



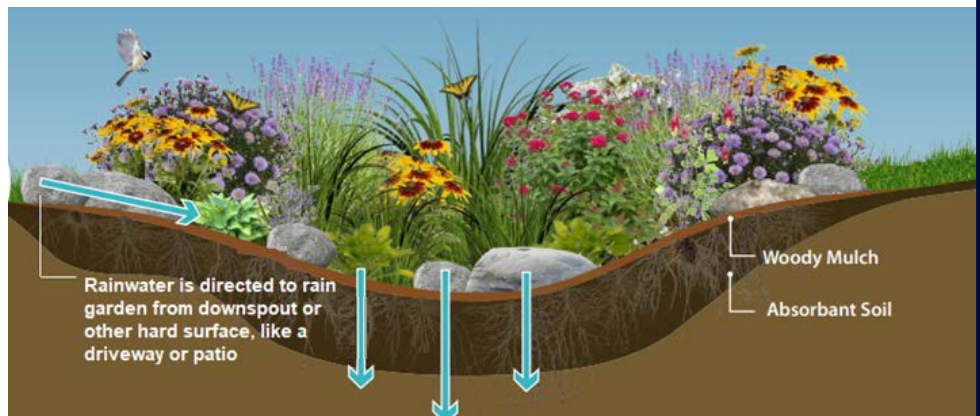
Overview & Application

The City of Shoreline's Soak It Up Rebate Program offers up to \$2,000 to private property owners to install rain gardens and convert lawn, hardscape, or invasive plants to native landscaping beds. We work with homeowners, commercial properties, schools, and churches! Rebates are offered on a first-come, first-served basis and only to eligible properties.

Schedule a site visit with City staff to determine if your property is eligible!
Visit shorelinewa.gov/soakitup or call (206) 801-2420.

Why offer these rebates? Rainwater runoff picks up what it touches, like vehicle fluid leaks, yard chemicals, and pet waste. This polluted water often flows into storm drains and directly into our natural waterways, like streams, lakes, and Puget Sound. When private properties build rain gardens or native landscaping beds, they help recreate a natural system that allows rainwater to soak into soils and slowly return to natural waterways. These gardens reduce water pollution and protect fish and wildlife.

A **Rain Garden** is a shallow bowl-shaped garden filled with absorbent soils and deeply rooting plants. Rain gardens use the same natural processes as native forests to filter out runoff pollution and reduce heavy flows and erosion in waterways.



Native Landscaping converts existing lawn, hardscape, or invasive plants to a bed of deeply tilled and amended soils filled with a mix of native plants. These gardens absorb rainwater more effectively than hardscapes and allow water to soak into the ground, which reduces heavy flows and erosion in our natural waterways.





Overview of Program Eligibility Requirements

- **A site consultation is required** to determine eligibility. Schedule one at shorelinewa.gov/soakitup or call (206) 801-2420
- **Rebates are only offered for new projects.** Projects that have already started or have been recently completed are not eligible.
- **Minimum project size is 400 square feet of contributing and/or converted area.**
 - Rain garden rebates are calculated using contributing area: the area of roof or hardscape that is directed to the rain garden.
 - Native landscaping rebates are calculated using converted area: the physical area converted from lawn, hardscape, or invasive plant to a deeply tilled and amended native landscaping bed.
 - Projects can combine multiple rain gardens and/or native landscaping beds to meet the 400 square foot minimum.
- **Projects must be outside the canopy (branches) of trees.** Both rain gardens and native landscaping rebates require deep earthwork that would harm critical roots found under the canopy of trees.
- **Projects must take place on property owner's private property.** City staff use the King County Parcel Viewer to determine property lines.
- **Both rain gardens and native landscaping beds require at least 50% native plants.** City staff can provide resources to find native plants varieties for your project. Native plants can include but cannot exclusively be meadow wildflowers and grasses. A mix of deeply rooting native plants that do not die back below ground (e.g., perennials, trees, shrubs, groundcovers) is required.
- **Both rain gardens and native landscapes must be mulched with 3-4 inches of wood chips** (arborist chips or shredded wood; not bark, other yard debris, or synthetic mulch products).
- **All construction requirements must be completed to secure a rebate.** This includes following appropriate setbacks for rain gardens, digging and/or tilling to required depths, amending soils, planting, and mulching. City staff help applicants understand what is required during the application process and will verify this work is complete during a post-construction site visit.
- **Property owners must sign a ten-year covenant agreeing to maintain the rain garden(s) or native landscaping bed(s). This maintenance covenant allows City staff to inspect gardens to ensure they are maintained.** Removal of a portion of the garden or failure to maintain can result in repayment of the rebate to the City. The covenant stays with the title of the property. If the property is sold, it is the responsibility of the new property owner to maintain the garden for the duration of the covenant agreement.



Application Process

- **Schedule a site consultation to determine if your property is eligible.** City staff will discuss your ideas and eligible options for your property.

Website: www.shorelinewa.gov/soakitup

Phone: 206-801-2420

- **Submit an application.** Return completed applications to clovelace@shorelinewa.gov or send a hard copy to Shoreline City Hall, Attn: Christie Lovelace, 17500 Midvale AVE N., Shoreline, WA 98133. Please include:

Rain Garden	Application	Site plan	Plant list	Rain Garden Worksheet
Native Landscaping Bed	Application	Site plan	Plant list	

- **Wait for project approval.** City staff will review your application and either (1) request additional information or revisions or (2) send email approval. Do not begin earthwork (digging rain garden or removing lawn/hardscape/invasive plants) until you receive project approval from City staff.
- **Begin and complete project.**
 - Completed project must reflect the project outlined in the approved application and follow construction guidelines outlined in the program overview (this document) and the Rain Garden Handbook. Project changes can be allowed, but approval is needed by City staff. Reach out to City staff before modifying approved project.
 - Applicants have one year to complete the project. Extensions may be possible. Contact City staff as soon as you think you may need an extension to request one.
- **Request a post-construction inspection.** City staff will inspect the completed garden(s) and ensure it matches the approved applications and passes all construction criteria. Failure to install garden(s) that reflect the approved application and meet the required construction criteria may result in a reduced rebate or no rebate. This is rare and City staff will work with property owner to correct issue if one has arisen.
- **Covenant signing.** After a successful post-construction inspection, City staff will schedule a covenant signing at City Hall with the City notary at no-cost. All property owners on title must be present and sign the covenant. A W-9 will be completed at this time. The rebate is considered taxable income.
- **Rebate check issued.** Upon covenant signing and W-9 submittal, a rebate check will be mailed to the property owner. Please allow 3-6 weeks for rebate check to arrive.



Rain Garden Construction Requirements

Rain garden design, construction, and maintenance must follow the step-by-step instructions presented in the Rain Garden Handbook for Western Washington and any guidance provided by City staff.

- A physical copy of the handbook is available by request.
- An electronic copy of the handbook is available at shorelinewa.gov/soakitup

Rain garden design is site specific. City staff are available to help you plan out your rain garden design, if support is wanted or needed.

Rain gardens must be planted with at least 50% native plants and should follow recommendations in the Rain Garden Handbook for Western Washington.

Flexible PVC pipe for the inlet is not permitted. Hard PVC pipe or a river rock-lined trench is standard. For other inlet materials and designs, City staff will need to review and approve.

Rain gardens must be topped with 4 inches of woody mulch. Pull mulch back from the base of woody tree and shrub trunks to prevent disease and rot. Plastic sheeting and herbicides for weed control is prohibited.





Native Landscaping Construction Requirements

Native Landscaping design, construction, and maintenance must follow the following steps and any guidance provided by City staff.

1. **Remove grass, hardscape, or invasive plant from rebate area**
 - a. Grass Removal Options
 - Use sod removal tool and dispose of grass
 - Sheet mulch grass with cardboard and mulch to kill grass. Takes about 6 months.
 - b. Hardscape removal includes removing gravel that may be beneath old patios, walkways, and driveways.
 - c. Invasive plants should be removed with physical methods. Herbicides are not permitted. King County Noxious Weeds provides guides for removing different types of invasive plants.
2. **Call 811 and have all utilities marked.** Use extreme caution when working near utility lines.
3. **Till soil at least 5-8 inches deep.** If you reach compact subsoils, scarify the compacted subsoils.
4. **Mix in at least 3 inches of compost to the freshly tilled soil layer.**
 - a. If compact subsoils are shallow (less than 5 inches), add more compost. A total uncompacted (tilled and amended with compost) layer of 8 inches is required.
5. **Plant with at least 50% native plants.**
6. **Top garden with at least 4 inches of woody mulch.** Pull mulch back from the base of woody tree and shrub trunks.
 - a. Plastic sheeting is prohibited.
 - b. Woody mulch can be arborist chips or shredded woody mulch. Not permitted: synthetic products (e.g., dyed bark, plastic mulch), bark only, or other garden debris (e.g., grass clippings, leaves).





Program Application

APPLICANT INFORMATION

Property Owner Name(s): _____

Address: _____

Phone: _____

Email Address: _____

REBATE INFORMATION

Type of Installation:	Contributing/Converted Area (min 400 sf/ max 800 sf)	Rebate Rate	Rebate Request (\$1,000 - \$2,000)
<input type="checkbox"/> Rain Garden	_____ square feet	x \$2.50/sq ft	\$ _____
<input type="checkbox"/> Native Vegetation Landscaping	_____ square feet	x \$2.50/sq ft	\$ _____

INSTALLATION

_____ Do it yourself _____ Contractor Contractor Name: _____

PROJECT DETAILS

Describe the project location, sun exposure, soil mix, and mulch type. Describe any unique elements required by City (e.g., overflow into buried infiltration trench).

Please verify the following for rain garden projects:

- I will register my rain garden at 12000raingardens.org

By signing this form, I certify that I am the owner of the installation site; the information I have provided is complete and accurate; I will maintain and keep the installed system in good working order for a minimum of ten (10) years; and I grant the City of Shoreline (City) permission to conduct site inspections of my installed project at times that are mutually acceptable to me and the City.

Signature

Date



Rain Garden Calculator

Refer to the Rain Garden Handbook for Western Washington (shorelinewa.gov/soakitup) for complete soil testing (pg. 15) and rain garden sizing (pg. 18) instructions.

1. Dig test hole (2 feet deep)
2. Evaluate soil texture
3. Determine desired ponding depth
4. Fill the hole with water and observe drainage rate. Number of tests is dependent on the month that it is administered.
 - December - April: Test once
 - May - November: Test 3 times consecutively (same day), and use the 3rd test as your drainage rate

Sizing Calculations		
Soil drainage rate	_____ inches per hr	Per test described on pages 15-17
Contributing area	_____ SF	As calculated in the example on page 19. Can use King County Parcel Viewer's Advanced tools to measure contributing area: https://gismaps.kingcounty.gov/parcelviewer2/ . City staff available to help measure.
Desired ponding depth	_____ inches	Based on installer's preference. 6-12 inches.
Desired performance level	<u>BEST</u> _____	Based on City's preference. In some cases, "Better" is permitted. Check with City staff.
Rainfall region	<u>Region 2, Shoreline, WA</u>	Based on map on page 22
Sizing factor	_____ %	Use the sizing chart on page 21
Soil texture	_____	Sandy, silty, or clay-like? See page 15-16
Results		
Required size of top surface of ponding area	_____ SF	Multiply contributing area by sizing factor
Design dimensions for top surface of ponding area	____' Width x ____' Length	Dimensions that fit in available space and based on installer's preference
Overflow containment area	____' Width x ____' Length	Calculated by adding 1 foot horizontal to all sides for the 6-inch vertical depth required on a 2:1 slope. See page 24



Site Plan Instructions

Design sketches shall include:

- **Either:**
 - a scale drawing (1/4 in = 1 ft OR, 1/8 in = 1 ft, OR 1 in = 10 ft) **or**
 - perimeter measurements of rebate areas labeled and area measured
- Distance from structures with foundation
- Location descriptors (i.e., front, back, side yard) and/or cardinal measurements
- Location of plants in the garden

Site Plan will ultimately be included in the covenant paperwork and must meet King County Recorder's Office Standards:

- 1" margins around entire document
- 12 point font or higher
- Legible handwriting (if not typed)
- Recommend using letters or numbers to represent plants that correspond with a key (see example below). This tends to be more legible than hand-drawn symbols or attempting to write the plant name out.
- Include plant key on separate page

Planting Key

1. Slough sedge (native)
2. Lady fern (native)
3. Globe thistle
4. English lavender
5. Red osier dogwood (native)
6. Vine maple (native)

