to protect from deer.
- ☐ Water thoroughly right after planting. For approximately the first two years after planting, ensure the surrounding soil is moist, but not soggy. Sign up for [Reforest Montgomery Water Alerts](#).



Documentation Requirements:

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

Pre-Installation:

- ☐ Photos of locations trees will be planted (up to 10).
- ☐ Diagram showing where trees will be planting and distances from structures, street, etc.
- ☐ 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 project approval letter 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

- [Tips for Choosing Trees and Shrubs \(UMD Extension\)](#)
- [The Right Tree for Your Lawn \(UMD Extension\)](#)
- [Buying Native Plants \(Maryland Native Plant Society\)](#)
- [Deer Protection \(Tree Montgomery\)](#)