

**TURF REMOVAL & REPLACEMENT,  
FALL 2017  
INTAKE FORM: FOR SOFTSCAPE  
OPTION**



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**PURPOSE**

The City of Lafayette's Turf Removal & Replacement Program provides residents with information, tools and resources to incentivize water conservation. Eligible and approved homeowners that remove 200 sq. ft. or more of turf-grass will receive complimentary Xeric (low-water) usage plants to convert their high-water usage turf area to a low-water usage perennial garden. The goal of this program is to generate long-term water savings.

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**ATTENTION!**

**Applications are due by or before Monday, November 27<sup>th</sup>, 2017.**

***Submittal of application does not guarantee approval. In addition, failure to include required information may result in rejection of application. Asterisk (\*) denotes required information.***

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**SOFTSCAPE REQUIREMENTS**

- **Remove at least 200 sq. ft. or more of maintained turf** and replace with Xeric (low-water) plants.
  - **Maintained Turf IS:** an area that is healthy, green, watered, cared for, and mowed regularly. In general, it is an area that you enjoy and would feel comfortable "showing-off" to your neighbors.
  - **Maintained Turf IS NOT:** an area that is dead/dying, brown, neglected, and not watered. It is not an area that you dislike or have given up on.
  - **Only MAINTAINED TURF AREAS are eligible for this program. No exceptions.**
  - The City of Lafayette will **review historical water utility bills** to verify historical water usage at address listed on this form.
- **Irrigation system must be converted to drip irrigation.**
  - For approved participants: One sprinkler to drip irrigation conversion kit will be provided at no cost.
- **Before, During, and After photos required.**
  - **Before photos:** depicting the proposed and maintained replacement area (200 sq. ft. or more). **Due with application on or before 11/27/17.**
  - **During photos:** depicting the replacement area (200 sq. ft. or more) that no longer has grass and is ready to be planted. **Due on or before 4/23/18.**
  - **After photos:** depicting the completed replacement area (200 sq. ft. or more) with the Garden In A Box kit planted and mulched. **Due on or before 6/29/18.**
  - **All landscape photos:** must be taken in color, must be current, must be time-stamped, and must be taken from the same point of view.
- **Landscape Design:** sketch your landscape to the best of your abilities and mark the proposed replacement area(s) with the dimensions. Please be as accurate and clear as possible.
- **Recent copy of your water bill required.**

- **Mulch** is required on all exposed soil surfaces.
  - Examples of mulch include: organic material (i.e. cypress mulch, pine & cedar bark) or wood chips.
- **Approved Residents** – A 200 sq. ft. Garden In A Box kit will be provided to participating residents at no cost. Garden will be provided *in lieu of credit* on City of Lafayette water utility bill.
  - Participants can purchase supplementary Garden In A Box kits to replace turf-removed areas. Visit [conservationcenter.org/gardens](http://conservationcenter.org/gardens) to purchase.
  - *No water bill credit for Softscape option!*
- **FREE Slow the Flow irrigation audit required** after submitting “Final” photos.
  - Audit ON LY required for Participants with in-ground automatic sprinkler systems.
  - Audit provided to participating residents at no-cost.
  - If you are participating in both the Softscape and Hardscape options, then please schedule ONLY 1 appointment when both projects are complete (same deadline applies).
  - Participant is responsible for scheduling audit. Call **303-999-3824** to schedule appointment. Slow the Flow irrigation audit ***must be scheduled by or before 8/17/18.***
  - Slow the Flow irrigation audit ***must be completed by or before 9/7/18.***
- **Homeowners’ Association (HOA) Residents**
  - All participants that live within an HOA must receive a letter of approval from their HOA and submit it with this application.
- **Garden In A Box** – For approved Participants: one 200 sq. ft. Garden In A Box kit will be provided at no cost.
  - Participants can purchase supplementary Garden In A Box kits to replace turf-removed areas. Visit [conservationcenter.org/gardens](http://conservationcenter.org/gardens) to purchase. *Permitting availability.*
  - For participants removing more than 200 sq. ft. of turfgrass and not purchasing additional Garden In A Box kits, please be sure any supplementary plant material is Water-wise.
  - Visit the CSU Extension website for various Water-wise plant, shrub, tree and grass suggestions.
    - ✓ For Water-wise Ornamental Grasses: <http://extension.colostate.edu/topic-areas/yard-garden/ornamental-grasses-7-232/>
    - ✓ For Water-wise Ground Cover Plants: <http://extension.colostate.edu/topic-areas/yard-garden/xeriscaping-ground-cover-plants-7-230/>
    - ✓ For Water-wise Trees and Shrubs: <http://extension.colostate.edu/topic-areas/yard-garden/xeriscaping-trees-and-shrubs-7-229/>

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### APPLICATION CHECKLIST

- Completed and signed **Intake Form** (for Softscape Option).
  - Landscape design** - please sketch your landscape to the best of your abilities and mark the proposed replacement area(s) with the dimensions. Please be as accurate and clear as possible.
  - Time-stamped, current, color** photos of the area(s) where you plan to remove turf. Use time-stamp provided at seminar.
  - Recent copy of your **water bill**.
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## INTAKE FORM SUBMISSION PROCESS

- Email Intake Form, landscape design, “Before” photos and water bill to [rkolmakova@conservationcenter.org](mailto:rkolmakova@conservationcenter.org).
- It may take up to 10 business days to review your Intake Form.
- The Center for ReSource Conservation will email Participant with Intake Form status.
- Do not begin work on your landscape until you’ve received approval.

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### INTAKE FORM

#### APPLICANT INFORMATION:

1. Account Holder (Property Owner) First Name \*: \_\_\_\_\_ -  
\_\_\_\_\_
2. Account Holder (Property Owner) Last Name \*: \_\_\_\_\_ -  
\_\_\_\_\_
3. Primary Phone Number\*:  
\_\_\_\_\_
4. Primary Email\*:  
\_\_\_\_\_
5. How did you hear about the program?  
\_\_\_\_\_

#### APPLICANT MAILING ADDRESS:

Address\*:  
\_\_\_\_\_  
City\*: \_\_\_\_\_ ZIP\*:  
\_\_\_\_\_

#### PROJECT INFORMATION:

1. Lafayette Water Service Account Number\*:  
\_\_\_\_\_
2. What is the total area of your property *not including the physical structure of your home*?\* \_\_\_\_\_ sq. ft.
3. Property Type\*:
  - Single Family Home
  - Duplex/Triplex/Fourplex
  - Townhome
  - Mobile Home
4. Property Address\* (if different than mailing address)
  - Please check if Property Address is the same as the Mailing AddressAddress\*:  
\_\_\_\_\_

City\*: \_\_\_\_\_ ZIP\*:  
\_\_\_\_\_

**DESCRIBE AREA(S) OF PROPOSED WATER-EFFICIENT LANDSCAPE PROJECT:**

1. Is the proposed turf replacement area currently being irrigated and maintained?\* Yes/ No  
(circle one)

**STOP!**

**\*\*\* IF YOUR TURF IS NOT CURRENTLY BEING IRRIGATED AND MAINTAINED, THEN YOU'RE NOT ELIGIBLE TO PARTICIPATE IN THE TURF REMOVAL & REPLACEMENT PROGRAM AT THIS TIME.\*\*\***

2. What is the total area of turf being converted to softscape?\* \_\_\_\_\_  
\_\_\_\_\_ sq. ft.

3. Describe how the turf is currently being irrigated?\*

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4. Location\*: (Please check all that apply)

- Front Yard  
 Back Yard  
 Parkway  
 Other (please describe):

5. Type of irrigation system\*:

- In-ground automatic sprinkler system  
 Manual operation (i.e. hand watering, hose attachment, etc.)  
 Other (please describe):

6. What type of irrigation controller do you use? (Please check all that apply)

- Automatic Controller  
 Smart Controller  
 None  
 Other (please describe):

**SOFTSCAPE REPLACEMENT OPTIONS:**

Select desired replacement option(s)\*:

1. Please select ONE of the following FREE Xeric Gardens\*:  
 200 sq. ft. Full Sun Garden  
 200 sq. ft. Part Shade Garden
2. Do you want the FREE sprinkler to drip irrigation conversion kit?\*
- Yes, I want the free sprinkler to drip irrigation conversion kit.  
 No, I do not want the free sprinkler to drip irrigation conversion kit.
3. Visit [www.conservationcenter.org/gardens](http://www.conservationcenter.org/gardens) to purchase additional Softscape for your project.

## PROGRAM REQUIREMENTS

1. Participant must be a City of Lafayette Water Utility customer and named on the water account. Account must be in good standing with City of Lafayette Utility Billing. "In good-standing" means the owner of the water account is not in arrears at the time of this program.
2. Applications will be awarded on a first-come, first-served basis and only if all requirements of the program have been met.
3. Replacement area(s) must be covered with existing, live turf-grass being irrigated with potable water at the time the application is approved. Areas irrigated with well water are not eligible. Bare earth areas are not eligible.
4. For commercial, industrial or HOA Participants: Replacement area must be re-landscaped based on a design approved by City of Lafayette Public Works Department. Approval will be based on the Water-Wise Landscaping Best Practices Manual.
5. For HOA Participants: Participant must submit letter of approval from HOA with Intake Form.
6. Work may not be started until Participant is notified of application approval.
7. All Projects are subject to inspection. Participants will forfeit Program materials and rebates if they do not provide site access to the inspector in a timely manner, or if the Participant fails to resolve any significant compliance issues noted as a result of the inspection.
8. Participant accepts full and exclusive responsibility for any costs related to the Project, without recourse to the City of Lafayette or the Center for ReSource Conservation. Participant assumes all risk and liability for their Projects.
9. By participating in the Program, Participant waives and releases the City of Lafayette and the Center for ReSource Conservation from any and all claims and causes of action arising out of the replacement of turf and/or purchase, installation or use of the devices purchased in connection with this Program.
10. A Slow the Flow irrigation audit is required to ensure Program guidelines are properly fulfilled. Audit only required for Participants with an in-ground automatic sprinkler system. Audit must be scheduled by Friday, August 17<sup>th</sup>, 2018 and completed by Friday, September 7<sup>th</sup>, 2018. Please note, if you are participating in both the Softscape and Hardscape options, then please schedule only 1 appointment when both projects are complete (same deadline applies).
11. Participant is responsible for scheduling the FREE Slow the Flow irrigation audit. To schedule, call 303-999-3824.
12. The Affidavit of Lawful Presence as set forth in Title 24, Article 76.5 CRS is not required for this program as its purpose is not to provide assistance for personal or family needs i.e. a "public benefit" but to incentivize residents to conserve water by providing water utility bill rebates.

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## SIGNATURE REQUIRED

I, the undersigned, have read and understand the conditions of eligibility for this program as stated in the Program Requirements. The free material is conditioned upon my compliance with its terms and with the terms required by the City of Lafayette. I understand an inspection may be required by the Center for ReSource Conservation to verify proper installation of Softscape. I also understand by participating in the Program, I waive and release the City of Lafayette and the Center for ReSource Conservation from any and all claims and causes of action arising out of the replacement of turf and/or purchase, installation or use of the devices purchased in connection with this Program. The City of Lafayette and the Center for ReSource Conservation are not liable or responsible for any act or omission of any contractor whatsoever. The free material is subject to availability of funds and may be changed or discontinued without notice.

**HOMEOWNER MUST PRINT NAME, SIGN AND DATE:** I have read and agree to the program guidelines and conditions.

FULL NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TENANT MUST PRINT NAME, SIGN, OBTAIN LANDLORD SIGNATURE AND DATE**

**BELOW:** I acknowledge that I am the tenant of the address listed on this application; I agree to a visual inspection of the Softscape (if necessary); and I have received permission by my landlord to replace turf and install Softscape. I have read and agree to the program requirements and conditions.

TENANT FULL NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**LANDLORD (OWNER OF PROPERTY) MUST PRINT NAME, SIGN AND DATE:** I have read and agree to the program requirements and conditions and allow my tenant to replace at least 200 sq. ft. of turf with Softscape at my rental property at address indicated in this application.

LANDLORD FULL NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**Thank you for your interest in water conservation!**

Please be sure to thoroughly read this application. If you have any questions **after fully reviewing this form**, then call 303-999-3820 x222 or email [rkolmakova@conservationcenter.org](mailto:rkolmakova@conservationcenter.org).