

**PER ORDINANCE, ALL POOL REMOVAL REBATES MUST RECEIVE A PRE-INSPECTION AND A NOTICE TO PROCEED FROM THE WATER CONSERVATION OFFICE BEFORE REMOVAL BEGINS.****HOW TO APPLY**

- The quickest and most secure way to submit is online at [ScottsdaleAZ.gov, search “rebates”](https://www.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](mailto: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 an email address is listed, a confirmation email is sent to the applicant. 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.
- Add [WaterConservation@ScottsdaleAZ.gov](mailto:WaterConservation@ScottsdaleAZ.gov) to your safe senders list.
- 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. Rebate 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 will result in a denied rebate.

**IMPORTANT DATES & EXTENSION**

- **Pools removed before the rebate program begins on May 5, 2025, are 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 31<sup>st</sup> each year. For more information on rebate credits, contact a tax professional.

**STEP 1: DETERMINE POOL REMOVAL ELIGIBILITY**

- Property must receive water from Scottsdale Water.
- Must be an outdoor, permanently installed, in-ground pool\* with a 150 square foot (sq. ft.) minimum of water surface area. When a pool, spool, spa have shared pool equipment and are removed at the same time, the water surface areas can be combined to meet the minimum requirement.
  - \* Above-ground pools are ineligible at any size. Fountains, water features, ponds, etc. are ineligible.
- Per ordinance, all pool removal rebates must receive a pre-inspection and a Notice to Proceed from the Water Conservation Office before the removal starts as outlined in the steps below.

**STEP 2: OBTAIN REQUIRED PERMIT AND PHOTOS AND SUBMIT APPLICATION**

- **Obtain a Demolition Permit** from Scottsdale's Planning and Development Services Department. Visit the One Stop Shop, located at 7447 E Indian School Rd, Suite 105, Scottsdale AZ 85251, (480-312-2500), and submit a Demolition Application for the pool (electric and gas inspections included in permit). To complete the application, bring these items:
  - Contractor's name and their [AZ Registrar of Contractors](#) business license number.
  - Site plan (hand drawn is OK) as listed in Demolition Application of pool location, utility lines to be demolished, etc.
- **Pre-removal photos.** Take two timestamped photos of the pool (and spa if applicable) from different angles. 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](#). Submissions without timestamped photos will require an on-site inspection by Conservation.
- **Submit rebate application.**

**STEP 3: CONSERVATION REVIEWS REBATE APPLICATION FOR ISSUANCE OF NOTICE TO PROCEED**

- Conservation may conduct an on-site inspection during normal business hours to verify the pool measurement. An inspector will call the number provided on the application to arrange an inspection.
- The pool removal rebate square feet (sq. ft.) measurement is based on the water surface area and does not include the associated decking or hardscape. Once Conservation's pre-inspection is complete and the demolition permit is obtained by the applicant, Conservation will email a Notice to Proceed (NtP) to the email address listed on the application.
- The rebate is based on the measurement in the NtP. The rebate is \$400 + \$2 per sq. ft. of water surface area, with a maximum of \$1,500.
- If there is a concern with the official pre-inspection measurement, do not start the project 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.

**STEP 4: BEGIN PROJECT & COMPLY WITH REMOVAL AREA REINSTALLATION REQUIREMENTS**

- Pools cannot be replaced with water-intensive features (fountains, ponds, spas, etc.), grass, high-water-use plants or trees. [Arizona-friendly, drought tolerant plants](#) may be installed in the removal area.
- Pools must be filled in, even if a deck or other building structure is installed over the top.
- All exposed soil in the removal area(s) 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 used, it must be attached to the ground and installed per manufacturer's specifications.

**STEP 5: POST-INSPECTIONS & REBATE ISSUANCE**

- If required, contact [Inspection Services](#) (480-312-5750) for an inspection to complete the permit process.
- Notify Conservation of project completion by using the secure link in the NtP email and upload:
  - Photo(s) of the completed removal area and a [completed and signed W-9](#).
- The approved 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 your credit on your account, contact Utility Billing at 480-312-2461 and ask for your utility account balance.

**REVIEW REBATE APPLICATION PAGES 1 THROUGH 3  
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	Demo Permit Obtained?	Timestamped Photos Included?	W-9 is Required at Project End
5/5/2025–3/31/2026	\$400 + \$2 per sq. ft. of water surface area, maximum total is \$1,500	4/30/2026	1	water	<input type="checkbox"/> yes	<input type="checkbox"/> yes	<input type="checkbox"/> acknowledged

Property owner's name	Name on water account (if different)
Owner's phone	Scottsdale utility account number
Property address	Zip

☐ I have read and understand the program description and requirements on pages 1, 2 and 3. I understand photos may be accepted in place of an inspection; however, I agree to allow on-site inspections as requested.

Signature:

Date:

**DO NOT DUPLICATE AND DISTRIBUTE THIS FORM (5/21/2025, v2)**

APPLICANTS MUST COMPLY WITH THE CURRENT APPLICATION AT SCOTTSDALEAZ.GOV, SEARCH "REBATES"