



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.

The City of Rockville offers a rebate of \$150 per native tree planted (see *Design Guidelines*) for details.

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.
- ✓ Eligible properties can receive up to a **lifetime total of \$2,500 per property** in rebates.
- ✓ 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

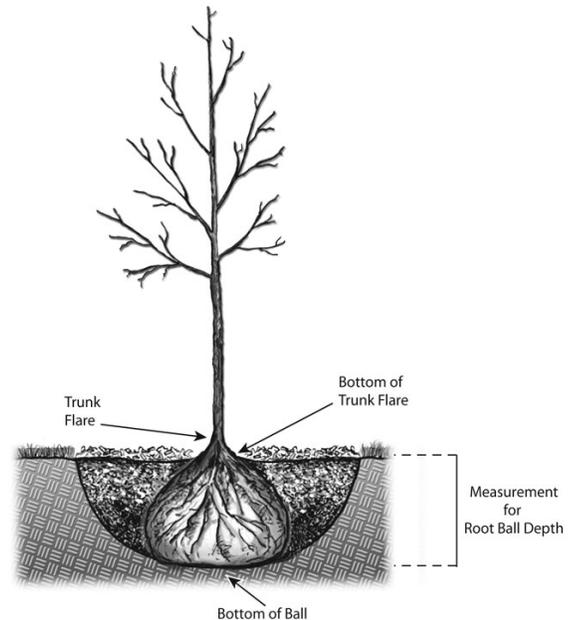
- 1. Submit your application, property owner agreement, and other attachments.**
Complete the online application found at www.rockvillemd.gov/rainscapes. Send the Property Owner Agreement and additional attachments (organization approval, photos, sketches, etc.) to the RainScapes Coordinator at rainscapes@rockvillemd.gov 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 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.

Design Guidelines Issue Date 9/2019

**** 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 15th and before May 30th.**
- Trees must meet **at least one** of the following size criteria:
 - 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/
- 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>