



Tree Canopy Rebate Instructions and Design Guidelines Rockville RainScapes Rebate Program

The City of Rockville offers a rebate of \$150 per native tree planted that meet the species, size and other guidelines outlined below. Properties can receive a lifetime total of \$2,500 in RainScapes rebates. You must apply prior to installation 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

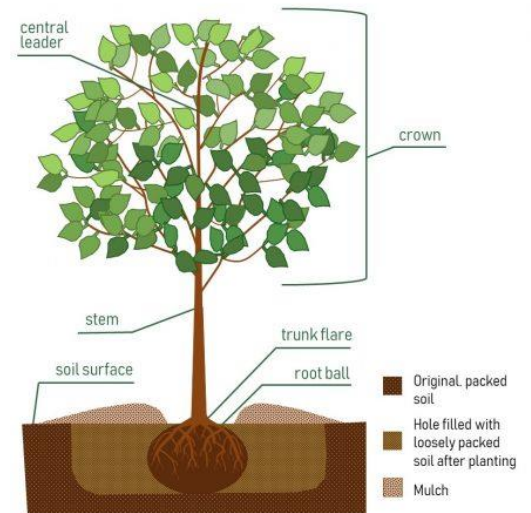
- 1. Review requirements and submit your application.**
Review all requirements and *Design Guidelines* below. Then, complete the online application found at www.rockvillemd.gov/rainscapes. Have photos of the project area(s), approval letters, and other documentation ready to upload. *Please allow at 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. 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.

**** 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 30th (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.
- If applying as an HOA, condominium association, or non-profit, you will need to upload a project approval letter from your organization's board.
- If applying as a renter, you will need to upload a project approval letter from the property owner.

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 \(Tree Montgomery\)](#)