

PER ORDINANCE, GRASS REMOVAL REBATES MUST RECEIVE A PRE-INSPECTION AND A NOTICE TO PROCEED FROM THE WATER CONSERVATION OFFICE BEFORE REMOVING ANY GRASS.

HOW TO APPLY

- The quickest and most secure way to submit is online at [ScottsdaleAZ.gov, search “rebates”](https://scottsdaleaz.gov/search/rebates)
 - A confirmation email is sent following an online submission. If there is no contact within 24 hours, check your spam folder, and reapply if needed.
- If this form is printed, scanned, and emailed to WaterConservation@ScottsdaleAZ.gov it is entered into the online application system and a confirmation email is sent to the applicant.
- Alternatively, this application form may be printed, completed, and mailed to:
Water Conservation Rebates, 9312 N 94th St,
Scottsdale, AZ 85258.
 - When a paper application is received, it is entered into the online application system. If there was no city contact after three weeks, call 480-312-5650 to verify the application was received. Documents are not returned.

IMPORTANT INFORMATION

- Applications will be accepted starting May 5, 2025, with rebate fund disbursement starting July 1, 2025. Conservation will process complete applications on a first-come, first-serve basis, unless it is past the application deadline or funds are depleted.
 - Applications are complete when all required information is on an application form and documents are attached, signed, and legible.
 - Applications are incomplete if the required information or documentation is missing or illegible. A one-time notification will be sent to the email provided on the application.
 - Upon submission of the missing information, the application is eligible for processing.
- Conservation will use the contact information listed on the application. The applicant is responsible for notifying Conservation of contact changes and for monitoring their email, voicemail, and regular mail.
- Keep copies of all rebate documents and correspondence as proof of activities.
- Once approved, rebates are applied as a credit to the active water account within two billing cycles. Credits are not applied to closed utility accounts or transferred to a different account. Applicants should verify that all rebates have been approved and applied prior to closing a utility account.

- Modifications to this application must be approved in writing by [Conservation](#). If you believe you received a verbal modification or extension and you have not received written confirmation, contact Conservation. Unapproved project modifications may result in a denied rebate.

IMPORTANT DATES & EXTENSION

- **Grass removed before the rebate program begins on May 5, 2025, is ineligible. No exceptions.**
- It is up to the applicant to track deadlines. The application must be submitted between May 5, 2025, and October 31, 2025. The project Completion and Notification Deadline is April 30, 2026.
- If funds are available and a Notice to Proceed was issued, an extension may be granted. To request a four-month extension, contact Conservation before April 15, 2026. One extension per rebate. No exceptions.

RENTAL PROPERTIES

- The applicant must be the current property owner. A tenant or a designated representative, such as a property manager, may act as a liaison with Conservation with written permission from the property owner.
- Owners of multiple properties may apply for rebates for each property. However, rebates are property specific and applied as a credit to the active water account associated with the location where the removal occurred. If the owner does not live on-site or is not listed on the active water account, it is the owner's responsibility to coordinate inspections and rebate funds with the tenant(s).

TAX INFORMATION & IRS FORM W-9

Applicants receiving more than \$600 for rebates in a calendar year must submit a [W-9 form](#). The W-9 must be received and dated in the same year the rebate credits are issued. An inaccurate or incomplete W-9 may result in an issued rebate being revoked. If a W-9 is required, Scottsdale will send 1099 forms to customers after December 31st each year. For more information on rebate credits, contact a tax professional.

ELIGIBILITY

- **Rebates are not retroactive. Previously removed grass, even with before and after photos, is not eligible.**
- Property must receive water service from Scottsdale Water.
- No new construction.
- Rebates are based on the amount of grass being removed anywhere on the property during the rebate period.
 - No partial rebates (e.g. removing 1,200 square feet [sq. ft.] of grass but requesting a 1,000 sq. ft. rebate).
- Must remove a minimum of 500 sq. ft. of existing, living grass unless the minimum is waived. Can combine multiple areas (front, side and back yards) to meet the minimum sq. ft.
 - The 500 sq. ft. minimum is waived if all remaining grass on the property is removed.
- Grass must be growing at a minimum of 50% density. See Figures 1 & 2 for grass examples.
 - If patches of grass are missing but the area is watered by a functioning and scheduled irrigation system at the time of the inspection, the area may count as part of the removal area. Scheduled refers to a consistent watering routine, as validated by Conservation through the past year's historical water usage and aerial imagery.
- Two rebates per property, the second must result in the removal of all remaining grass on the property. One grass removal rebate per rebate program year. Artificial turf may be installed on one rebate, not both.
- The grass removal area must not be in an HOA common area nor watered by an HOA-owned irrigation system; these properties may qualify under the [Multifamily, HOA, & Commercial Grass Removal Rebate](#).
- Applicants must ensure their new landscape design and installation complies with their HOA Covenants, Codes & Restrictions. Applicants with homes in a historic district must also contact Scottsdale's Planning Department for their project approval.

Figure 1: Eligible grass



The first image is an example of healthy grass at 100% density. The second image is an example of dormant or dead grass at 100% density. The last image is of grass at the minimum 50% density.

Figure 2: Ineligible grass



The first image is a grass area at less than 50% density. The second image is of a designated grass area that is bare dirt. The last image is over 50% weeds.

REQUIRED DOCUMENTATION & INFORMATION

All residential grass removal rebates must include the following:

- Pre-removal photos: two photos of each removal area to demonstrate its location and size.
 - Take two timestamped photos of each removal area from different angles to show where the grass is being removed. Photos must be taken within 10 days of application submission. If using a phone, you may be able to swipe up and [take a screenshot with the timestamp visible](#).
 - Altered or mis-represented photos will be considered fraudulent, and the rebate will be denied.
- Estimated sq. ft. of grass to be removed.
- Applicants removing more than 1,000 sq. ft. of grass are also required to complete the [Selected Plant List](#). If required, Conservation will request the list during the application process.
- [Completed and signed W-9](#). Submit with project completion photos.
- If a property owner wants a designated representative (e.g. renter, contractor) as the rebate contact, the applicant must submit a written request to Conservation and provide their name and contact information. The applicant remains responsible for ensuring compliance with the rebate program requirements and for any ensuing issues between themselves and their chosen representative.
 - We recommend all joint property owners (e.g. spouses, partners, co-owners) invested or involved in the removal project read the application and re-confirm project plans prior to starting the project.

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APPLICANTS MUST COMPLY WITH THE CURRENT APPLICATION AT [SCOTTSDALEAZ.GOV SEARCH "REBATES"](https://scottsdaleaz.gov/search/rebates)

REMOVAL AREA INSTALLATION REQUIREMENTS FOR ALL PROJECTS

- **Replacement landscaping must be non-water-intensive.** Acceptable materials include Arizona-friendly, drought-tolerant [plants or trees](#), as well as water-wise surface materials such as decking, pavers, decomposed granite (rock). Artificial turf can also be installed, but is limited to 1,000 sq. ft.
 - ◊ If more than 1,000 sq. ft. of artificial turf is installed anywhere on the property during the rebate period, the rebate will be denied.
- **Required irrigation system modifications.**
 - ◊ In-ground sprinkler heads must be removed or converted to drip and zoned separately from any remaining living grass on the property.
 - ◊ If artificial turf is installed, in-ground irrigation systems (sprinkler heads and lateral lines) must be removed from the artificial turf installation area.
- **All exposed soil in the removal area must be covered; no bare dirt is allowed.**
 - ◊ If granite or another top dressing is used, it must be at least two inches deep.
 - No plastic sheeting (impermeable weed barrier) is allowed.
 - ◊ If artificial turf is installed, it is limited to 1,000 sq. ft.
 - Must be attached to the ground and installed according to manufacturer's specifications.
 - Must not cover or inhibit city access to a city-owned property (e.g. water meter or valve box).
- Water-intensive features such as fountains, pools, spas and high-water-use plants/trees are prohibited.

ADDITIONAL INSTALLATION REQUIREMENTS FOR PROJECTS LARGER THAN 1,000 SQ. FT.

- **When more than 1,000 sq. ft. of grass is being removed anywhere on the property during the rebate period, Arizona-friendly plants must be installed. The minimum mature plant canopy coverage is 25%.**
 - All new plantings must be living and, on the Arizona-friendly, Arizona Department of Water Resources *Low Water Use Drought Tolerant Plant List (LIST)*.
 - The minimum required plant canopy coverage is calculated by subtracting 1,000 sq. ft. from the official pre-inspection removal area measurement, and then by multiplying the remaining sq. ft. by 25%. For example, a 2,000 sq. ft. measured removal area has a 250 sq. ft. minimum mature plant canopy coverage requirement.
 - A list of the most commonly selected plants and their respective plant canopy coverage measurement can be found with the [Selected Plant List](#) along with other regionally applicable references.
 - Plants do not need to be at mature size for planting – leave sufficient space for growth and plant health.
- **Trunk or stem of the plant must be planted within the removal area to count towards the 25% minimum requirement.** See **Figure 3** for a visual explanation of removal area; eligible and ineligible existing plants; and eligible and ineligible new plants.
 - Existing trees and plants may count towards the 25% requirement if established. Established refers to plant/trees planted in the ground for at least two years.
 - If the removal area is replaced with 100% hardscape (e.g. sport court, fire pit) without space for plants to be planted in the ground (no pots, raised planters) and within the removal area, the rebate will be denied.



Figure 3

Example of a hypothetical grass removal and landscape renovation in the One Civic Center area. The yellow area indicates the grass removal area. The circles indicate existing plants. The triangles indicate proposed new plantings. If the circle or triangle is green, it is eligible to count towards the minimum 25% mature plant canopy coverage. If the circle or triangle is red, it is outside of the removal area and does not count towards the minimum.

APPLICATION PROCESS

1. **Apply for a rebate and submit the required documentation (refer to page 2).**
 - From date of application, Conservation has three business weeks to provide a rebate status update.
 - Add WaterConservation@ScottsdaleAZ.gov to your safe senders list.
2. **Conservation will calculate the official pre-inspection grass removal measurement.**
 - Conservation will measure the grass area's perimeter to use for calculating the sq. ft. of the removal area.
 - A remote pre-inspection may occur for smaller projects (under 1,000 sq. ft.), with aerially visible imagery and timestamped photos. Projects will require an on-site inspection where there is blocked (tree canopy) or poor imagery, unclear grass border(s), missing timestamped photos, random selection, etc.
 - Vendor measurements are not used for rebates.
 - Artificial turf measurements may be larger and calculated using the longest points for height and width, may reflect the turf roll size (e.g. 10' or 15') and/or extra material needed for installation.
3. **If required, Conservation will contact the applicant regarding an on-site pre-inspection.**
 - It may take an additional three business weeks to receive a call from an inspector when there is a high-volume of applicants. Applications are processed on a first-come, first-serve basis. Requests for expedited inspections are not available; it's the applicant's responsibility to plan accordingly with their contractors.
 - **On-site inspections take place during normal business hours.** An inspector will call the number provided on the application to arrange an inspection.
 - **During the inspection:**
 - ◇ All existing grass will be measured. No additional or partial measurements will be taken.
 - ◇ The applicant may be requested to run their irrigation system to determine the sprinkler system's functionality and watered area.
4. **If the grass removal area is over 1,000 sq. ft., Conservation will request a *Selected Plant List* via email.**
 - Applicants should list the plants they are installing and the established, existing plants they are keeping within the removal area on the [Selected Plant List](#). The applicant then uploads their list to Conservation using the link provided in the email.
 - Applicants can change their selected plants during the project; however, the applicant is responsible for selecting LISTED low-water use plants and meeting the minimum 25% mature canopy coverage.
5. **Receive the Notice to Proceed (NtP) via email and review the official pre-inspection measurement.**
 - If there is a concern with the official pre-inspection measurement, do not start the project (remove grass and/or functioning irrigation system) and contact [Conservation](#). If the removal has already started, Conservation's original measurement will remain.
 - Funds are reserved from the NtP date to the program Completion and Notification Deadline.
6. **Begin the project.** The applicant may now begin physically removing the grass.
7. **Notify Conservation of project completion by uploading photos of each completed removal area and include your [completed W-9](#).** A secure email link is provided in the NtP email or contact Conservation.
 - Conservation may complete a final inspection on-site or via project completion photos to:
 - Confirm all installation requirements have been met (refer to page 3).
 - Finalize the removal area measurement and rebate amount.
 - ◇ All grass removal rebates are determined by measuring the existing grass (during pre-inspection) minus any remaining grass (during final inspection), with the balance representing the amount of grass removed. The rebate is \$2 per sq. ft. of grass removed, \$5,000 maximum.
 - Conservation has three business weeks to conduct a final inspection. If an on-site inspection is required, an inspector will call the number provided on the application to arrange the inspection.
8. **The rebate is a credit applied to the active water account within two billing cycles.** Rebate credits will stay on the account until depleted. Look for your rebate on your utility billing statement under *BILLING SUMMARY*.
 - If you do not wish to leave the credit on your account, contact Utility Billing at 480-312-2461 and ask for your utility account balance.

REVIEW REBATE APPLICATION PAGES 1 THROUGH 5 BEFORE YOU SIGN.

DO NOT BEGIN THE REMOVAL PROJECT UNTIL YOU HAVE A NOTICE TO PROCEED FROM THE WATER CONSERVATION OFFICE.

MARK YOUR CALENDAR FOR DEADLINE DATES:

Applications accepted starting May 5, 2025

If needed, Extension Request Deadline April 15, 2026

Completion & Notification Deadline April 30, 2026



[CLICK HERE TO APPLY ONLINE](#)

Apply Between	Rebate Amount	Completion & Notification Deadline	Limit Per Property	Required Service	Estimated Sq. Ft. for grass removal	<u>Selected Plant List</u> required (if removing over 1,000 sq. ft.)	Timestamped Photos Included?	A <u>W-9</u> is required at Project Completion
5/5/2025-10/31/2025	\$2.00/sq. ft. Max. \$5,000	4/30/2026	2 (1 Per Program Year)	Water		<input type="checkbox"/> Acknowledged	<input type="checkbox"/> Yes	<input type="checkbox"/> Acknowledged
NAME ON ACCOUNT					PROPERTY OWNER'S NAME (IF DIFFERENT)			
PROPERTY ADDRESS					ZIP	OWNER'S PHONE		
SCOTTSDALE UTILITY NUMBER					OWNER'S EMAIL			
<input type="checkbox"/> I AM THE PROPERTY OWNER AND I HAVE READ AND UNDERSTAND THE PROGRAM DESCRIPTION AND REQUIREMENTS ON PAGES 1- 5. I AGREE TO ALLOW INSPECTIONS OF MY FRONT, BACK, AND SIDE YARDS AS REQUESTED.								
<input type="checkbox"/> I UNDERSTAND THAT THE WRITTEN APPLICATION REQUIREMENTS AND PROCEDURES SUPERSEDE ANY VERBAL CONVERSATION(S) I MAY HAVE HAD WITH VENDORS OR CITY STAFF AND ANY MODIFICATION TO THE APPLICATION MUST BE CONFIRMED IN WRITING BY THE WATER CONSERVATION OFFICE.								
<input type="checkbox"/> I AGREE NOT TO INSTALL WATER-INTENSIVE FEATURES OR PLANT MATERIAL IN THE REMOVAL AREA OR INSTALL MORE THAN 1,000 SQ. FT. OF ARTIFICIAL TURF ANYWHERE ON MY PROPERTY DURING THE REBATE PROGRAM YEAR AND I UNDERSTAND THAT IF DONE, CONSERVATION RESERVES THE RIGHT TO REVOKE THE REBATE.								
SIGNATURE					DATE			

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