



Non-Residential Cost/Share Landscape Rebate Program for Homeowner Associations, Multi-Family Properties and Businesses

Purpose: To promote a permanent reduction in the amount of grass used for landscaping purposes - to save water.

Rebate: The non-residential cost/share landscape rebates are awarded once a year to eligible applicants. The number of rebates awarded each year will depend upon the availability of funds. Rebates are awarded to qualifying applications in the order that the applications are received (from the date that the completed application is received) on a first-come, first-served basis. Qualified applicants are eligible for the following:

- \$1,500 for completion of the Water Budgeting process and \$150 per 1,000 square feet of grass converted to non-grass landscape.
- A limit of \$3,000 awarded per application.

The property is inspected by City staff upon completion to insure compliance with the landscape rebate policy. Provided the landscaping meets the criteria listed below, the rebate will be mailed to the applicant in the form of a City check. A property is permitted only one application per year. Continuation of the rebate program is based on available funds and upon City Council approval.

Criteria: Homeowner associations, multi-family properties, and businesses may apply. All of the following must be met to qualify:

- The organization applying for the rebate must participate in the [Water Budgeting Program](#). For more information about the program, contact Victoria Caster at 623-930-3535 or VCaster@glendaleaz.com.
- At least 1,000 square feet of grass must be converted to xeriscape. Applicant must provide proof of existing grass through an on-site inspection with City staff before grass is removed.
- Grass to xeriscape conversions along a major arterial street must go through the Planning Department's [Design Review Process](#). The phone number for Planning is 623-930-2800.
- Grass to xeriscape conversions, in retention basins, must obtain approval from the [Engineering Department](#). The phone number for Engineering is 623-930-3630.

- Area where grass is removed must be landscaped. Bare soil and artificial grass do not qualify.
- Grass in the conversion area must be killed thoroughly before xeriscape is installed to eliminate the re-growth of grass.
- A final inspection will be required when landscape conversion is completed. Call the Conservation and Sustainable Living Division (CSL) at 623-930-3535 when ready for inspection.
- The HOA/business must submit an application with the following:
 - i. Written Board/Owner approval
 - ii. Three estimates of the grass to xeriscape conversion
 - iii. W-9 form
- The organization applying for the rebate must provide a funding match equivalent to or exceeding the funds requested in the application. A rebate cannot be greater than the cost for the landscape conversion.

The rebate is not retroactive and does not apply to work completed before July 1, 2005. For more information about the program, contact Joanne Toms at 623-930-3596 or JToms@glendaleaz.com. A completed W-9 form is required to receive payment once the rebate application is approved. This form requires submitting your social security number or taxpayer identification number (TIN).



Non-Residential Cost/Share Landscape Rebate Application

Please make sure that you completely answer all questions. Complete the two-page application and the checklist with the required signatures. Mail your rebate application to the address listed at the end of the application.

All questions are required as part of the criteria of the rebate.

1. Name of your organization (homeowner association, business, or multi-housing unit): _____
2. Location of the property to be landscaped: _____
3. Name the check should be made out to:

4. Address the check should be mailed to:

5. Contacts, please list person(s) responsible for the rebate application:

Primary Contact: _____

Home Phone: _____ Work Phone: _____

Address: _____

City, State, Zip: _____

E-mail: Address: _____

Secondary Contact: _____

Home Phone: _____ Work Phone: _____

Address: _____

City, State, Zip: _____

E-mail: Address: _____

6. Date enrolled in the Water Budgeting Program (date you received your month-by-month budget charts): _____
7. Amount of grass to be removed (square footage): _____
8. Initial inspection date (prior to grass removal): _____
9. Rebate amount requested (dependent on amount of grass removed): _____
10. Give a brief description of your landscape project. Provide information about the location(s) where grass will be removed and what the completed landscape will look like. Also list the sequence of events you think will be needed to complete the project.
- _____
- _____
- _____
- _____
- _____

11. List cost estimates of grass removal and completed landscaping (attach copies of the required three estimates). Provide name of company and amount of estimate below:

Name: _____ Estimate Total: _____

Name: _____ Estimate Total: _____

Name: _____ Estimate Total: _____

12. List/explain funding sources that will be used to match or exceed the funds requested from the rebate program:

Signature of project owner / coordinator:

Signature: _____ Date: _____

Send the completed two-page application to the following address:
City of Glendale Conservation and Sustainable Living Division
5959 W. Brown Street
Glendale, AZ 85302

Call 623-930-3596 if you need additional assistance with the application.

Non-residential Cost/Share Landscape Rebate Application Checklist

You must complete, sign and return this checklist with your rebate application. Do not turn in your application unless you can check all of the following items:

- Completed an initial landscape inspection by the city's CSL Division (prior to grass removal).
- The amount of grass to be removed exceeds 1,000 square feet.
- Provided one year's monthly water bills to the CSL Division (as part of the Water Budgeting Program).
- Received month-by-month Water Budgeting charts from the CSL Division.
- Obtained price quotes - attached three estimates.
- Enclosed a signed resolution from board members authorizing rebate application/request (required for homeowner associations only).
- Completed the application and the check list with required signatures.
- Completed W-9 Form.

All items listed above have been completed.

Signature

Date