

Pre-Application Form

Steps for completing the Turf Removal Pre-Application Process:

- ┌ Carefully read the Limitations and Terms of the Turf Removal Program in Part 1.
- ┌ Complete the Pre- Application Form in Part 2.
- ┌ Sketch a landscape design plan for the proposed project area. See Part 3 for instructions.
- ┌ Snap photos of the project area(s), prior to beginning your renovations.
- ┌ Submit the pre-application form and associated documents to waterconservation@bozeman.net.
- ┌ Following application submission, await City approval prior to project commencement. Applicant will be notified by provided email address.

Include the following items in your Pre-Application Form Submission:

- ┌ A completed Pre- Application Form, including a valid Applicant signature.
- ┌ A landscape design sketch/plan that includes the total square feet of turf proposed for removal. See Part 3 for requirements.
- ┌ Detailed photos of the proposed project area(s).

Part 1: Limitations and Terms

1. Rebates are available for Bozeman water account holders (turf irrigated with ground water does not qualify for a rebate)
2. Applicants must own the property or submit an owner authorized letter to be eligible.
3. A minimum of 100 square feet must be removed with a maximum rebate amount of \$2,000 (2,000 square feet of turf removed).
4. Once Applicant has removed all turf at property, the applicant can no longer apply for a turf removal rebate at the property address.
5. Overhead spray irrigation must be disabled from converted turf areas and impervious surface cannot be installed in place of turf to qualify for a rebate.
6. Applicants are limited to one turf removal rebate per property address per fiscal year (July 1st – June 30th.)
7. All turf removal project application submittals are subject to onsite inspections by City staff.
8. Rebate application must be signed by the Applicant or owner of the property identified at the project address.
9. The City of Bozeman reserves the right to modify or terminate the turf removal rebate program at any time.
10. Applications will be processed in the order they are received.
11. Incomplete applications could be denied and returned to Applicant or result in a delay of the approval of the rebate.
12. A rebate check will be mailed within forty-five (45) days of receipt of the rebate application, provided the application is complete and funding is available.
13. Rebates are paid on a first-come, first-served basis and are only available until funds are depleted or June 30th 2024, whichever occurs first.
14. The effective date of the Bozeman Turf Removal Rebate Program is April 1st 2022. Rebates for turf removed prior to this date will not be approved.
15. A W-9 Tax Form is required of any parties that have been issued a total rebate amount exceeding \$600 by the City of Bozeman within one calendar year. Applicant must submit a completed W-9 form in order for City to approve rebate applications for \$60 or more.
16. The City reserves the right to do an on-site inspection to verify project area(s) and plans submitted through this rebate program. Access to the proposed project area(s) must be provided at time of the inspection. If project area(s) cannot be verified, Applicant will no longer be eligible to receive a turf removal rebate.
17. The City may contact Applicant by phone or email to verify information provided for in the application and/or to schedule an inspection. Any inspection shall occur during regular business hours.
18. It is the landowner's responsibility to file a locate request at least three business days prior to commencement of an excavation project. Visit Montana811.org to file a 'request to locate' ticket.

Turf Removal Rebate Program

Part 2: Pre-Application Form

This rebate offer is only available to customers connected to City of Bozeman Water for outdoor use. Please read all instructions, limitations, and terms set forth in Part 1 before completing Part 2.

1. Account Information (You must receive Water from the City of Bozeman to qualify for this rebate)

Name on the Account: _____ Account Holder Phone: _____
 Account ID Number: _____ - _____ Account Holder Email: _____

2. Information (Rebate checks sent payable to this information)

Name of Applicant: _____ Owner Tenant (owner must authorize in writing)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Cell Phone: _____

How did you hear about this program? Direct Mail Website Magazine/newspaper Other

3. Turf Removal Site Information (Must maintain 75% vegetated coverage within entire landscape)

Turf Removal Address (if different from Applicant's mailing address): _____		
Who will remove the turf from your project area?	<input type="checkbox"/> Myself <input type="checkbox"/> Landscaping company: _____	
I plan to remove turf from my: (Select all that apply)	<input type="checkbox"/> Front Yard <input type="checkbox"/> Backyard <input type="checkbox"/> Side Yard <input type="checkbox"/> Boulevard	
Note the proposed project area(s) (min of 100- max of 2,000 square feet)	Front Yard: _____ sqft Back Yard: _____ sqft Side Yard: _____ sqft Boulevard: _____ sqft	Total Project Area _____ sqft
What materials will you use to replace turf on your landscape? (Select all that apply and provide approximate cover percentages – must maintain 75% vegetated coverage throughout entire landscape and cannot install impervious surface in place of removed turf)	<input type="checkbox"/> Pervious surfaces: (Pavers, pea gravel, etc.) _____% <input type="checkbox"/> Vegetable Garden _____% <input type="checkbox"/> Drought Tolerant Perennials: _____% <input type="checkbox"/> Other: _____% <input type="checkbox"/> Artificial Turf: _____% <input type="checkbox"/> Other: _____%	
Turf disposal method: (City compost services do not accept turf. City waste services do accept turf.)		
Optional: Please list your reasoning for removing turf from your property: _____		

4. Signature (Required)

I have read, understand, and agree to the terms and limitations of the Bozeman Turf Removal Rebate Program as stated on the first page of this form. I certify that the information provided is true and correct. I also understand that I must dispose of all removed turf so that it cannot be replanted as sod.

Signature: _____

Printed Name: _____ Date: _____

Part 3: Sketch of Proposed Project Area

Please sketch the proposed project area using the provided graphed space on the back side of this page. Additional graph paper can be included if your project requires more space to detail square feet of turf removed.

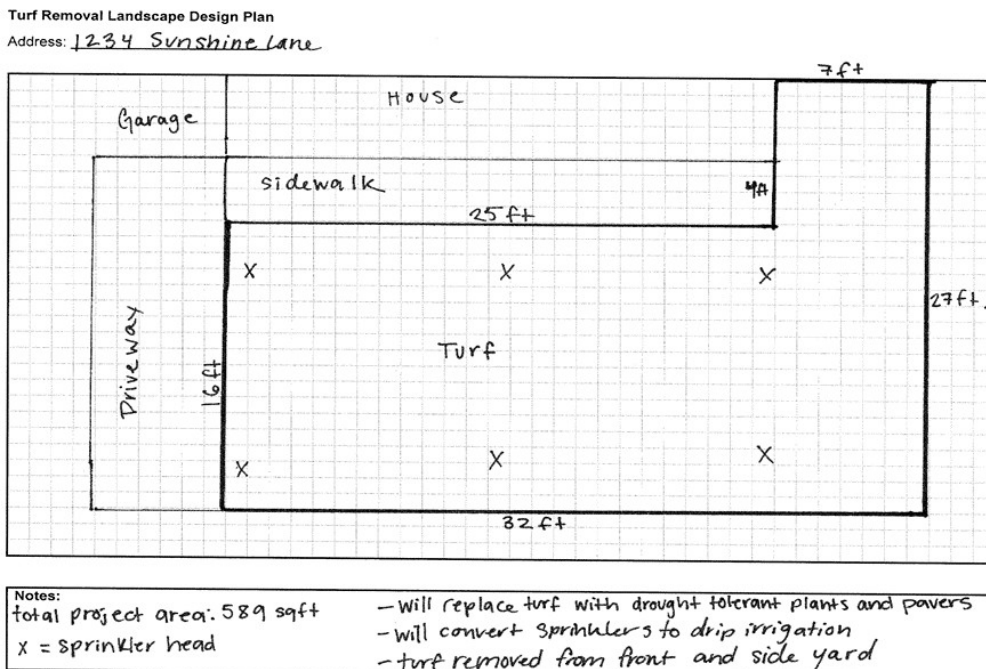
Instructions:

1. Use a tape measure (100 ft. works best) to determine the length of all edges of your property that apply to the project area(s). Record each measurement on the graph paper as you continue.
2. Continue measuring and recording any existing aspects of or those abutting the project area. Include driveway and other hard surface dimensions, large trees, and approximate sprinkler head locations (when applicable.) Be sure to clearly label these features on your landscape plan.
3. You may omit movable features from your landscape plan, including bird feeders, mail boxes, dog houses, art installations, fences, etc.
4. Use the provided notes section to describe your landscaping plans. Note the drought tolerant plants, porous surfaces, vegetable garden beds, or other permeable features you plan to add to your landscape.

Applicant's design sketch **must** include the following features:

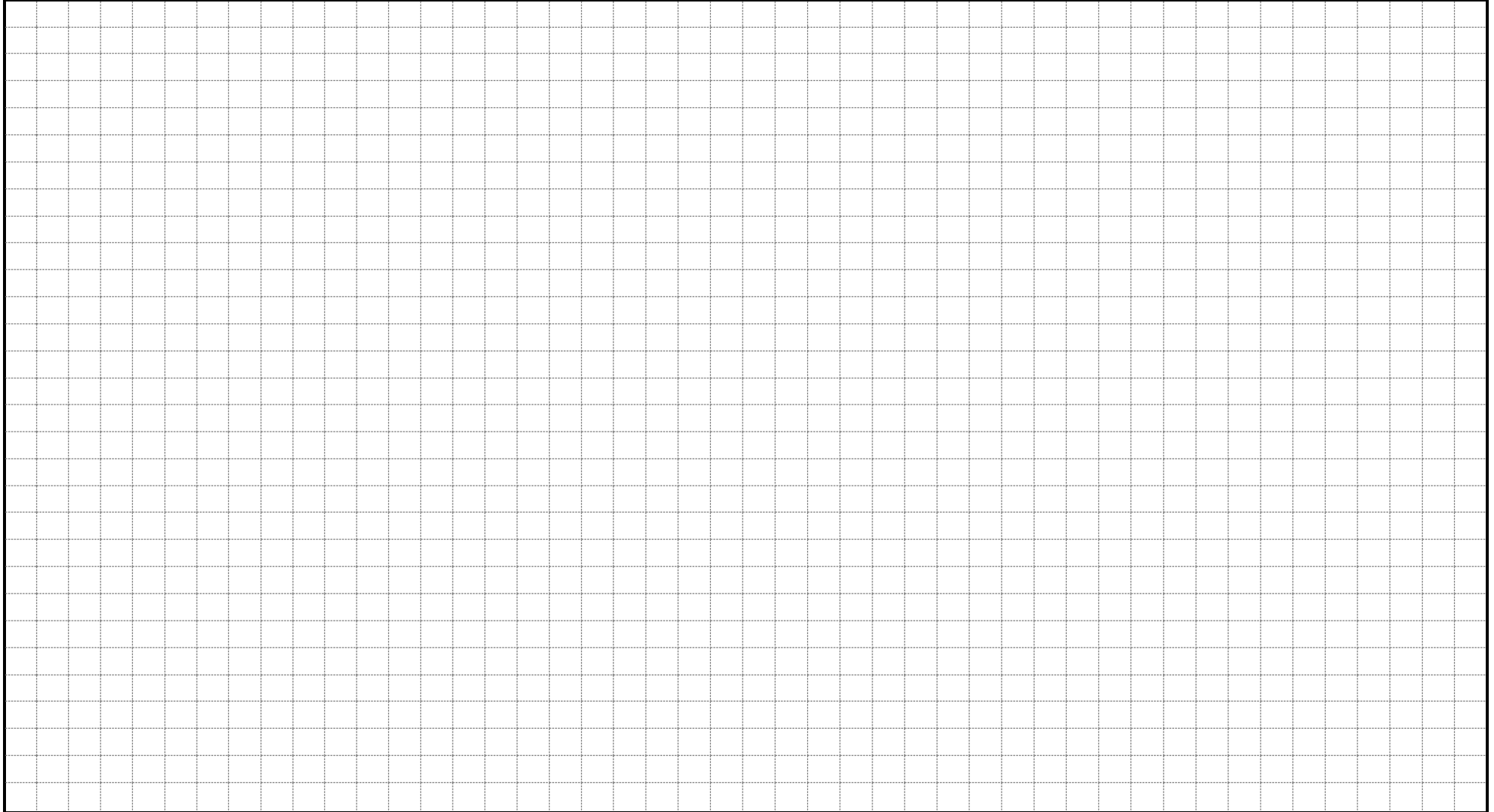
- ┌ The project area's address
- ┌ A clearly defined project area for the proposed turf removal
- ┌ Drawings indicating the square footage of turf being removed in the project
- ┌ A simple irrigation system layout sketch (if applicable)
NOTE: Spray irrigation in proposed turf removal areas must be removed, disabled, or converted to drip irrigation.
- ┌ Abutting/incorporated hard surfaces, such as a driveways or sidewalks
- ┌ Notes outlining materials to replace the removed turf.
NOTE: Entire landscape must maintain a minimum of 75% vegetated cover (based on canopy cover). A minimum mulch depth of three inches is required when installing drought tolerant or native plants in place of turf grass.
- ┌ Sketches and approximate dimensions of trees or shrubs existing within the turf removal project area

See Example below for details:



Turf Removal Landscape Design Plan

Address: _____

A large rectangular area filled with a fine grid of small squares, intended for drawing a landscape design plan. The grid is composed of small squares, approximately 1/8 inch by 1/8 inch each, and covers the majority of the page's width and height.

Notes: