



## Steps to receive a rebate

### 1. Contact us.

The best way to start the process is to call us to learn more about the rebate program and how to qualify. Call 425-257-8992 or email [everettpw@everettwa.gov](mailto:everettpw@everettwa.gov).

### 2. Attend a rebate workshop.

The city offers a series of workshops to talk through the rain garden rebate process. These workshops are usually held in early spring. A workshop video is available on our website: [everettwa.gov/raingardens](http://everettwa.gov/raingardens)

### 3. Do site assessment and soil infiltration test.

After the workshop, homeowners will schedule a site assessment with the city and then perform a soil infiltration test. Be sure to confirm the location of existing utilities by calling 811 before site assessment. These steps should occur while the ground is wet.

### 4. City site approval for rain garden rebate program.

We require that your site be assessed and approved by city staff to qualify for the rain garden rebate program. This will occur during the application process.

### 5. Attend rain garden design intensive workshop or submit your design independently.

Work with rain garden design professionals to design and layout your garden. Design intensives are held in the spring. If you design your rain garden independently, submit your design along with your application by deadline.

### 6. Complete application and sign/notarize your site-specific maintenance agreement.

The application should include:

- application checklist
- soil infiltration test certification
- rain garden maintenance agreement
- sketch of rain garden & plant design

### 7. Schedule installation of rain garden.

You decide if you would like to hire a contractor or install the approved rain garden yourself. Be sure to inform the city when installation begins. For the rebate program, fall is the best time to install and plant a rain garden.

### 8. Schedule city staff to observe and inspect rain garden during installation.

After excavation of the soil, the city needs to observe the process. Once the rain garden installation is complete, the city will do a final inspection.

### 9. Submit Rebate paperwork.

The rebate paperwork will include:

- homeowner invoice breakdown
- all receipts & contractor invoices
- statement of rain garden function
- W-9 form

### 10. Maintain the rain garden.

The first three years of your rain garden will need the most care. The garden will then become less maintenance as plants get established. As part of the rebate, the city requires that you maintain the rain garden for a minimum of ten years after construction.