



Rebate payment cover sheet

- Rebate form** filled out.
- Completed **Homeowner - invoice cost breakdown**.
- Statement of rain garden function** is signed and attached.
- All relevant **receipts** attached.
- Completed W-9 form.

Name of payee: _____

Site Address: _____

Everett, WA Zip: _____

Mailing Address (if different than above): _____

City: _____ State: _____ Zip: _____

Amount to be paid: _____ (\$ 2,500 or less)

This section to be completed by city staff.

Authorized Approval _____ Date _____

THESE FORMS SHOULD ONLY BE COMPLETED ONCE RAIN GARDEN IS INSTALLED.

Rebate form

Name _____

Site address _____

Everett, WA Zip _____

Mailing address (if different): _____

City _____ State _____ Zip _____

Email address _____ Phone _____

Type of installation:

Rain Garden

Contributing area: _____ square feet

How many downspouts are directed to garden? _____

Size of rain garden: _____ square feet

Location of rain garden: _____

Total cost to install facility \$_____

By signing these forms I certify that I am the owner of the installation site, that the information I have provided is complete and accurate, that I will maintain and keep the installed system in good working order and that I grant the city permission to conduct site inspections of my stormwater facility at times that are mutually acceptable to me and the city.

Homeowner - invoice cost breakdown

Only items directly related to the function of a rain garden should be included on this invoice breakdown. No art or non-essential expense can qualify for reimbursement. Always ask if not sure. Feel free to use additional sheets, as needed. **Be sure to attach all receipts reflected below and include the tax in your totals.**

CATEGORY	DESCRIPTION OF CATEGORY	COST
MATERIALS	<i>Materials: drainage pipe, connections, adhesives, plants, bioretention soil, mulch, gravel/rock</i>	COST TOTALS
	MATERIALS TOTAL	\$
RENTALS	<i>Rentals: trailer, backhoe, tools (specify equipment)</i>	COST TOTALS
	RENTALS TOTAL	\$
LABOR*	<i>Labor: contractor invoices</i>	INVOICE TOTALS
	LABOR TOTAL	\$
FEES	<i>Fees: disposal of soil, brush or delivery fees</i>	COST TOTALS
	FEES TOTAL	\$
TOTAL	<i>Total of all attached receipt. Attached receipts total and invoice breakdown total should match.</i>	\$

*Labor costs can only be included if done by a contractor or someone with a business license.

Statement of rain garden function

In order to reduce excess stormwater flows to the combined sewer system and Puget Sound, rain garden systems must be designed to meet or exceed the Let it Rain program standards and constructed so they cause no harm to you or your neighbors. While city staff are able to check for minimum standards of primary importance to the city (such as sizing and appropriate setbacks), only you, the homeowner, live with your new rain garden on a daily basis. You are in the best position to evaluate whether your system is functioning as designed. Your evaluation of system function via this document ensures that our rate payers are getting the value of service we are funding through the Let it Rain rebate program and also ensures you have a functioning system before you submit your final application to receive your rebate.

Please follow the instructions below, sign and return this document with your application package.

IT IS YOUR RESPONSIBILITY TO EVALUATE AND CONFIRM TO THE CITY OF EVERETT THAT YOUR RAIN GARDEN SYSTEM IS FUNCTIONING PROPERLY. IF YOUR RAIN GARDEN IS NOT FUNCTIONING PROPERLY, NOTIFY THE CITY OF EVERETT. CALL 425-257-8800 OR EMAIL EverettPW@everettwa.gov

Rain Garden Systems

Ponding duration

Observe your rain garden during and after rain events. During summer or extended dry periods, use a hose to fill your rain garden to its ponding depth (up to the level of the overflow). Ponding is normal in a rain garden but in the absence of continuous rain the majority of your rain garden should drain over a 24-72 hour period after it stops raining.

Overflow conveyance

Observe your rain garden during large rain events or use a hose to simulate flows. Ensure that water leaving the rain garden discharges to the approved discharge location and not your neighbor's property or your basement.

The City of Everett will work with you to make sure your rain garden functions correctly. The City is not responsible for construction practices undertaken by a contractor that could cause the system to be nonfunctional. Examples would be the failure to test for soil infiltration, overly compacted soil or allowing silts or other fine materials to contaminate the bio-retention soils which could impede proper draining of a rain garden.

Certification:

I have observed my rain garden and its function and assert that it drains within a 24 -72 hour period and overflows to an approved discharge location.

PRINT NAME: _____

SIGNATURE _____ DATE _____