

CITY OF PALO ALTO

PERVIOUS PAVEMENT REBATE APPLICATION

Available for Residents and Businesses.



Pervious Pavement



CITY OF PALO ALTO / PUBLIC WORKS-WATERSHED PROTECTION

2501 EMBARCADERO WAY • PALO ALTO, CA 94303 • CITYOFPALOALTO.ORG/STORMWATER / 650.329.2122



Watershed Protection Group
2501 Embarcadero Way
Palo Alto, CA 94303
Attn: Stormwater Rebate Program

Phone: (650) 329-2122
cleanbay@cityofpaloalto.org
cityofpaloalto.org/stormwater
Last updated: 11/25/2020

STORMWATER REBATE TERMS & CONDITIONS

The Terms & Conditions detail the requirements of the applicants in the program. Applicants agree to these Terms & Conditions when submitting the application form.

1. **Property Owner and Tenant release the City of Palo Alto from, and assume all liability for, any losses, damages, injuries (including death), demands, claims, actions, or debts based upon or arising from participation in the Stormwater Rebate Program.**
2. **The City of Palo Alto reserves the right to change, modify or reduce rebate levels, as well as add or drop specific eligible measures at any time without prior notice.**
3. **City of Palo Alto disclaims any and all liability from any property damage or loss that may arise as a result of the applicant's or contractor's participation in this program.**
4. **City of Palo Alto shall not be responsible for claims regarding rebate amounts, program dates or guidelines made by contractors, retailers or other third parties. Final determination of rebate eligibility will be governed by the Terms and Conditions.**
5. **City of Palo Alto is neither responsible for items lost or delayed in the mail, nor any remittance delayed due to incorrect rebate applications. Incomplete applications cannot be processed and will be returned.**
6. **The Internal Revenue Service requires the City to issue an IRS Form 1099 (Miscellaneous Income) to rebate program participants receiving a total of \$600 or more in stormwater rebates from the City. This is only applicable to pervious pavement applicants who apply through the City's program.**

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STORMWATER REBATE APPLICATION CHECKLIST

The checklist is designed to help applicants navigate the application and approval process. Applicants do not need to submit the checklist. It is best to complete the checklist in order.

- ☐ **Read through and agree to the Terms and Conditions found on Page 1 of this applicant packet.**
- ☐ Determine if your pervious pavement installation requires any permits before installation. Pervious Pavement may require permits or further pre-approval if:
 - ☐ The project is on a commercial site.
 - ☐ The project is greater than 2,500 square feet.
 - ☐ To inquire about permitting, contact the City [Development Center](http://cityofpaloalto.org/development-center) at (650)-329-2496 and select Option 3 for Building Plan Check Team when prompted.
- ☐ Schedule and execute a consultation with a contractor about your property.
 - ☐ Decide which type of pervious pavement best suits your project based on your consultation.
 - ☐ Save any receipt or proof of payment for a contractor consultation.
 - ☐ Hire a contractor to install this stormwater measure. (This installation will occur after receiving the "Notice to Proceed" from the City.)
- ☐ Save receipts of any purchases made for the project including contracting services.
- ☐ Complete the application form (online or hard copy)
- ☐ Attach the following documents to the application.
 - ☐ Installation plans (*Blueprints or drawings of the installation property, any relevant property details*)
 - ☐ A copy of permit(s) approval from the Development Center (if applicable)
- ☐ Submit Application and documents listed above to the Watershed Protection Group (*mail or email*)
- ☐ The Watershed Protection Group will contact you to set up a pre-inspection of the site where the pervious pavement will be installed.
- ☐ Receive "Notice to Proceed" from the Watershed Protection Group if approved after the pre-installation inspection.
- ☐ Have your licensed contractor install your pervious pavement within 90 day of receiving the "Notice to Proceed".
 - ☐ Ensure that your contractor follows all City and state building codes for your pervious pavement installation.
- ☐ Contact Watershed Protection staff once the pervious pavement has been fully installed to set up a post-installation inspection.
- ☐ Receive approval after a post-installation inspection.
- ☐ Submit the following to the Watershed Protection Group (if not previously submitted):
 - ☐ IRS Form W-9 (*Request for Taxpayer Identification Number*)
 - ☐ Receipts (*scans or photos of receipts, itemized and labeled*)
- ☐ If approved, receive payment via USPS-delivered check within 6-8 weeks.

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REQUIREMENTS FOR A PERVIOUS PAVEMENT REBATE

When purchasing and installing pervious pavement, applicants should be mindful of these requirements. The installation must meet these standards in order to receive a rebate. If these requirements are not met, applicants will be deemed ineligible to receive a rebate.

1. Pervious Pavement must be considered one of the following:
 - a. Porous Asphalt
 - b. Pervious Concrete
 - c. Permeable Interlocking Concrete Pavers (PICP)
 - d. Grid Pavement
2. Pervious pavement must be installed by an experienced, licensed contractor.
3. Pervious pavement must be at least 100 square feet in size.
4. Pervious pavement must not impede window egress of safe passage for travel.
5. Pervious pavement must have appropriate permits if it meets any permitting criteria. Please contact the [Development Center](#) at (650) 329-2496 and select Option 3 for the Building Plan Check Team when prompted.
6. Pervious pavement must not be installed before a "Notice to Proceed" has been issued by the City. Rebates will not be processed until all supporting documents, including permits, have been received.
7. Pervious pavement must not be previously rebated under any other program, including, but not limited to, those outside of the City of Palo Alto.

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STORMWATER REBATE APPLICATION FORM

*** Applicants must receive "Notice to Proceed" prior to installation of their stormwater measures.**

Please fill out the information requested below. Attach supporting documents as required. Email or mail accepted.

Applicant Information

Applicant/Primary Contact: _____ Phone Number: _____

Address: _____ E-mail Address: _____

Zip Code: _____

Are you the property owner?

- ☐ Yes
☐ No

If not, what is your relation to the property owner? _____

Property Owner Name: _____ Property Owner Phone Number: _____
(If different than applicant) (If different than applicant)

Installation Information

Installation Address: _____

Size of Planned Project: _____ ft²

Project Attachments (*check all after completion, *must be submitted pre-installation*)

- ☐ *Any necessary permits (*see application checklist for more information*)
☐ *Installation plans (*Blue prints or drawings of the property and where the stormwater measure shall be installed*)
☐ Receipts (*itemized and labeled*)
☐ IRS Form W-9 (*Request for Taxpayer Identification Number*)

Brief Narrative Description of Project (purpose of the project, how it will be maintained etc.)

Product Data

Type of Pervious Pavement:

- ☐ Porous Asphalt
- ☐ Pervious Concrete
- ☐ Permeable Interlocking Concrete Pavers (PICP)
- ☐ Grid Pavement

Model/Brand: _____ Vendor: _____

Project Details

Estimated Project Cost (includes labor and materials): \$ _____

(If pervious pavement has not been purchased at the time of application, provide an estimation. Receipts for project costs can be submitted at a later date.)

Contractor Name and Company: _____

Contractor/Installer Phone Number/E-mail address: _____

Contractor License Number (CSLB Lic.): _____

Property Type (check one):

- ☐ Single-Family Residential
- ☐ Multi-Family Residential (2 or more units)
- ☐ Commercial
- ☐ Institutional

Commercial Construction Type (check one, if commercial property):

- ☐ New construction
- ☐ Remodel/Renovation

How did you learn about this program? _____

- ☐ I do not want City of Palo Alto to use my photos or rebate project information in their outreach material or on their website.

I have reviewed and agree to comply with the Terms and Conditions of the City of Palo Alto Stormwater Rebate Program listed on the reverse of this form. I have attached all the required supporting documents and assert that all of the information provided herewith is accurate and true.

Applicant Signature: _____ Date Signed: _____

Property Owner Signature: _____ Date Signed: _____

(If different than applicant)

For City Use Only

Application approved: Reviewer: _____ Date: _____

Installation inspected: Inspector: _____ Date: _____

Approved for rebate: Reviewer: _____ Date: _____