



# MULTI-FAMILY CASH FOR GRASS REBATE INSTALLATION CHECKLIST

This installer’s checklist is to ensure the project meets all the requirements of the City of Santa Monica’s landscape rebate program. Once your project is complete, the installer will fill out the checklist, sign it and email all pages to [Savewater@smgov.net](mailto:Savewater@smgov.net). Once a completed checklist has been received by the City, the project applicant will be contacted to schedule a final post-inspection. Please call (310) 458-8972 if you have any questions.




Oct 2018

### Project Installer Information


Rebate Project Address	Date
Installer/Contractor Name/Homeowner DIY	Company Name (if applicable)
Daytime Phone Number:	Email:
Santa Monica Business License #:	C-27 License # (optional):

**The following photos (at least 1 per category) must be submitted with this checklist:**

- New plant material installed (general view of project site)
- Newly installed irrigation valves or drip control zone kits (if applicable)
- Newly installed irrigation drip tubing (if applicable)
- Newly installed watershed component(s)

<b>DRIP IRRIGATION</b> (if no irrigation is being installed skip to the next section)		<b>City Use Only</b>
<b>Property’s with Backflow Devices (Reduced Pressure Backflow Preventer or RPs)</b>	<b>✓</b>	<b>✓</b>
In the converted area, all spray irrigation <b>MUST</b> be removed or capped.		
Installation of one of the following drip control zone kits (low flow valve with pressure regulator and filter). Check the drip control zone kit selected. <ul style="list-style-type: none"> <li><input type="checkbox"/> Netafim - LVCZS8010075-LF</li> <li><input type="checkbox"/> Hunter – PCZ101-40</li> <li><input type="checkbox"/> Rain Bird – XCZ-075-PRF</li> <li><input type="checkbox"/> TORO – DZK-TPV-1-LF</li> <li><input type="checkbox"/> Landscape Products – LP-VP-1- Drip Zone Kit</li> </ul>	 	
<b>Property’s WITHOUT Backflow Devices (RPs)</b>	<b>✓</b>	<b>✓</b>
Installation of one of the following drip control zone kits (low flow valve with pressure regulator and filter) above ground a minimum of 6 inches above the highest converted area (to avoid backflow into the home’s water supply). Check the drip control zone kit selected. <ul style="list-style-type: none"> <li><input type="checkbox"/> Irritrol – 2711APRDK-LF</li> <li><input type="checkbox"/> Hunter - ACZ-075-25/40</li> <li><input type="checkbox"/> Rain Bird – XACZ-075-PRF</li> <li><input type="checkbox"/> TORO – DZK-EZF-075-LF</li> </ul>		

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GENERAL IRRIGATION REQUIREMENTS	✓	✓
Install ONLY one of the following 17 mm ½-inch drip tubing with built-in emitters that flow at 0.90 gallons per hour or less. Check the drip tubing selected. <ul style="list-style-type: none"> <li><input type="checkbox"/> Agrifim Dura Flo Inline CV (Check Valve) Series</li> <li><input type="checkbox"/> Hunter PLD-CV Dripline Series</li> <li><input type="checkbox"/> Rain Bird XFS-CV Dripline Series</li> <li><input type="checkbox"/> Toro Drip In PC Brown Dripline Series</li> <li><input type="checkbox"/> Landscape Products EZ-ID-CV Dripline Series</li> <li><input type="checkbox"/> Netafim - Techline® HCVXR or CV Series Dripline</li> </ul> 		
Drip irrigation filters MUST be easily accessible for servicing.		
Drip irrigation MUST be on its own valve (no mixing with overhead sprinklers).		
Trees MUST be installed on a separate drip zone (valve) where feasible.		
Install a flushing mechanism for each drip irrigation zone. Check which mechanism installed. <ul style="list-style-type: none"> <li><input type="checkbox"/> Figure 8</li> <li><input type="checkbox"/> Flush valve</li> <li><input type="checkbox"/> Tattle-tail Device</li> </ul>		
Program the irrigation controller for a drip irrigation schedule. For help on determining how long to run your system and how to create a watering schedule check out the Watering Calculator at <a href="http://www.bewaterwise.com/calculator.html">www.bewaterwise.com/calculator.html</a>		Controller make & model
NON-PLANTED AREA REQUIREMENTS	✓	✓
Check the approved permeable hardscape used in the converted areas: <ul style="list-style-type: none"> <li><input type="checkbox"/> Decomposed granite (DG) without a stabilizing polymer</li> <li><input type="checkbox"/> Bark</li> <li><input type="checkbox"/> Wood mulch</li> <li><input type="checkbox"/> Un-grouted pavers</li> <li><input type="checkbox"/> Other permeable paving:</li> </ul>		
Check the approved permeable hardscape used for patios and/or walkways in the converted areas: <ul style="list-style-type: none"> <li><input type="checkbox"/> Gravel</li> <li><input type="checkbox"/> Decomposed granite (DG) without a stabilizing polymer</li> <li><input type="checkbox"/> Un-grouted pavers or stepping stones</li> <li><input type="checkbox"/> Other permeable paving:</li> </ul>		
LANDSCAPE REQUIREMENTS		
General Requirements	✓	✓
At plant maturity, converted area MUST have 50% plant coverage. To identify the coverage of the plants installed go to <a href="http://www.bewaterwise.com/gardensoft">www.bewaterwise.com/gardensoft</a> .		



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Confirm the number of new trees installed in the converted area and attach copies of receipts for reimbursement.		
Confirm that artificial turf WAS NOT installed in the converted area. Artificial turf is NOT permitted for landscape rebate projects.		
Install ONLY organic mulch around the plants (not required over ground covers).		
Confirm converted area must be permeable to air and water.		
<p>Confirm NONE of the following plant material were installed in the converted area. Presence of these types of plants will disqualify your project.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> High water using plants (i.e., Fuchsia or Azalea)</li> <li><input type="checkbox"/> Invasive plants (i.e., Mexican Feather Grass)</li> <li><input type="checkbox"/> Turf/lawn like plants (i.e., Lawn Seed Mixes)</li> </ul>		
<b>Special Parkway Requirements</b> (These requirements apply to project areas within the parkway)	<b>✓</b>	<b>✓</b>
Turf grass removed was in the parkway.		
<p>Check the approved permeable hardscape used for any walkways in the converted parkway area:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bark or wood chip mulch</li> <li><input type="checkbox"/> Un-grouted pavers or stepping stones</li> <li><input type="checkbox"/> Decomposed granite</li> </ul>		
<p>A Tree protection zone was installed to protect parkway trees. This includes all of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Installation of at a minimum 2-foot mulch ring around the trunk of the tree using only bark or wood chip mulch.</li> <li><input type="checkbox"/> No planting directly around the base of the tree.</li> <li><input type="checkbox"/> Tree roots were not cut.</li> </ul>		
Contact the City’s Urban Forestry Division at (310) 458-8974 for questions or visit the City’s Government Outreach (GO) system for more information at <a href="http://www.smgov.net/go">www.smgov.net/go</a> .		
Installed plant material will have a height of 24” or LESS at full maturity.		
<p>Confirm each of the following were NOT installed in the parkway area as these items will disqualify the project:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Did NOT install raised beds or planter boxes.</li> <li><input type="checkbox"/> Did NOT install gravel, pebbles, crushed stone, crushed brick, crushed lava rock, concrete or artificial turf.</li> <li><input type="checkbox"/> Did NOT install any new trees, invasive, high watering, or turf like plants (see Santa Monica’s list of most common Do Not Install Plant List) or plants that pose a threat to public safety such as Agave, Roses, Ivy, Vines or Cactus.</li> <li><input type="checkbox"/> Did NOT install the watershed component in the parkway.</li> </ul>		
<b>Watershed Component Requirements</b> (Watershed components MUST not be installed in the parkway)	<b>✓</b>	<b>✓</b>
<i>Swale</i>		
The swale MUST include a shallow ditch with gently sloping sides and designed to prevent water runoff.		



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<b>Berm</b>				
The berm MUST have mounds of earth that are above grade with sloping sides to prevent water from running off property.				
<b>Surface Grading</b>				
The surface area MUST allow water to collect and flow to a lower elevation. A minimum slope of 2 percent is required.				
<b>Design and sizing requirements for dry riverbeds, rain gardens and rock gardens can be found in the Rain Harvest Guidelines.</b>			✓	✓
<b>Dry Riverbed</b>				
MUST have rain gutter downspout emptying into the high point of the dry riverbed with a 2 to 10% slope away from the building.				
Down slope of the dry riverbed MUST be away from house (foundation, window wells, and basement wells).				
Complete table. Insert roof area (sqft), and based on the chosen depth of your dry riverbed (gravel can be used for fill under the visible rock layer) the minimum required surface area to meet the storage requirements.				
	Roof Area (Sqft)	Depth of Dry Riverbed (ft)	Required Dry Riverbed Surface Area (Sqft)	
		1		
		1.5		
		2		
		2.5		
		3		
The dry riverbed MUST be at least 3 feet from fences, driveways and all walkways.				
The dry riverbed MUST be at least 3 feet from underground utilities.				
The dry riverbed is NOT within the drip line of any existing trees.				
A permeable landscape cloth or fabric was installed.				
<b>Rock Garden</b>				
MUST have rain gutter downspout emptying into the high point of the rock garden with a 2 to 10% slope away from the building.				
Down slope of the rock garden MUST be away from house (foundation, window wells, and basement wells).				
Complete table. Insert roof area (sqft), and based on the chosen depth of your rock garden (gravel can be used for fill under the visible rock layer) the minimum required surface area to meet the storage requirements.				
	Roof Area (Sqft)	Depth of Rock Garden (ft)	Required Rock Garden Surface Area (Sqft)	
		1		
		1.5		
		2		
		2.5		
		3		



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The rock garden MUST be at least 3 feet from fences, driveways and all walkways.																				
The rock garden MUST be at least 3 feet from underground utilities.																				
The rock garden is NOT within the drip line of any existing trees.																				
The rock garden must be filled with rock that is at least 1-inch diameter.																				
The rock garden must have a minimum depth of one foot and must have a flat, level bottom.																				
A permeable landscape cloth or fabric was installed.																				
<b>Rain Garden</b>																				
MUST have rain gutter downspout emptying into the high point of the rain garden with a 2 to 10% slope away from the building.																				
Down slope of the rain garden MUST be away from house (foundation, window wells, and basement wells).																				
Complete table. Insert roof area (sqft), and based on the chosen depth of your rain garden, fill in the minimum required surface area to meet the storage requirements.																				
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Roof Area (Sqft)</th> <th style="padding: 5px;">Depth of Rain Garden (ft)</th> <th style="padding: 5px;">Required Rain Garden Surface Area (Sqft) + Ponding Depth</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;">1</td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;">1.5</td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;">2</td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;">2.5</td> <td style="text-align: center;"> </td> </tr> <tr> <td style="text-align: center;"> </td> <td style="text-align: center;">3</td> <td style="text-align: center;"> </td> </tr> </tbody> </table>	Roof Area (Sqft)	Depth of Rain Garden (ft)	Required Rain Garden Surface Area (Sqft) + Ponding Depth		1			1.5			2			2.5			3			
Roof Area (Sqft)	Depth of Rain Garden (ft)	Required Rain Garden Surface Area (Sqft) + Ponding Depth																		
	1																			
	1.5																			
	2																			
	2.5																			
	3																			
<i>(Soil media surface area depth is not total depth. Add 0.5 ft, the ponding depth, to calculate total depth.)</i>																				
MUST be at least 3 feet from fences, driveways and all walkways.																				
Is constructed with a compact, earthen berm around the perimeter.																				
Contains at least 2 cubic feet of gravel at the inlet for erosion control.																				
Must be planted with appropriate plants for a rain garden.																				
Must be constructed with a flat, level bottom.																				
Plastic weed barrier or filter fabric was not installed.																				
MUST be at least 3 feet from underground utilities.																				
The rain garden is NOT within the drip line of any existing trees.																				
<b>Rain Barrels and/or Cisterns</b>																				
The rain barrel and/or cistern must be connected to at least one downspout or rain chain.																				
The rain barrel and/or cistern must not block or restrict access to doors, walkways, or pathways.																				
The rain barrel and/or cistern must be elevated at least 6 inches above the ground (for above ground systems only) on a level and solid foundation, such as a concrete pad, pavers, or blocks to provide stability and increase water pressure.																				
The rain barrel and/or cistern must have a cover and pretreatment to prevent mosquitos, rodents, and debris from entering.																				



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If the height of the barrel/cistern is two times greater than the width, the rain barrel and/or cistern must be strapped to your home or building for earthquake and personal safety.		
The rain barrel and/or cistern must be equipped with an overflow pipe or tube near the top of the rainwater storage system, which is at least 1 to 3 inches in diameter and directs overflow safely away from the foundation of adjacent structures.		
The rain barrel and/or cistern must be equipped with a spigot near the bottom of the rain barrel or cistern, or must utilize a pumping system. Cisterns that are connected to a pressurized irrigation system require a single-trade plumbing permit from the Building and Safety Division located at City Hall (310-458-8504).		
<b>Downspout Redirect Device</b>	<b>✓</b>	<b>✓</b>
<p>The installed downspout redirect device must meet the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Device <b>MUST</b> be connected to the rain downspout.</li> <li><input type="checkbox"/> Rainwater <b>MUST</b> be redirected into a landscaped or permeable area and slopes away from the building.</li> <li><input type="checkbox"/> The downspout redirect <b>MUST</b> be disconnected 4-6 inches from the surface of the ground and a flex elbow used to extend the downspout directly into the landscape.</li> <li><input type="checkbox"/> Downspout redirect must use erosion control such as a small bed of gravel or a splash pad at the end of the flex elbow to dissipate flow and prevent erosion.</li> </ul>		
<b>Permeable Driveway Requirements</b>	<b>✓</b>	<b>✓</b>
Must allow rainwater to pass through permeable material such that ponding does not occur in a light to moderate rainfall.		
If using a proprietary product, followed manufacturer's installation and maintenance requirements.		
The annual maintenance (a requirement) procedures are made available.		

By signing this Checklist form, you confirm the checked requirements have been completed to the City's specification for the project stated on this form. Installer understands that if all the checklist requirements are not met, the project may be denied, and a rebate may not be given to the applicant of the project. If all checklist requirements are not met at the time of Post Inspection, an extension may be given and is at the sole discretion of the City's Water Conservation Unit.

Installer Signature \_\_\_\_\_ Date \_\_\_\_\_

OR INTERNAL USE ONLY			
Date Received:	Processed by:	Approved (Y/N)	Date Approved