

# Commercial Lawn to Garden Program Application

Long Beach **WATER**



The Long Beach Water Department (LBWD) offers an incentive for commercial and multi-family customers wanting to replace turf grass with drought tolerant plants. Properties with over 1,000 square feet are eligible for the Commercial Lawn to Garden Program. Properties under 1,000 square feet should apply under our residential Lawn to Garden program at: [www.lblawntogarden.com](http://www.lblawntogarden.com). Please contact (562) 570-2311 with any questions.

## Current commercial incentive amounts as of July 9th, 2015:

Commercial/Multi-Family Properties: \$1.00/square foot up to 25,000 square feet for a maximum incentive of \$25,000

Public Agency Properties: \$1.00/square foot up to 50,000 square feet for a maximum incentive of \$50,000

Follow these steps to qualify for the Commercial Lawn to Garden Program:

1. Scan a completed and signed application to [LawnToGarden@lbwater.org](mailto:LawnToGarden@lbwater.org) or mail to: Water Conservation, Long Beach Water Department, 1800 E. Wardlow Rd., Long Beach, CA 90807
2. Once the application is approved, customer will have 45 days to submit a design following all design requirements found on pages 3-4. LBWD will conduct a pre-inspection to ensure turf grass is still in place. If additional time is required for submitting a design please notify LBWD upon application submission.
3. Customer will receive notification of design approval and have 120 days to complete the project. If additional construction time is required please notify LBWD prior to design submittal.
4. Customer must notify LBWD when construction is completed and submit a signed W-9 tax form found at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. LBWD will conduct a second site visit to confirm installation and measure square footage.
5. Incentive check will be dispersed after post-inspection.

## 1. Mailing Information

Contact Person Name:

Street Address:

City:

State:

Zip Code:

Phone Number:

Email Address:

## 2. Installation Location Information (Use Information from the Most Recent Water Bill)

Name (on water account)\*:

10-Digit Water Account #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Street Address:

City:

State:

Zip Code:

Square Feet of Landscape to be Converted:

## 3. Acknowledgment of Terms and Conditions

I have read, understood, and agree to the terms, conditions, process guidelines and design requirements (pages 2-4) of the Commercial Lawn to Garden Program. I certify that the information on this application is true and correct. I acknowledge applications are processed in the order they are received by LBWD and funding is limited; therefore, the program is subject to termination without notice. However, once LBWD approves my application, its commit-

**Signature of Account  
Owner shown above:**

**Date:**

\* Incentive checks will be made out to the name on the water account.

Page 1 of 4

# Commercial Lawn to Garden Program Terms and Conditions

- “LBWD” refers to the Long Beach Water Department.
- “C-L2G” refers to the Beautiful Long Beach Commercial Lawn-to-Garden Incentive program.
- Only one C-L2G application may be approved on an annual basis per water account.
- “Property Owner” is the owner of the property (the lawn) that would be re-landscaped by the C-L2G program, or in the case when the property is owned by a corporation, “Property Owner” shall be the individual legally acting on behalf of the owner of the property. LBWD reserves the right to verify property ownership.
- If a C-L2G incentive payment is eventually made by LBWD, it can only be made payable to Property Owner.
  - Property Owner must sign and submit the C-L2G application.
  - As of July 9, 2015, the Current Incentive amounts that a Property Owner will receive are as follows:
    - \$1.00 per square foot up to 25,000 square feet for a total incentive of \$25,000 for commercial and multi-family customers converting turf areas larger than 1,000 square feet.
    - \$1.00 per square foot up to 50,000 square feet for a total incentive of \$50,000 for public agency customers converting turf areas larger than 1,000 square feet.
  - Property Owner has sole responsibility for any and all tax consequences resulting from Property Owner receiving the C-L2G payment, and will be issued a 1099-M at the end of the year in which the incentive was issued. This is a taxable incentive program, not a rebate.
  - Property Owner has sole responsibility for complying with all applicable laws, permits, ordinances, codes, policies, covenants, and conditions that may apply to performance of the lawn removal/landscape conversion project. For City of Long Beach building and permit information call (562) 570-6651. Those properties in historic districts may require special permits from the City and these permits are the sole responsibility of the Property Owner.
  - Property Owner has sole responsibility for the quality, appearance, and maintenance of the C-L2G landscape.
  - Property Owner shall make the property available to LBWD and/or its agents, in order (1) for LBWD to verify compliance with the C-L2G program, including but not limited to: the condition of the landscape prior to and after the C-L2G installation, the size (in square-feet) of the C-L2G landscape area, the efficiency of the new irrigation system; and (2) for LBWD to exercise its rights under the C-L2G program to use the design of the C-L2G landscaped area as well as descriptions of it, and before- and after-photos and videos of it, for the purpose of promoting drought tolerant landscapes
  - Any application containing inaccurate or misleading information will be disqualified from the C-L2G program and any and all commitments made by LBWD related to that application, including commitments to make C-L2G incentive payments, shall be automatically rescinded and rendered null and void.
  - Property Owner is limited to one application per water account on an annual basis.
  - Property Owner agrees to waive, release, relinquish and discharge LBWD, its officials and employees from all liability, loss, claims, demands, causes of action, and damage arising out of Property Owner’s participation in this Program.
- “Re-landscaped Area” refers to that part of the landscape, in square feet, which qualifies for and for which LBWD will pay the C-L2G Current Incentive. The Re-landscaped Area:
  - Only includes areas covered by living turf grass; the grass must be living when the landscape design is approved. (**Do not kill your lawn until your landscape design has been approved by LBWD**). Pre-existing projects are not eligible for the C-L2G incentive.
  - Must be on a property whose water service is provided by LBWD.
  - Must be greater than 1,000 square feet but less than 25,000 square feet for commercial or multi-family customers and 50,000 square feet for public agencies. (Actual re-landscaped area may be larger than 25,000 square feet or 50,000 square feet, but only the first 25,000 square feet for commercial properties and 50,000 square feet for public agencies are eligible for the C-L2G incentive.)
  - May only include areas easily accessible and viewable to the general public .
  - Must be re-landscaped based on a design approved by LBWD, which approval will be based on the “Design Requirements” document.
  - If, in its sole discretion, LBWD finds the re-landscaped area has not been properly maintained or if the landscape has been altered significantly from the approved design (for example: if turf grass is reintroduced), Property Owner, if he/she has not sold the property by that time, shall reimburse LBWD for the C-L2G payment as follows: 100% reimbursement if finding made in first 365-day period after payment; 80% reimbursement if finding made within 2nd 365 day period after payment; 60% if finding made within 3rd 365-day period after payment; 40% if finding made within 4th 365-day period after payment; and 20% if finding made within 5th 365-day period after payment.
  - LBWD will only pay the C-L2G Current Incentive based on the smallest of the following: the size of the project as shown in your application, the size shown in your design, or the size of the C-L2G project you actually build.

# Commercial Lawn to Garden Program Terms and Conditions

- Applications will be approved for funding in the order in which landscape designs are approved.
- In order for an application to be approved and for incentive payment to be made, the owner of the water account irrigating the C-L2G re-landscaped area must stay current on its City of Long Beach utility bill from the time of the application through the C-L2G payment and cannot be in violation of any LBWD water-use prohibitions during that period.
- The C-L2G incentive program and the Terms and Conditions set forth herein, the Process Guidelines on page 3 and the Design Requirements on page 4.

The Long Beach Water Department:

- Shall have the right to use the design of the Re-landscaped Area as well as before- and after-photos and videos of it, for the purpose of promoting drought tolerant landscapes. This promotion could be in the form of videos, print, web, or other venues.
- Shall have sole authority to resolve all disputes related to the C-L2G program, approval of applications, approval of landscape designs, and all other related matters relevant to the C-L2G program.
- Shall not be obligated to make, and will not make, C-L2G payments for that part of the approved square footage, when the size of the actual landscape installed is less than that approved and/or when some or all of the landscape actually installed differs, as determined by LBWD in its sole discretion, from the approved design. In other words, LBWD shall only pay for the square footage of the landscape actually installed that is congruent with the approved design, up to the maximum amount of square feet approved in the application.
- Certain information related to rebate and incentive payments made by LBWD to customers and contractors may be subject to the Freedom of Information Act. Information such as the name and address of applicants and the amount of the rebate or incentive received will be public information should a FOIA request for it be made.

## Commercial Lawn to Garden Process Guidelines

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### Step 1 Complete and Submit Your Application

The owner of the property to be re-landscaped must be the person that applies.

### Step 2 Design Your C-L2G Landscape

Soon after you apply we will notify you if your application has been accepted. If accepted, you will be given 45 days to complete and submit the design of your new landscape. If more time is required to submit the design, please let LBWD staff know when submitting your application. Your design must meet certain standards found on page 4.

The design may be submitted by email ([LawnToGarden@lbwater.org](mailto:LawnToGarden@lbwater.org)), fax (562-570-2306) or mail to:

ATTN: Water Conservation  
Long Beach Water Department  
1800 E. Wardlow  
Long Beach, CA 90807

We will notify you of your design approval usually within two weeks of receiving the landscape design.

### Step 3 Install Your C-L2G Landscape and Receive Your Incentive Payment!

You will have 120 calendar days after we send this notice of approval to complete the C-L2G installation and for us to receive notice from you that the installation is complete. If more time is required to complete construction, please notify LBWD staff prior to submitting your design.

Once we (LBWD) have documented to our satisfaction that you have met the requirements of the C-L2G program and that the landscape was constructed according to the C-L2G design we approved, we will provide the incentive payment to you in the form of a check made payable to the Property Owner. Payments will typically be made within approximately 60 calendar days of our being notified that the C-L2G installation is complete.

### Step 4 Maintain landscape

The C-L2G landscape must be maintained according to the requirements stated in the C-L2G terms and conditions found on pages 2-3.

# Commercial Lawn to Garden Program Design Requirements

The drawing can be done by a non-professional and by hand. Although the drawing does not have to be at a high level of detail, it should show enough detail to illustrate the overall project design.

**Your drawing must comply with the following:**

1. The top-right corner of each page you submit MUST include the street address of the project, so we are able to match your drawing with your application.
2. Your drawing MUST show exactly where the new landscape will be in relation to large, existing fixtures such as the street, sidewalk, pathways, buildings, etc. In addition to showing these large existing features, the drawing must provide the measurements (or size) of the area to be re-landscaped, in square feet. These measurements should add up to no more square feet than the number of square feet you entered on your application. If you are eventually approved for an Incentive payment, the payment cannot be for more landscape than was approved on your application.
3. Your drawing MUST label the plants that you will put in the new landscape, AND you must state if the plants are from the two websites listed below. If the full names of the plants will not fit on the drawing, feel free to use a code for the plants on the drawing, adding the associated plant names on a separate piece of paper. Only California-friendly plants may be installed as part of this landscape project. Two fantastic sites for selecting beautiful California-friendly plants are [www.sm.watersavingplants.com/sm.php](http://www.sm.watersavingplants.com/sm.php) and [www.bewaterwise.com](http://www.bewaterwise.com). These sites provide details on more than 1,500 different kinds of beautiful plants as well as virtual tours of beautiful landscapes and gardens. All plants on these two websites are acceptable plants, with the exception of turf-looking grasses. If you chose to install plants that are NOT on either of these two sites, the plants you choose MUST be pre-approved by the LBWD.

**Your Drawing MUST state: which option you will commit to:**

**Option 1:** That all the plants shown on your drawing are among the over 1,500 beautiful California-Friendly plants showcased on [www.sm.watersavingplants.com/sm.php](http://www.sm.watersavingplants.com/sm.php) and [www.bewaterwise.com](http://www.bewaterwise.com); or

**Option 2:** NOT all the plants on your drawing are showcased on these two website. If you choose Option #2, you MUST submit with the drawing printouts from the Water Use Classification of Landscape Species (WUCOLS) website (<http://www.wateright.org/wucols.asp>) showing that the plants are rated as "Low" or "Very Low" when grown in the South Coastal region.

4. Your drawing MUST show that plant material will cover at least 65% of the newly landscaped area. Your new landscape MUST be designed such that it can reasonably be assumed that at least 65-percent of the site will be covered with plant material by the time the plants are mature, or within two years, which ever is sooner. This "reasonable" assumption will be made at the sole discretion of LBWD. An example of what is NOT acceptable: a new landscape that is almost entirely graveled, containing few if any living plants.
5. 100% of the new landscape MUST be covered with materials such as plants, compost and mulch, and permeable "hardscape". Your new landscape MUST be installed such that 100% of the area will be covered with materials such as plants, mulch or permeable hardscape. Examples of permeable hardscape include pavers and brick set on a bed of sand, where no mortar or grout has been used. If not covered by permeable hardscape or plant material, your new landscape must be completely covered by at least a 2-inch layer of mulch. Acceptable mulch includes rock, compost, bark and other organic material. In other words, there can be no bare soil or installation of non-permeable (material water cannot easily penetrate) hardscape such as a concrete patio or walkway.
6. If you are re-landscaping a parkway, it must meet all of the requirements of the City of Long Beach Municipal Code (Chapter 21.42.050) Designing a landscape for your parkway can be especially challenging. We have provided a few tips here ([http://www.lblawntogarden.com/sites/default/files/Parkway\\_compliance\\_design.pdf](http://www.lblawntogarden.com/sites/default/files/Parkway_compliance_design.pdf)) to help you meet the requirements, and at the same time make your parkway the most beautiful one in the neighborhood. Compliance with the City of Long Beach Municipal Code Chapter 21.42.050 is one of the criteria for final approval and is your responsibility. You should read the applicable section of the code in its entirety by visiting: [https://www.municode.com/library/ca/long\\_beach/codes/municipal\\_code?nodeld=VOII\\_TIT21ZO\\_CH21.42LAST](https://www.municode.com/library/ca/long_beach/codes/municipal_code?nodeld=VOII_TIT21ZO_CH21.42LAST)
7. Your drawing must NOT include any turf grass, artificial or synthetic turf, or turf-looking grass. No turf grass, artificial or synthetic\* turf, or turf-looking grass (such as Buffalo Grass) is allowed in the newly landscaped site. Synthetic turf is allowed on qualified sports fields only and must be installed per industry standards. Description of installation must be submitted prior to approval of synthetic turf application, and proper installation will be verified at final inspection.