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## Lawn Conversion Rebate Program

Effective September 1, 2015 through June 30, 2016 (Revised March 1, 2016)

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### Program Description:

The City of Hayward **Lawn Conversion Program** provides rebates to approved customers who convert water-thirsty lawns or swimming pools to water-efficient landscapes. The Lawn Conversion Program will run until June 30, 2016, or until funds last. Funding is limited and applications will be accepted on a first-come, first-served basis. The City of Hayward reserves the right to terminate this program at any time, for any reason.

### Rebate Amount:

#### Front Yard and Areas Visible to the Public

- Seventy-five cents (\$0.75) per square foot of lawn converted
- No rebate cap for residential or commercial/industrial properties (including multi-family properties)

#### Backyards and Areas Not Visible to the Public

- Fifty cents (\$0.50) per square foot of lawn or swimming pool converted
- No rebate cap for residential or commercial/industrial properties (including multi-family properties)

#### Additional Sheet Mulching Rebate

- Twenty-five cents (\$0.25) extra per square foot of lawn converted using sheet mulching
- No rebate cap for residential or commercial/industrial properties (including multi-family properties)



# Terms and Conditions for Lawn Conversion Rebate Program

## I. Program Eligibility

- A. **Eligible Applicants:** The program is available to residential and nonresidential customers. An applicant must be a City of Hayward water customer, with a water account in good standing. If the applicant is not the owner, the property owner must indicate consent.
- B. **Lawn Conversions over 2,500 Square Feet:** All conversion projects over 2,500 square feet must meet the requirements of the City of Hayward Bay-Friendly Water Efficient Landscape Ordinance, effective December 1, 2015. Any requirements described in the Ordinance must be met in addition to the requirements listed in this program packet. Please view the Additional Resources section for a link to the Ordinance.
- C. **Current Lawn Location:** One of the goals of the Lawn Conversion Rebate Program is to provide visible examples of water-efficient landscapes to the Hayward community. Lawn areas located in front yards, front landscape setback or areas visible to the general public from a sidewalk, walkways or the public streets qualify for a higher rebate. Backyards or fenced-in areas not visible to the public may qualify for a lower rebate amount.
- D. **Current Lawn Condition:** Enough lawn must remain to verify lawn boundaries. The lawn area must have been irrigated with water from the potable water system (i.e., not with private wells).
- E. **Minimum Lawn Conversion Size:** A minimum of either 300 square feet or an entire lawn area, whichever smaller, must be converted for both residential and commercial applicants.
- F. **Swimming Pool Conversion Requirement:** Swimming pools must be removed to qualify for the rebate; covering an existing swimming pool or removing an empty swimming pool that is no longer functioning will not qualify for the rebate.
- G. **Pre-Conversion Site Inspection Requirement:** Upon receipt and review of the program rebate applications, eligible applicants will be scheduled for Pre-Conversion Site Inspection by the City.

To be eligible for a rebate, the Lawn Conversion Project shall not be started before a Pre-Conversion Site Inspection is conducted and a Notice to Proceed is issued by the City of Hayward.

## II. Landscaping Requirements for Converted Areas

- A. **Fifty Percent (50%) Plant Coverage:** The converted area must include a sufficient number of plants to ensure at least 50% of the area is covered with plants, when fully grown except for non-single family home projects with equal or larger than 2,500 square feet of total conversion area. The larger projects shall comply with applicable Zoning Ordinance. Plants outside of the converted area are not considered in the plant coverage calculation even if they are adjacent to, or overhanging into, the converted area.
- B. **Plant Type Restrictions:** Plants installed in the converted area must be low water use and adaptable to the local climate. Moderate water use plants and invasive plants will not be allowed. Applicants are encouraged to use native plants.

Plants must be listed as low water use in at least one of the following publications:

- [The City of Hayward Suggested Water-Efficient Plants](#)
- Sunset Western Garden Book
- EBMUD's Publication of Plants and Landscapes for Summer-Dry Climates

- C. **Planting Plan:** A planting plan is required at the time of application. The planting plan should be a to-scale, aerial view of the area to be converted, with dimensions of that area, and it must include a plant list. The planting plan should also show the proposed locations for each plant listed in the proposed plant list.
- D. **Impermeable Surfaces:** Impermeable surfaces such as concrete or pavers set in mortar bed that do not allow water to penetrate into the ground are not allowed as part of the converted area. Permeable paving is allowed in up to 50% of the converted area. Permeable paving types are pavers and natural stones in sand leveling bed, decomposed granite without binding material, mulch (except for shredded bark mulch), and gravel. Other permeable paving types could be acceptable upon approval by the City.
- E. **Artificial Turf:** Rebates will not be issued for artificial turf that is installed within the converted area.
- F. **Mulch Requirements:** All planting areas within the converted area must have a minimum of three (3) inches of mulch. Shredded bark mulch is not allowed. If weed barriers are used under mulch, the barrier must be permeable to water.
- G. **Sheet Mulching:** Lawn conversion projects that use sheet mulching will be eligible to receive the extra rebate of twenty-five cents (\$0.25) per square foot of converted area. Sheet mulching must be used correctly in order to be eligible for the rebate. Please see the sheet mulching links in the resources section of this document to learn about the appropriate way to sheet mulch.
- H. **Efficient Irrigation System Requirements:** An irrigation system is not required in the converted area for residential applicants. However, an irrigation system that complies with the current Bay-Friendly Water Efficient Landscape Ordinance is required in the converted area for commercial/industrial applicants. New irrigation systems must comply with all of the following requirements:
- Low volume drip
  - Equipped with proper backflow prevention device, a rainfall shutoff valve, a pressure regulator, filter and pressure compensating emitters
  - In good working order
  - Free of leaks and malfunctions.

If only a portion of lawn is converted, the converted area must be irrigated on a separate valve from the remaining lawn. The sprinkler system for the remaining lawn must be modified to irrigate only the remaining lawn and must not spray onto the converted area.

Existing sprinkler irrigation in the converted area must be removed, capped in place, or converted to a low volume drip.

### III. Terms of the Lawn Conversion Rebate

- A. **Rebate Term:** Lawn conversion projects must be completed within six (6) months following receipt of the "Notice to Proceed" from the City. If the applicant does not maintain the converted area, the applicant may be charged for some, or all, of the rebate, at the City's discretion.
- B. **Rebate Amount:** The rebate amount for front yards and areas visible to the public is seventy-five cents (\$0.75) per square foot of lawn converted. The rebate amount for backyards and areas not visible to the public is fifty cents (\$0.50) per square foot of lawn converted. An additional twenty-five cents (\$0.25) per square foot of lawn converted will be available for projects that use sheet mulching. Rebates will be issued after the Lawn Conversion Project has been completed and approved. Rebates will be issued in the form of a check.
- C. **Pre-Conversion Site Inspection:** The City of Hayward water customers interested in participating in the Lawn Conversion Program must first submit an application to the City, including a planting plan for the converted area with dimensions, plant locations, and plant names along with a proposed plant list for the converted area. If coverage and plant requirements are met, the City may conduct a Pre-Conversion Site Inspection to verify the proposed conversion area and compliance with the Terms and Conditions. The City will issue a Notice to Proceed if the project is approved.

- D. **Post-Conversion Site Inspection:** The applicant is responsible for notifying the City when the Lawn Conversion Project is complete to schedule a Post-Conversion Site Inspection. During the Post-Conversion Site Inspection, applicants are required to provide the following documents:
- Final list of plants used in the Lawn Conversion Project.
  - Type of irrigation used in the Lawn Conversion Project, when applicable.
- E. If the Lawn Conversion Project does not meet the requirements for a rebate, the applicant will be given thirty (30) days, or the remainder of the six (6) month period, whichever is greater, to make Lawn Conversion Project consistent with the Program Terms and Conditions. Once the Lawn Conversion Project meets the Program requirements, the rebate will be issued to the applicant within approximately eight weeks.
- F. **Photography:** Photographs and/or video recordings will be taken of the property and Lawn Conversion Projects by the City staff as part of both the Pre- and Post-Conversion Site Inspections. By accepting the rebate, the applicant shall release the City of Hayward, its agents and employees, all rights to exhibit those media in print and electronic form publically and privately for any purpose in the normal course of business. The applicant waives any rights, claims, or interested to control the likeness or identification used in whatever media used. The applicant's personal identity shall not be published in any form other than solely the applicant's address. Applicant understands that there will be no financial or other remuneration for recording the subject property for initial or subsequent transmission or playback.
- G. **Additional Responsibilities of the Applicant:** The City of Hayward enforces only the Terms and Conditions described in this document. The applicant is solely responsible for complying with any and all laws, regulations, policies, conditions, covenants and restrictions that may apply, and for any and all liabilities arising out of a Lawn Conversion Project. Applicants must comply with all permitting requirements, and with all state and local laws relating to landscape maintenance and compliance with stormwater regulations.

### Additional Resources:

City of Hayward Bay-Friendly Landscape Ordinance: [http://www.hayward-ca.gov/sites/default/files/Ch-10\\_A-12\\_BayFriendlyWaterEfficientLandscape.pdf](http://www.hayward-ca.gov/sites/default/files/Ch-10_A-12_BayFriendlyWaterEfficientLandscape.pdf)

### Choosing Climate-Appropriate Plants:

- The City of Hayward Suggested Water-Efficient Plant: <http://www.hayward-ca.gov/CITY-GOVERNMENT/DEPARTMENTS/PUBLIC-WORKS-UES/documents/2009/waterefficientplants.pdf> (plants should be listed as having occasional to infrequent water needs to be eligible for the rebate).
- Bay-Friendly Suggested Plants for the Bay-Area: <http://stopwaste.org/resource/brochures/bay-friendly-plant-lists>
- California Invasive Plant Council: <http://www.cal-ipc.org>

### Garden Inspiration and General Landscaping Guidance:

- Water-Wise Gardening Tool: <http://www.bawsca.watersavingplants.com/bawsca.php>
- Suggested Nurseries: <http://stopwaste.org/preventing-waste/where-find-plants>
- Bay-Friendly Landscaping Guidelines for Landscape Professionals: [http://www.stopwaste.org/docs/bay-friendly-landscape-guidelines\\_-\\_all\\_chapters.pdf](http://www.stopwaste.org/docs/bay-friendly-landscape-guidelines_-_all_chapters.pdf)
- Retrofitting Sprinkler System to Drip Irrigation: <http://stopwaste.org/docs/lyl-dripirrigation.pdf>
- Lose the lawn: 21 inspiring yards: <http://www.sunset.com/garden/earth-friendly/lose-the-lawn-low-water-landscaping/drought-tolerant-yard-makeover>

### Sheet Mulching:

- Commercial Sheet Mulching: <http://stopwaste.org/preventing-waste/lawn-conversion>
- Residential Sheet Mulching: <http://stopwaste.org/preventing-waste/residents/lose-your-lawn-gain-a-garden>
- Bay-Friendly Sheet Mulching: <http://stopwaste.org/docs/lyl-sheetmulching.pdf>

# How to Obtain a Rebate:

## 1. Meet Initial Requirements:

- I have a good standing water account with City of Hayward.
- I am converting a minimum of 300 square feet of lawn, or the entire lawn if less than 300 square feet, or a swimming pool.
- I have not already started my project, and will not start my project until I have received approval from the City of Hayward.

## 2. Submit your Application:

- My plant list contains only species listed as low water use in one of the following publications:
  - [City of Hayward Suggested Water-Efficient Plants](#)
  - [EBMUD Publication of Plant and Landscapes for Summer-Dry Climates](#)
  - [Sunset Western Garden Book](#)
- My planting plan shows all of the following:
  - The area of the lawn or swimming pool that I wish to convert
  - The dimensions of the area I wish to convert
  - The layout and location of the plants listed on my plant list
- I have read all the terms and conditions and have signed the agreement.
- I have submitted my application, complete with a proposed plant list and planting plan.

## 3. Complete your Project:

- The City of Hayward has approved my application and I have received a Notice to Proceed.
- I have removed or capped the existing sprinkler irrigation system in the converted area or converted it to a drip irrigation system (required for non-residential projects).
- I have installed low water use plants in at least 50 % of the converted area and will cover the rest of the converted area with permeable materials such as mulch or pavers and stones in a sand bed.
- I have installed a 3-inch layer of mulch (except for shredded bark mulch) in the planting area within the converted area.
- The converted area doesn't include high water use plants, artificial turf, non-biodegradable weed block material, spray sprinkler systems, exposed soil surfaces, or non-permeable paving.
- I have completed my lawn conversion project within 6 months from receiving the Notice to Proceed.
- I have scheduled a Post-Conversion Inspection with the City and passed my inspection.

# Lawn Conversion Rebate Program Application

Complete application and mail to:

City of Hayward Utilities Administration, 777 B Street, Hayward, CA 94541-5007, Attention: Lawn Conversion Rebate Program, or email to [lawn.conversion@hayward-ca.gov](mailto:lawn.conversion@hayward-ca.gov).

## Please Print:

Lawn Conversion Project Address: \_\_\_\_\_

Water Account Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Best time to reach you Monday – Friday between 8:00 am – 5:00 pm: \_\_\_\_\_

Is the applicant the property owner?  Yes  No

If applicant is not the owner, please complete the following:

Name of the property owner: \_\_\_\_\_ Telephone \_\_\_\_\_

Signature of Property Owner signifying permission for applicant to participate in Program and implement proposed lawn conversion: \_\_\_\_\_

### Rebate 1: Lawn and Swimming Pool Conversion Rebate

What is the area of Lawn or Swimming Pool Conversion Project? (Length x Width) = \_\_\_\_\_

A map of my planting plan for my proposed Lawn Conversion Project is included in this application (the map should be a to-scale, aerial view of the area to be converted, with dimensions, and the proposed locations for each plant listed in the proposed plant list).

My proposed Water-Efficient Plant List is included in the Application Package.

### Rebate 2: Sheet Mulching Rebate

What is the area of the Conversion Project that will be converted using sheet mulching?

(Length x Width) = \_\_\_\_\_

*\*Sheet Mulching will be verified during the post-conversion inspection.*

### Agreement:

I, the undersigned, understand that this is a limited, first-come/first-served, one-time program, that rebates are given only for projects for which application are approved in advance of installation, and that the City of Hayward is entitled to deny any application that does not meet program Terms and Conditions. I have voluntarily determined to participate in the City of Hayward Lawn Conversion Rebate Program. I have independently selected materials, supplies and labor for the purpose of performing the installation. I agree that all work performed will comply with applicable state and local laws, ordinances and regulations. I agree that the City of Hayward will visit the premises and verify existing conditions and that the work has been performed. By virtue of these inspections, I understand that the City of Hayward makes no determination with respect to whether materials and equipment are free of defects, the quality of workmanship, or the suitability of the premises or the materials or equipment for the installation. I also understand that the installation of irrigation equipment and landscape materials may not result in lower water bills. If this Application is approved by the City of Hayward and the work proceeds, I agree to defend, indemnify and hold harmless the City of Hayward, its directors, officers, agents and employees against any and all loss, liability, expense, claims, suits and damages, including attorney's fees, arising out of or resulting from the installation of irrigation equipment and landscape materials.

I have read, understand, and agree to the terms and conditions of this rebate program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### City of Hayward Use Only:

Application received date: \_\_\_\_\_ Eligibility:  Yes  No End Date: \_\_\_\_\_

Pre-Inspection: \_\_\_\_\_ Total Conversion SF: \_\_\_\_\_ Final Inspection: \_\_\_\_\_

# Planting Plan of my proposed Lawn Conversion Project



