



## Rockville RainScapes Rewards Tree Canopy Rebate Application

In Rockville, residents control the largest percentage of the city's tree canopy. Promoting and developing a tree canopy helps to reduce stormwater runoff because the extensive root systems of trees allow for collection of large volumes of storm water. In addition, a tree canopy improves air quality, provides wildlife habitat, and can contribute to savings on energy bills through the cooling effect of shade from trees.

### Who Is Eligible

- ✓ Projects must be installed at a private single family residence, homeowners association, condominium association, housing cooperatives or other non-profit property located in the City of Rockville.
- ✓ Projects will not qualify for rebates if they are partially or completely finished before approval.
- ✓ Projects are not eligible if they are associated with permit approval requirements for new building construction, additions, or renovations.
- ✓ All requirements must be met as outlined below, in the application, and in the Design Criteria and Guidelines for Project Eligibility (attached). All decisions are final and are at the sole discretion of the City of Rockville.

### Application Process & Requirements

- 1. Submit your application, property owner agreement, and other attachments.**  
*Complete the online application found at [www.rockvillemd.gov/rainscapes](http://www.rockvillemd.gov/rainscapes). Send the Property Owner Agreement and additional attachments (organization approval, photos, sketches, etc.) to the RainScapes Coordinator at [rainscapes@rockvillemd.gov](mailto:rainscapes@rockvillemd.gov) or mail to the address above. Paper applications are available upon request.*
- 2. Receive application approval from RainScapes Coordinator.**  
*Wait to receive application approval from the RainScapes Coordinator before beginning the project. Please allow three (3) weeks for processing. Projects must be completed within three (3) months of approval.*
- 3. Begin and complete your project.**  
*You must retain and submit itemized receipts and/or final invoices for all project costs. Documented costs must equal or exceed the rebate amount requested. The project must adhere to the most recent Design Criteria and Guidelines for Project Eligibility.*
- 4. Final inspection.**  
*Call or email the City of Rockville RainScapes Coordinator at 240-314-8877 or [rainscapes@rockvillemd.gov](mailto:rainscapes@rockvillemd.gov) to schedule a final inspection. Inspections will generally be scheduled within ten (10) business days. Submit itemized receipts and/or final invoice for all project costs. Photocopies are acceptable. At the final inspection, installation of the project will be verified, and the project area will be photographed.*
- 5. Receive reimbursement check.**  
*If all requirements are met, the rebate will be approved, and a check will be issued by the City of Rockville's Department of Finance within three (3) to six (6) weeks.*

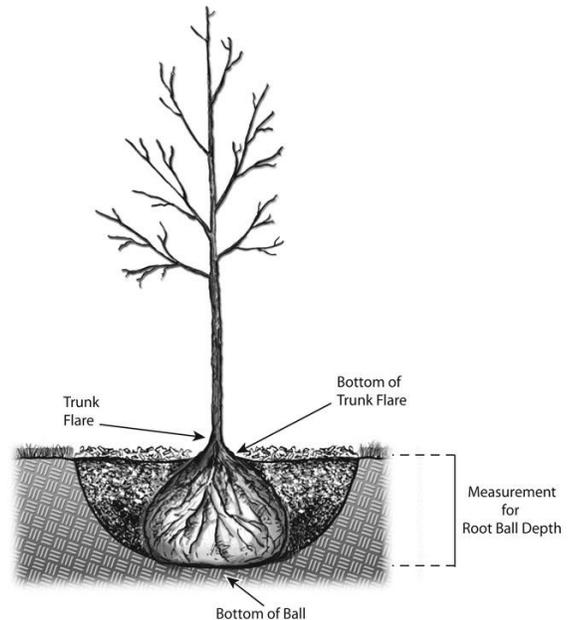
Special thanks to Montgomery County's RainScapes Program for sharing their curriculum and text.

## Design Guidelines Issue Date 9/2015

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

### Tree Canopy Requirements

- Written approval** from the RainScapes Coordinator is required before you begin installation or construction. Projects that are partially or completely finished before approval will not qualify for rebates.
- 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 during the fall, winter and spring **after September 15<sup>th</sup> and before May 30<sup>th</sup>**.
- Trees must be
  - In a #7 pot (a container holding about 7 gallons of soil and the roots) or larger
  - At least 8 feet tall
  - At least 1 caliper inch (the trunk is 1 inch thick measured 6" above the base of the tree in the pot)
- Follow **step by step planting instructions**: [www.arboday.org/trees/planting/](http://www.arboday.org/trees/planting/)
- No more than **1/8 of the root ball** is above existing grade level.
- 3" to 4" mulch** layer around tree, extending at least 2' from trunk, preferably to the drip line of the branches.
- Do not pile mulch on the tree trunk. The top of the root flare needs to be slightly above ground level (see diagram).
- Stake trees** for the first six months, then remove.
- Tree guards** must be used to protect the trunk from deer.
- Water thoroughly** right after planting. For approximately the first two years after planting, ensure the soil surrounding the tree is moist, but not soggy.



### Important Tips

- Consider specific goals such as shading, wind blocks, erosion and drainage control when choosing the tree site.
- Consult your nursery or landscaper for advice on the best tree for your site.
- Tree should be tarped (covered) for transportation.
- Protect the trunk! Once trees are installed, there should be no weed whacking around trees.
- Do not use Gator bags in areas with high vole or rabbit populations.

### Additional Resources

Montgomery County Tree Canopy Project Manual

<http://www.montgomerycountymd.gov/DEP/Resources/Files/PostersPamphlets/Tree-canopy-rainscapes.pdf>

## Approved Tree Species List RainScapes Rewards Rebate Program

The following species of trees are eligible for rebate. Approval may be requested for others.

### Large shade trees

- American elm (Valley Forge or Princeton) (*Ulmus americana*) \*
- American sweetgum (*Liquidambar styraciflua*)\*
- American sycamore (*Platanus occidentalis*)\*
- black gum (*Nyssa sylvatica*)\*
- black oak (*Quercus veluntina*)\*
- common baldcypress (*Taxodium distichum*)
- common honeylocust (*Gleditsia triacanthos*)\*
- Kentucky coffeetree (*Gymnocladus dioicus*)
- northern red oak (*Quercus rubra*)\*
- red maple (*Acer rubrum*)\*
- scarlet oak (*Quercus coccinea*)\*
- shingle oak (*Quercus imbricaria*)\*
- swamp white oak (*Quercus bicolor*)\*
- tulip-poplar (*Liriodendron tulipifera*)\*
- white oak (*Quercus alba*)\*
- willow oak (*Quercus phellos*)\*
- yellow buckeye (*Aesculus flava* Sol.) (*Aesculus octandra* Marsh.)

### Smaller trees with stormwater benefits

- eastern redbud (*Cercis Canadensis*)\*
- alternate leaf dogwood (*Cornus alternifolia*)\*
- American crabapple (*Malus coronaria*)
- green hawthorne (*Crataegus viridis*)\*
- ironwood (*Ostrya virginiana*)\*
- serviceberry (*Amalanchier canadensis*)\*
- sweetbay magnolia (*Magnolia virginiana*)\*

### Conifer and evergreen trees

- American arborvitae/ northern white cedar (*Thuja occidentalis*)\*
- American holly (*Ilex opaca*)\*
- eastern red cedar (*Juniperus virginiana*)\*
- red spruce (*Picea rubens*)

The following trees are eligible for rebate, but are not commonly found at local nurseries in large sizes:

- American beech (*Fagus grandifolia*) \*
- bigtooth aspen (*Populus grandidentata*)
- bur oak (*Quercus macrocarpa*)
- hickories, mockernut or pignut (*Carya* sp.)\*
- overcup oak (*Quercus lyrata*)
- pond cypress (*Taxodium ascendens*)

\*Native to the Piedmont region of the Chesapeake Bay watershed



# RainScapes Rewards Rebate Application Tree Canopy



❖ **Important: To be eligible for a rebate, projects must be installed at a private single family residence, homeowners association, condominium association, or non-profit organization property located in the City of Rockville.**

**Rebate:** \$150 per planted tree, maximum rebate of \$600 per property.

*Note: Trees must be planted during the fall, winter and spring; after September 15<sup>th</sup> and before May 30<sup>th</sup>.*

\_\_\_\_\_  
Name/Property Owner (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Property Address (if not same as above)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Tax Exempt Number (if applicable)

### Property Type:

Single family residence

Homeowners association\*

Condominium association\*

Housing cooperative\*

Non-profit organization\*

**\*A project approval letter from the legal property owner, manager or organization must be submitted with the application. A template letter can be found at [www.rockvillemd.gov/rainscapes](http://www.rockvillemd.gov/rainscapes).**

How did you hear about the RainScapes Program? \_\_\_\_\_

Have you received a rebate through the City of Rockville's RainScapes program in the past? If yes, which program were you rebated under - rain barrel, conservation landscaping or tree planting?  
\_\_\_\_\_

### Project Information

How will the project improve existing conditions? Check as many as apply.

Address drainage issues

Shade impervious area

Expanding tree canopy

Shading air conditioning unit

Wind break

Other: \_\_\_\_\_

Physical description of location of new tree(s). Describe the location of the tree relative to pavement, roof, air condition unit, or drainage problems. Include a sketch if desired

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Sun Exposure:

Full Shade (<8 hrs sunlight/day) \_\_\_\_\_ Part Shade (6-8 hrs sunlight/day) \_\_\_\_\_  
 Full Sun (>8 hrs sunlight/day) \_\_\_\_\_ Don't know \_\_\_\_\_

**Tree Description(s)** Please refer to the Tree Canopy Design Guidelines and the Approved Species List before purchasing your tree(s).

Tree Species	Number of Trees	Size (pot size, height, or caliper)	Where will you buy the tree?

If you would like to request approval for a tree not found on the Approved Tree Species List, please give your source for verifying that it is native to the Chesapeake Bay watershed.

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**Project Cost**

Please estimate your tree planting costs, including mulch, stakes and ties, soaker hose, and any other supplies needed (itemized receipts are required upon project completion):

Total Cost: \_\_\_\_\_ Rebate Amount Requested: \_\_\_\_\_

Installation: \_\_\_Do it yourself \_\_\_Contractor \_\_\_Volunteer \_\_\_Other:

If you are using a contractor or other group, please provide the following information.

Contractor/Group Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Contractor/Installer Signature \_\_\_\_\_

Date \_\_\_\_\_

**Project Site Photos (Before Shots)**

Don't forget to attach, either digitally or hard copy, photos of the project site. (max 6)

**OPTIONAL: I agree to allow reasonable access to the RainScapes project site for periodic public tours organized by the City of Rockville (advance notification will be made by the City of Rockville).**                      **Yes**                      **No**

**I have read and agree with all RainScapes Rewards rebate program requirements.**

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Signature

Date

Please mail or e-mail the completed application with required information and **wait to receive approval** from the City of Rockville.

**City of Rockville – Environmental Management Division**  
**RainScapes Rewards Rebate Program**  
**111 Maryland Avenue**  
**Rockville, MD 20850**  
[rainscapes@rockvillemd.gov](mailto:rainscapes@rockvillemd.gov)

If you have any questions, please contact the RainScapes Coordinator at 240-314-8877 or rainscapes@rockvillemd.gov.

# Rockville Rainscapes Rewards Property Owner Agreement

between  
City of Rockville, Maryland  
and

Property Owner(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

This Agreement is between City of Rockville, Maryland (the “City”), a body corporate and politic, and \_\_\_\_\_ (“Participants” or “Property Owners”), owners of the property located at \_\_\_\_\_ in Rockville, Maryland (the “Property”). This Agreement becomes effective once the designated representatives of both the Participant(s) and the City (collectively, the “Parties”) have signed it.

The purpose of the Agreement is to specify the general terms and conditions of the Property Owner’s participation in the City of Rockville’s Rainscapes Rewards Program (the “Program”).

## Definitions

**Rain Barrel** means an above ground container that holds at least 55 gallons or more of precipitation for landscape irrigation or other non-potable uses.

**Conservation Landscaping** is the removal of turf grass and/or NNI species as listed in Rockville’s NNI plant list and replacement with plant species that have more extensive, deeper root systems.

**Tree Canopy** is the planting of trees meeting specifications outlined on the Rockville Rainscapes application to reduce stormwater runoff, improve air quality, provide wildlife habitat, and contribute to savings on energy bills through the cooling effect of shade from trees.

**Pavement Removal** is the removal of eligible pavement and replacement with native plants or turf (sod) grass according to specifications outlined in the Rockville Rainscapes application with the goal of decreasing impervious surface, increasing stormwater infiltration, and reducing polluted runoff.

**Eligible property owners** include single family homeowners, homeowners associations, condominium associations, housing cooperatives and non-profit organizations.

## Background

1. The City Council has authorized the creation of a rebate program to be administered through the Environmental Management Division (EMD). The purpose of the rebate program is to provide financial and other appropriate incentives to eligible property owners to encourage the use of environmentally sensitive, low-impact stormwater runoff control techniques to reduce the impact of uncontrolled stormwater runoff and improve stream water quality in Rockville.

2. Under the Rockville Rainscapes Rewards Program, the City makes rebate payments available to eligible property owners that do not currently have on-site stormwater management controls, and who utilize approved stormwater management techniques as outline in the Design Guidelines and Criteria for Project Eligibility included in the RainScapes application packets.
3. The Property Owner(s) has met all applicable eligibility requirements, qualifications, and project standards and criteria as outlined in the Rockville Rainscapes Rewards Application and the associated application has been approved by EMD on \_\_\_\_\_.

**Mutual Agreements:**

The Parties agree as follows:

1. The Property Owner shall be responsible for all maintenance associated with any project receiving funding through the Program (the "Project(s)").
2. The Property Owner shall allow representatives of the City to enter the Property to inspect the Project(s) at all reasonable times.
3. The Property Owner shall comply with all applicable regulations and warranties associated with the Project(s), including obtaining necessary permits.
4. The City may make public the results of any program evaluation or data collection, including any photographs, images, or recordings, undertaken by the City in connection with the Program.
5. The Participant must promptly notify EMD of any change in ownership of the Property after the Parties have executed this Agreement.
6. The Property Owner, by participating in the Rainscapes Rewards Program, hereby releases the City of Rockville and its agents, officers, directors, employees, or any other persons acting on its behalf from any liability for damages or injuries resulting from its participation in the Program. The Property Owner agrees to indemnify and hold The City of Rockville harmless for any injuries, damages, or claims arising from the Program.

**Total Cost of Project:** \_\_\_\_\_

**Total Amount of RainScapes Rewards Rebate:** \_\_\_\_\_  
(for office use only)

**For Property Owner(s)**

**For City of Rockville, Maryland**

\_\_\_\_\_  
[Property Owner Signature]

\_\_\_\_\_  
Environmental Management Chief  
CITY OF ROCKVILLE, MARYLAND  
111 Maryland Avenue  
Rockville, Maryland 20850-2540

\_\_\_\_\_  
[Property Owner Signature]

Date: \_\_\_\_\_

Date: \_\_\_\_\_