

# Participation Process

Please read carefully through the instructions and guidelines below.

## PARTICIPATION INSTRUCTIONS

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1. **PLEASE NOTE:** Projects that are underway or are already completed prior to receiving a Notice to Proceed are not eligible. Applications are processed in the order in which they are received. This offer will be distributed on a first-come, first served basis while funding lasts.
2. Please fill out all fields of the application ([CLICK HERE](#)) and submit it, along with a copy of your recent water bill, to:

Turf Removal Program  
c/o Municipal Water District of Orange County  
P.O. Box 20895  
Fountain Valley, CA 92728-0895

**Commercial Applicants** must include a simple site plan of the area to be removed along with their application submittal.

3. After we receive your application and establish eligibility under the guidelines of the Program, you will be contacted within two weeks to schedule a mandatory Pre-Turf Removal Site Inspection. Projects that do not establish eligibility will have their applications returned along with a Participant Denial Letter. Not all Projects submitted will be approved.
4. You must provide the inspectors with full access to the proposed Project site during daylight hours, Monday thru Friday. Once your Pre-Turf Removal Site Inspection is complete, the results will be forwarded to the Program Administrator for review. If your site qualifies for the Program, a Notice to Proceed will be mailed/e-mailed out to you within three (3) business days. Upon receipt of this Notice to Proceed, you may begin your Project. You will have sixty (60) days from receipt of the Notice to complete the work. If you hire a contractor to perform the work, a copy of the receipt for materials and labor must be submitted when the Project is completed.
5. As soon as all work is complete, you must contact the Program Administrator via e-mail at [sramirez@mwdoc.com](mailto:sramirez@mwdoc.com) to indicate that the work is completed and to provide a copy of the contractor's receipt, if one was hired. The Program Administrator will then make arrangements to schedule the mandatory Post-Turf Removal Site Inspection. You must again provide the inspectors with full access to the Project site during daylight hours, Monday thru Friday. The Post-Turf Removal Site Inspection shall establish the following:
  - o The removal site does not include any live or synthetic turf.
  - o The water system, if any, is a low flow system (drip, bubblers, or high efficiency, low precipitation rotating nozzles). If part of a lawn is converted, the sprinkler system must be properly modified to provide adequate coverage to the remaining lawn without spraying the converted area.
  - o All exposed soil is covered with a 2-3" layer of mulch, except in areas planted with creeping or rooting groundcovers.
  - o Converted area is permeable to air and water. Weed barriers must be permeable. Concrete, plastic sheeting, or other impermeable surfaces do not qualify for

incentives under the Program.

- o No invasive plant species are used. Click on the link below for more information.  
<http://www.cal-ipc.org/landscaping/dpp/planttypes.php?region=socal>

6. After this final, **MANDATORY** Post-Turf Removal Site Inspection is conducted, your incentive check will be issued within ten (10) weeks. Maximum rebate paid will not exceed the cost of the minimum project requirements, as stated above.
7. All work performed in association with this Program, including the Post-Turf Removal Site Inspection, must be completed by **March 30, 2012**.
8. The Municipal Water District of Orange County, your retail water agency, and/or their representative will take photos of landscapes being renovated through this Turf Removal Program and use those photos for reproduction or promotional purposes. Identifying location features, such as address numbers, will not be included in any promotional materials.

## **ELIGIBILITY GUIDELINES**

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- Rebates are available for residential and small commercial properties that have submitted an application and received a Pre-Turf Removal Site Inspection, a Notice to Proceed from the Program Administrator, and a Post-Turf Removal Site Inspection. Projects underway or already completed prior to receiving a Notice to Proceed are not eligible.
- The property must receive water service from a participating retail water agency. Click [here](#) for a list of participating agencies
- Areas to be converted must have live turf being irrigated with potable water at the time the authorization to proceed is issued. Commercial sites irrigated with recycled water are not eligible.
- All turf removal conversions, including historic sites, are subject to the terms of their local agency's landscape ordinance and must comply with all applicable Federal, State, and local laws, as well as applicable Covenants, Conditions & Restrictions and/or Homeowners Association restrictions.
- Since funding is limited, this **OFFER IS LIMITED** and is available on a first-come, first-served basis to eligible participants only while funding lasts.
- **YOU MUST SUBMIT YOUR APPLICATION PRIOR TO JANUARY 27, 2012.**

**IN ORDER FOR THE REBATE TO BE ISSUED, ALL PROGRAM TERMS, INSTRUCTIONS, AND GUIDELINES MUST BE MET, INCLUDING COMPLETION OF YOUR POST-TURF REMOVAL SITE INSPECTION, PRIOR TO March 30, 2012.**