



## Tree Canopy Rebate Instructions and Design Guidelines Rockville RainScapes Rebate Program

The City of Rockville offers a rebate of \$150 per native tree planted. The rebate amount cannot exceed documented costs. Eligible properties can receive a lifetime total of \$2,500 in RainScapes rebates. You must apply prior to installing the landscape and retain and submit itemized receipts and/or final invoices for all project costs.

### Eligibility

- ✓ Projects must be installed at a private single-family residence, homeowners' association, condominium association, housing cooperative 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.
- ✓ Applicants are responsible for obtaining any required HOA approvals, permits or other permissions related to their project.
- ✓ All requirements must be met as outlined in this document and in the approved application. All decisions are final and are at the sole discretion of the City of Rockville.

### 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 [www.rockvillemd.gov/rainscapes](http://www.rockvillemd.gov/rainscapes). 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 approval and sign Property Owner Agreement.**  
Wait to receive approval from the RainScapes Coordinator before purchasing or installing the project. After application approval, a Property Owner Agreement will be sent to you for signature.
- 3. Begin and complete your project.**  
Projects must be completed within 6 months of approval. Make sure the project meets the *Design Guidelines* and that all HOA approvals, permits, or other permissions are obtained. You must retain and submit itemized receipts and/or final paid invoices (showing a zero balance) for all project costs.
- 4. Final inspection/approval.**  
Once the project is complete, email all related receipts, final invoices, and photos of the completed project to [rainscapes@rockvillemd.gov](mailto:rainscapes@rockvillemd.gov). A site visit will then be scheduled within 14 business days. 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 to six weeks.



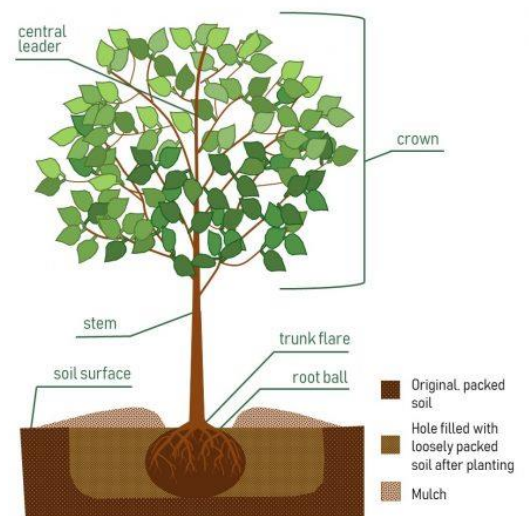
## Tree Canopy Design Guidelines Issue Date 6/2022

**\*\* 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 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 30<sup>th</sup> (fall, winter or spring).
- Trees must be native to Chesapeake Bay watershed. See the city's [approved tree list](#) and [species restrictions](#). Approval may be requested for trees not on the approved list.
- Trees must meet *at least one* of the following size criteria:
  - In a #7 pot
  - At least 8 feet tall
  - At least 1 inch caliper
- 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, you will need the following documents read to upload:

- Photos of locations trees will be planted (up to 10).
- Diagram showing where trees will be planting and distances from structures, street, etc.
- Project approval letter from the association/organization board if applying as homeowners or community association or non-profit.

### Tree Resources

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