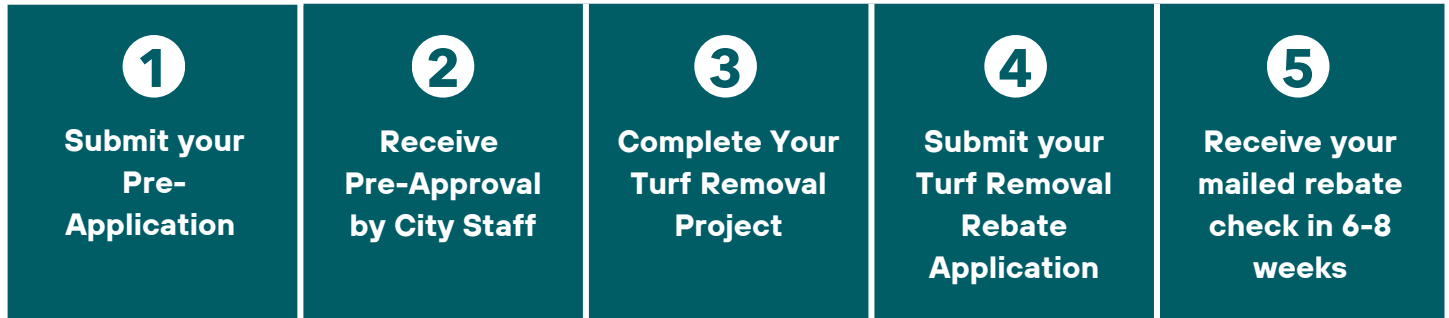


A Guide to the City of Bozeman's Turf Removal Rebate Program

Application Instructions in 6 Easy Steps



Who is eligible for a turf removal rebate?

You are eligible for a Turf Removal Rebate if you meet the following criteria:

- Your landscape is connected to City of Bozeman Water for outdoor irrigation.** If you do not use an underground irrigation system, you are still eligible to receive funds for your project as long as your outdoor spigot(s) draw from City of Bozeman water.
- You are the property owner or you have project permission from the property owner.** If you are not the property owner, an owner-authorization letter will be required at the time of Pre-Application submittal.

Does my existing lawn qualify for a turf removal rebate?

- **Your turfgrass lawn should look like a lawn.** Excessively weedy lawns and non-turf vegetated areas will not qualify towards the total turf removal project area.
- **You must remove at least 100 square feet of turf.** Cumulatively, a minimum of 100 square feet must be removed from your landscape. Combining multiple turf removal areas on your property to meet this requirement is permitted.
- **Bare ground doesn't count.** This includes bare patches in the lawn, as well as bare areas under trees. If an area of bare ground is situated within your turf removal project area, you are required to subtract the estimated area of bare ground from the total project area.
- **Proof that the turfgrass is present on your property will be required.** At the time of Pre-Application submittal, you will be required to provide photos demonstrating the presence of the turfgrass within your proposed project area(s).

Landscape Retrofit Requirements

To receive pre-approval for your turf removal project, you will be required to share your landscaping plans with the Water Conservation Division. To be eligible to receive a rebate from the City's Turf Removal Rebate Program, your project must comply with the following landscape and irrigation requirements:

Landscaping Requirements:

- Eliminate all turfgrass from the project area.
- When replacing turfgrass with drought tolerant vegetation, apply a 3"+ layer of wood mulch or rock mulch to all bare ground located within your project area(s).
- Once your project is complete, ensure 60% of your total landscape area remains vegetated (at plant maturity).

Irrigation Requirements:

- Overhead spray is NOT permitted in the turf removal project area.

Options for eliminating existing sprinklers

- Cap off each sprinkler head or disconnect the zone from your system at the valve.
- Convert the entire zone to low-volume drip irrigation*. Microspray emitters are not permitted in the project area.

Planning a project that involves a boulevard or seeded meadow landscape? See page 6 for special project guidance, requirements, and exemptions.



Retrofit projects involving the following materials do not qualify:

- Artificial turfgrass
- Synthetic mulches
- Ornamental annual plants- *Food gardens are okay!*
- Non-permeable hardscaping, such as concrete or grouted patios

Did you Know? Applicants are eligible to receive funds from the Turf Removal Rebate Program every fiscal year, assuming adequate funds are available. If your turf removal plans include multi-year projects, consider breaking them up into smaller projects and get cash back for your efforts, one project at a time.



PLEASE NOTE: Completion of landscape installation is not required at the time of rebate application submittal. Once the turfgrass is removed, you are free to submit your turf removal rebate application. However, by receiving funds from the program, you agree to complete your landscape transformation in a manner consistent to what was indicated by your Turf Removal Pre-Application.

*Residents connected to City of Bozeman Water for outdoor irrigation are eligible to receive a rebate for the installation of low-volume drip irrigation equipment. Visit www.Bozemanwater.com to learn more.

How to Complete Your Pre-Application

A Turf Removal Pre-Application will be required for all applicants requesting funds from the City's Turf Removal Rebate Program.



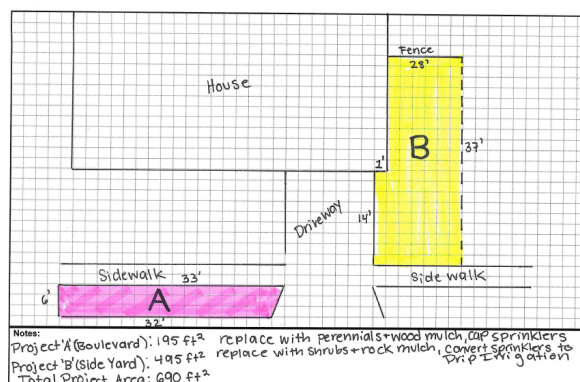
Step 1: Complete the Turf Removal Pre-Application Form



Paper forms are available for pickup at the Water Conservation office. Downloadable PDF Pre-Applications can be accessed by visiting the Rebates Page on the Water Conservation website. Visit www.Bozemanwater.com to get started. Our staff are here to help you with any questions that may arise as you complete your Pre-Application, so please do not hesitate to give us a call.

Step 2: Sketch Your Project Design

- Graph paper is provided in the Pre-Application. Feel free to use multiple pages if you need the space.
- Clearly label each project area by assigning it a number or letter. For example, if you are planning to remove turfgrass from both your boulevard and side yard, the boulevard area would be labeled "A" and the side yard area would be labeled "B" on the design sketch.
- Define the dimensions of each project area on the map. For areas of landscape that don't follow a straight edge, do your best to approximate the dimensions.
- Calculate the total area (sqft) of each project area on your design sketch.
- Use the notes section to highlight any additional details about the project area you want to share.



Example of a landscape design sketch.



Example of an acceptable before photo.

Step 3: Take Photos of your Existing Project Area

You must provide photos of the existing project area so that staff can verify the presence of the turfgrass.

Photo Rules:

- Photos must be submitted in color.
- Satellite map imagery is not accepted.
- Photos must have reference points- close-ups don't work.
- Each photo needs to be labeled and correlated to its relative location on the landscape design sketch IE- "Boulevard- A".

Step 4: Submit your Pre-Application

Submit your completed Pre-Application form, design sketch, and photos as an attachment to waterconservation@bozeman.net OR mail your Pre-Application to PO BOX 1230, Bozeman, MT, 59771 OR print out your application materials and submit in person at the Water Conservation office.

Please see the following page for more guidance on completing the design sketch and submitting acceptable photos.

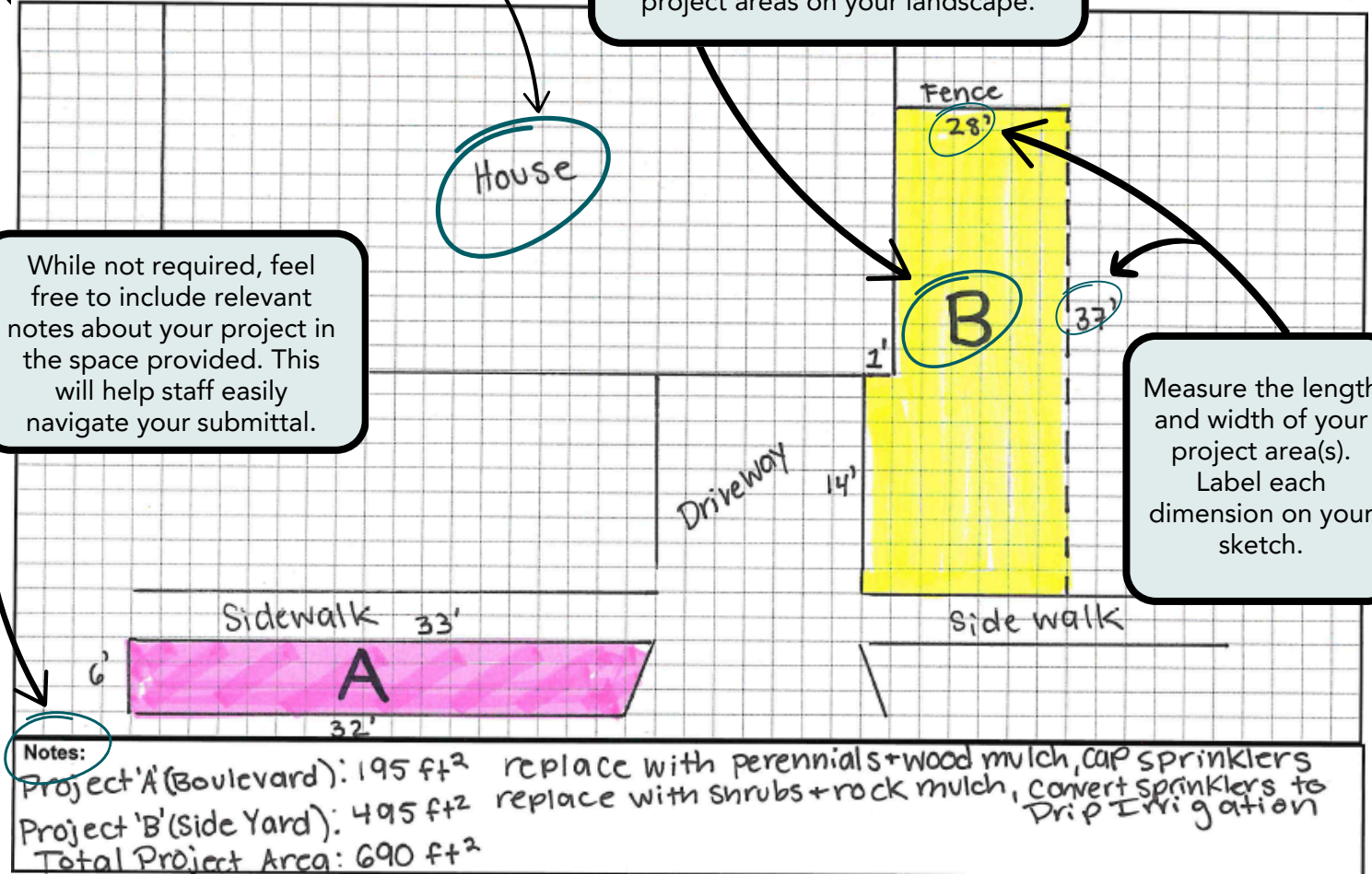
Example Design Sketch and Photos

Include reference features/anchor points in the surrounding project area such as the sidewalk, fence, driveway, or building.

Clearly define each project area and label it with a letter, number, or symbol to distinguish it from other project areas on your landscape.

While not required, feel free to include relevant notes about your project in the space provided. This will help staff easily navigate your submittal.

Measure the length and width of your project area(s). Label each dimension on your sketch.



When taking photos of your project area, be sure to include anchor points and landmarks that can be matched to your design sketch. This helps staff easily navigate your turf removal plans. Also be sure to capture the entire turf removal area. In some cases, you may need to submit multiple photos so that the entire project area is represented.



Removing Your Turfgrass

Following Pre-Application approval, begin your project by eliminating your turfgrass. Below is some basic guidance for removing and disposing of your turfgrass responsibly.

Turf Removal Methods

- Sheet mulch your lawn to decompose it, rather than manually removing it.
- Rent a sod cutter to physically remove the sod from the soil.
- Grab a shovel and manually dig up the sod.
- Apply herbicide to kill the lawn.
- Hire a professional to remove your lawn.



Removing turf around trees? Sod cutters can expose and cut into tree roots, causing major damage. If you plan to remove turf around trees, carefully dig with a shovel or consider using the sheet mulching method to prevent damage to your landscape. Always use a natural wood chip mulch around trees, not rock or gravel.

Turf Disposal Methods

DON'T:

- Place removed sod on the curb for neighbor reuse.
- Put removed sod near a storm drain. Keep it in your yard away from the curblines, sidewalk, driveway, etc.
- Place removed sod in City Compost services.

DO:

- Add it to your composting pile (if maintained organically).
- Drop off sod at the Bozeman Convenience Site or Logan Landfill.
- Contact the Solid Waste Division to receive a roll-off container for large projects.
- Did you use the sheet mulching method? Hooray- no turf disposal needed for you!

Applying for your Turf Removal Rebate

Ready to apply for your rebate? Once your turfgrass is eliminated, submit the following materials to receive your turf removal rebate:

- A completed Turf Removal Rebate Application.** Downloadable forms can be found at www.bozemanwater.com and paper copies are available at the Water Conservation office.
- Post-turf removal photos of the project area.** Similar to your pre-application photos, be sure that each submitted after photo is labeled, according to your initial design sketch. Please also ensure the total project area is captured.
- A signed W-9 tax form.** The following is required **ONLY IF** you request a rebate equaling or exceeding \$600 in a **calendar year**. This form can be submitted to the Water Conservation Division when you submit your rebate form **OR** to the Finance office at City Hall.

Special Project Requirements

Boulevard Projects

Boulevards serve a variety of purposes in Bozeman, including storing winter snow plowed from the roads. While the City encourages water wise landscaping in boulevards, please be aware that plants are susceptible to damage during winter plowing events. To avoid damage to your boulevard plantings, select low growing perennials and grasses that are tolerant to being covered in heavy snow for prolonged periods.

Boulevard requirements:

- Take care to avoid damage to tree roots when removing turf around trees. Excessive root damage can kill boulevard trees.
- A 3-4" layer of **organic wood mulch** must be installed around the base of all existing boulevard trees.
- Plan for continued watering of boulevard trees, even if it is not regularly required by the other plants in the boulevard landscape.
- Plants must not exceed 30" in height (at maturity) near street intersections to ensure street vision triangle requirements are met.
- Soil and any finish material such as mulch must be graded at or below the curb to prevent material from overflowing into the curb-line, which ends up in storm drains.
- Avoid installing large landscape rocks, boulders, or any materials that could be damaged from (or cause damage to) snow plows.
- If planting near a fire hydrant, install plants at a minimum distance of three feet from the hydrant.

Seeded Meadow Projects



Installing a seeded meadow mix in place of your turfgrass can be a great way to introduce native plants and pollinators into your yard while reducing landscape water use. However, be aware that special care must be taken to prepare and maintain the project area during the first few years of plant establishment. For applicants planning to install a seeded meadow mix in the boulevard, please be sure that your project complies with both the Boulevard Project Requirements above as well as the information below.

Site Preparation:

- Adhere to all site preparation instructions specified by the seed supplier.
- Consider the light preferences of your seed mix when selecting your project area. Many require full sun.
- Take extra care to eliminate all turfgrass from your project area. If turfgrass has not been completely eliminated prior to seeding, it is likely to re-colonize the area over time.
- Eliminate all weeds in the project area manually or by applying an herbicide.
- Consider applying an organic or starter fertilizer to the soil prior to planting.
- Applying mulch or wood chips to the project area is not recommended.

Planting:

- Different seed mixes require various seeding rates and planting depths. Contact the supplier if you are unsure of your seeding rate.
- Plan to seed in the fall or early spring, as soon as the soil can be worked.

Watering and Maintenance:

- Follow supplier guidance to meet watering needs of the seed mix. **The use of overhead spray irrigation in seeded project area(s) is permitted only during the establishment of the landscape.**
- Seeded meadow mixes usually take 2-3 growing seasons to become established.
- Continue weeding, as necessary.
- **You are required to disconnect overhead spray irrigation after 3 growing seasons, or following plant establishment.** After this time, your meadow should only need occasional watering during dry periods.

FAQ's

I use City of Bozeman water indoors, but I'm connected to a private well for outdoor watering. Will I qualify to receive funds from the Turf Removal Rebate Program?

No, at this time funds from the Turf Removal Rebate Program are only available for properties connected to City of Bozeman water for outdoor irrigation.

When will I hear if my project/Pre-Application was approved or denied?

Our staff will notify you of a decision within 72 business hours. We approve nearly all applications unless there are major issues!

Following the approval of my Pre-Application, how long do I have to complete my project?

There are no time constraints associated with completing your landscape installation. That said, funds for the Turf Removal Rebate Program are received on an annual basis. To ensure rebate funds are available, it is recommended that you submit your rebate application before the end of the fiscal year (July 1st - June 31st).

I removed my turfgrass, but I'm a long ways away from completing my landscape installation. Do I have to finish the landscaping prior to submitting my Turf Removal Rebate Application?

Final landscape installation is not required at the time of rebate application submittal. Once the turfgrass is removed, you are free to submit your rebate application. However, by receiving funds from the Turf Removal Rebate Program, you agree to complete your landscape transformation in a manner consistent to what was indicated by your Turf Removal Pre-Application.

I've changed my landscape design plans since submitting my Pre-Application. Am I still eligible to receive rebate funds?

If you have increased the size of your project area(s), please submit an updated landscape design sketch and accompanying photos of your expanded project area(s) to waterconservation@bozeman.net. If your project area has decreased in size, no additional action is necessary. Simply indicate the final area of removed turf on your rebate application.

Should I expect an inspection of my landscape post installation?

We want to reassure you that our staff will not conduct on-site inspections without reasonable cause. Our role is to support and guide you in the turf removal process. However, we do expect all projects to uphold agreed-upon standards and installations provided in the applications.

How much money will I receive for my turf removal project?

Approved projects are rebated at a rate of \$1 per square foot. You must remove a minimum of 100 square feet and can receive funds for the removal of up to 2,000 square feet per fiscal year (July 1st - June 31st).

I removed all of the turfgrass from my yard before I learned about the Turf Removal Rebate Program. Am I still eligible to receive funds from this program?

As long as your project complies with the Landscape and Irrigation Retrofit Project Requirements on Page 2 of this guide, you can apply for a rebate. Please submit your Pre-Application and final application together for consideration.

I've heard that I can apply for multiple turf removal rebates. How does that work?

You are eligible to receive funds from the Turf Removal Rebate Program once per fiscal year (July 1st-June 31st). Each year, simply submit your materials for the portion of the project you wish to conquer. Starting on July 1st of the following year, you will be immediately eligible to receive additional funds for a new project.

How can I learn more about DIY turf removal and landscape conversion projects?

Check out our website at www.Bozemanwater.com to access tons of useful resources for your project!