



Grass Replacement Incentive Program (GRIP)

Large Property Manual



AURORA
WATER

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- 6A. Upload a completed W-9 form in “Step 6: Submit your photos and W-9 form” of your application.
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- 6C. Click the “Submit” button under “Step 6: Submit your Photos and W-9 Form” in your application.

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- 7A. Wait for a confirmation email that the rebate has been processed, typically 4 to 6 weeks after you complete Step 6.
- 7B. Receive your rebate check in the mail, typically 4 to 6 weeks after staff send the confirmation email.

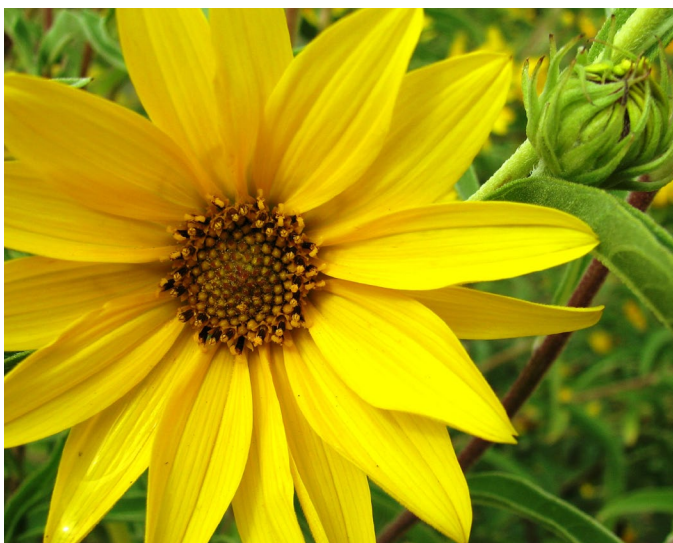
Step 1: Read the program description

1A. What is the Grass Replacement Incentive Program?

The Grass Replacement Incentive Program (GRIP) offers large property (commercial, multi-family, homeowner association, industrial and institutional) customers a financial incentive to replace high-water-use grass with water-wise landscaping. The new landscape must include drought-tolerant plant species that are well-suited to our local climate and conserve water.

The GRIP rebate is a dollar amount based on the project area's square footage. The amounts are as follows.

- \$3 per square foot for a traditional water-wise landscape, which combines low-water shrubs, perennials and ornamental grasses with mulch and a landscape feature (if applicable – see Step 3A and 4B).
- \$0.50 per square foot for a water-wise grass landscape using warm-season native or low-water grass.



GRIP rebates for large properties do not have a maximum. Rather, the project scope must be discussed in advance and a maximum amount will be determined by Aurora Water staff. All rebates that exceed \$5,000 (1,667 sq ft for traditional or 10,000 sq ft for water-wise grass) must sign an allocation agreement. See Step 2E for full details.

GRIP projects must be at least 500 square feet. Aurora Water staff will confirm the measurements and finalize the square footage for the eligible project area. Staff confirm the project area using ArcGIS in [the GRIP Project Measurement Tool](#) and round up to the nearest square foot.

Participants must meet all program requirements to qualify for the rebate. The GRIP rebate is issued as a single payment via check to the customer participant and is sent to the address listed on the W-9 form.

1B. Is the property eligible for GRIP?

Aurora Water staff must approve all projects and plans **before** work begins. Participants in the program must understand and adhere to the following:

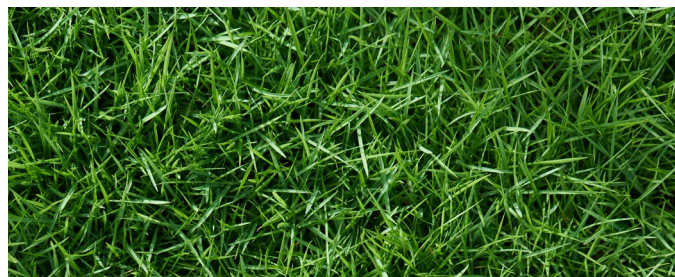
- Eligible project areas must be currently covered with maintained grass. The water-wise landscape must meet specific criteria outlined in Step 3 to qualify. Please note that any plants or other materials installed outside the designated project area are not eligible.
- Areas that contain significant patches of weeds, bare soil or other materials do not qualify.

1C. When can I apply?

The period to start a new application is open twice each year from March 1 through July 1 and again November 1 through January 1. Once started, applications can be finalized at any time. There is no project completion deadline for large properties, however it is recommended that projects be completed within 6 months of applying, as rebate rules are subject to change.

1D. If the property is approved to participate, when can we start replacing the grass?

- Do not remove grass or install new features until your project design and plant list calculators are approved (see Step 3). **If grass is removed or new features are installed in your project area before approval, you will not be eligible for the rebate. Rebates are not retroactive.**
- All projects must meet the requirements in the current version of the [City's Unified Development Ordinance \(UDO\)](#).
- A design and plant list calculator must be submitted according to the requirements outlined in Step 3 in this manual. The GRIP manager must approve the project before beginning work. All projects must be installed according to the approved design and plant list calculator.
- Project areas replaced with built structures (e.g., raised patios, decks, garages, etc.) or impervious surfaces (e.g., patios, artificial turf, etc.) are not eligible for a rebate. Exclude these grass areas from your measurements to avoid program disqualification and processing delays.
- All installation requirements are met as listed in Step 3.
- All large property participants are required to enroll in the [large property watering variance program](#). For more information, review the variance program guidelines.



1E. What is an allocation agreement?

Large property (commercial, multi-family, homeowner association, industrial and institutional) customers using GRIP for large projects may sign an allocation agreement to receive a larger rebate. The property benefits from greater financial support and the city of Aurora benefits by ensuring the property will either conserve water or pay back the rebate.

Allocation agreements create a new, permanent annual water billing allocation for each meter supplying the property's irrigation. The new allocation is based on the carefully calculated water needs of the new landscape.

See Step 2E for full details.

Step 2: Apply and review allocation agreement option

2A: Complete the following before applying.

1. Sign up for the Variance Program.

- ▶ Participation in GRIP requires enrollment in the [large property watering variance program](#).
- ▶ Your first water usage report email may take several weeks.

2. Turn off your pop-up blocker to access crucial links in the GRIP application.

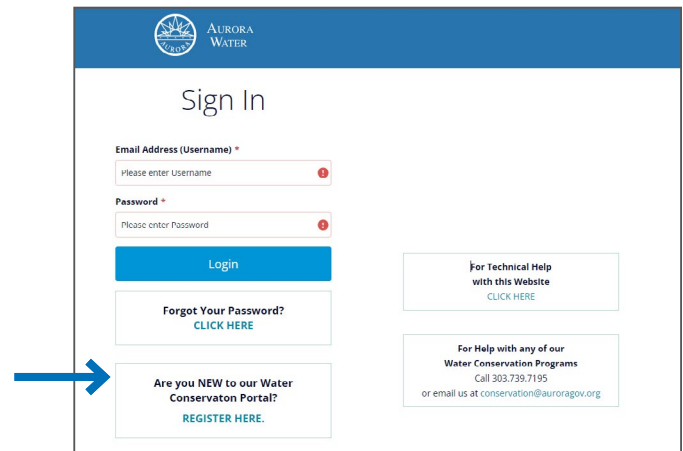
- ▶ If you do not know how to turn off your pop-up blocker, do an internet search for “Disable the pop-up blocker.”
- ▶ Instructions may differ slightly depending on your browser (Google Chrome, Microsoft Edge, Safari, etc.)

3. Add no_reply@conservetrack.com as a trusted email contact to receive emails about your application status and rebate.

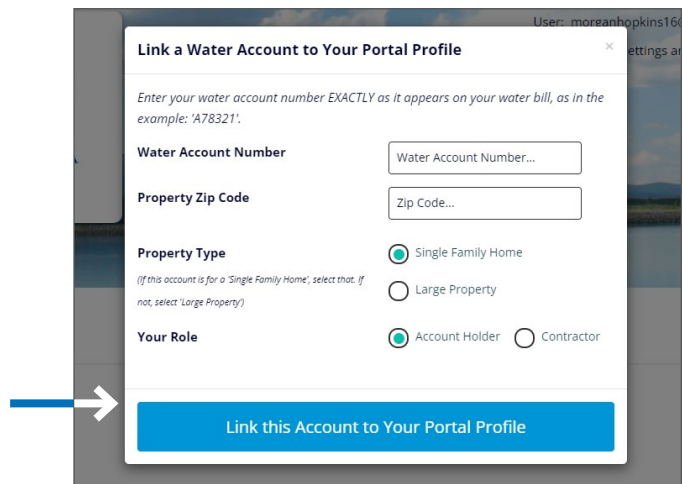
4. Create an Aurora Water [conservation portal](#) account to start your GRIP application. This is separate from the Aurora Water billing system portal, so a new account registration is required.

- ▶ The account creation and application process should be completed and maintained by an owner, property manager, HOA representative, board member, etc. The application process should not be completed by a landscape contractor or unauthorized property representative.

- ▶ On the login page, click the “register here” link. Complete the registration, then click the “Submit” button.



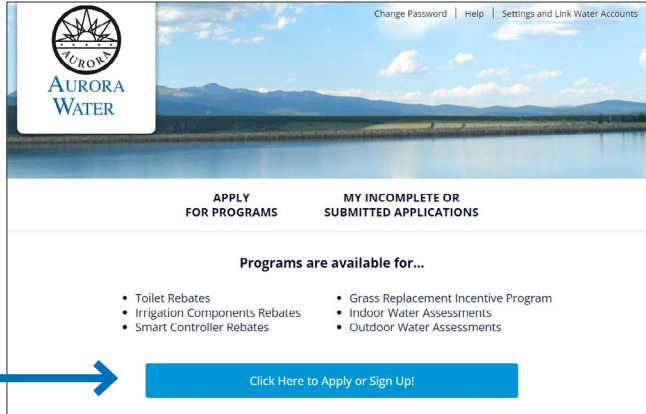
- ▶ Link your water account to your portal profile.



- 5. Measure your project area using [the GRIP project measurement tool](#) (see Step 1B for project area criteria) or find the measurement on your professional landscape plan.
- 6. Submit one application per project area. However, if your property has multiple small projects, consult with the program manager.

2B: Complete step 1 of the application.

1. Click the “Click here to apply or sign up!” button on the portal homepage and select the “Grass Replacement Incentive Program.” Please note that you will not see all the steps in the application when you first apply, as the application “unlocks” as you move through the various program.



2. A new application will appear in your portal under the “My incomplete or submitted applications” tab. Complete “Step 1: Read the program description in the GRIP manual.”

2C: Complete “Step 2: Initial application instructions.”

1. Enter the total square footage of the eligible project area from [the GRIP project measurement tool](#) or from your professional landscape plan. Do not include any portion of your property that is not currently grass.
2. Enter a brief description of your project.
3. Under “which part of your yard will you replace?” **click** the checkbox that indicates the area is a “Large Property.”

4. Read and acknowledge the program participation statements by clicking the check boxes.

5. Upload three to five clear and recent photos of your project area following the requirements below:

- Show different angles of the grass area you plan to convert to a water-wise landscape. Do not send photos of grass covered in snow, leaves, etc.



- The grass may be dormant but must be healthy. **Dead grass, weeds, bare soil, etc. do not qualify for this program.**
- File types must be PDF, PNG or JPG. **HEIC files are not accepted.**

6. Click the “Submit Initial Application” button.

2D: Wait for your application to be approved.

- Aurora Water staff will review your submissions and email you a determination of the project's eligibility and the approved project area.
- **Do not begin any work, including grass removal.** Aurora Water staff must approve eligibility, design and plant list calculator first (see Step 3).
- Check your email (including spam/junk) for the eligibility determination. Keep your login details handy for future steps.



2E. If applicable, begin the allocation agreement rebate process.

Any large property that wishes to receive more than \$5,000 can do so by signing an allocation agreement.

Allocation agreements create a new permanent billing allocation for each meter supplying the property's irrigation. The allocation agreement creates an allocation based on the water needs of the property's landscape type(s):

- 17.5 gallons per square foot for turf
- 9.5 gallons per square foot for water-wise shrub/perennial beds and native grass areas

Usage up to 100% of the billing allocation will be billed at the tier 1 rate. If usage exceeds the allocation, usage will be charged at the capital recovery rate, which is higher than the tier 2 rate.

The allocation is intended to hold the property responsible for meeting water efficiency standards, otherwise it will gradually reimburse Aurora Water for the rebate provided. Tier rates and capital recovery fees are subject to change along with other Aurora Water rate/fee schedules.

Properties will have two irrigation seasons to implement the project. The implementation period is intended for establishing plants, repairing irrigation systems and/or adjusting smart controllers to improve efficiency. The new permanent billing allocation(s) will go into effect on Jan. 1 after the second irrigation season.

Example: if a project is installed in May 2025, the 2025 and 2026 irrigation seasons count as the implementation period and new allocations would go into effect on Jan. 1, 2027.

Properties may apply for an allocation agreement rebate at any time throughout the year, however Aurora Water encourages project installation to occur early in the irrigation season to maximize the time before the new allocation is in place.



Allocation agreement process

1. Aurora Water Conservation staff requires up to 60 days to produce a map of the property's landscape (including measurements of turf grass and bed areas) and a water savings estimate.
 - ▶ During this time, we recommend you ask landscape contractors to provide a map defining the landscape areas irrigated by each individual meter on the property.
 - ▶ If you have a looped irrigation system, include all the landscape covered by the looped portion of the system. This map can be refined over the two-year implementation period if needed.
2. The property's owners or board must review the map, estimated cost, potential savings and rebate amount. We strongly recommend inviting your property's staff to review the allocation rebate and estimates with property stakeholders to avoid any confusion before committing to the project.
3. Submit the finalized map of meter coverage boundaries to Aurora Water Conservation staff.
4. Staff will provide the property with the draft allocation, usage history and savings estimate for each meter. Discussion is welcome.
5. Sign and notarize the final allocation agreement (we recommend the board president as the signatory).
6. After installation, the property has two irrigation seasons to optimize water savings, including:
 - ▶ Reviewing and editing landscape/irrigation coverage maps.
 - ▶ Establishing plant material.
 - ▶ Repairing irrigation systems and adjusting smart controller settings.

If mapping is edited during the implementation period, a new allocation agreement must be drafted, signed and notarized. If no edits are made, the existing allocation agreements go into effect Jan. 1 following the end of the second irrigation season. Work with Aurora Water Conservation staff as necessary during this process.



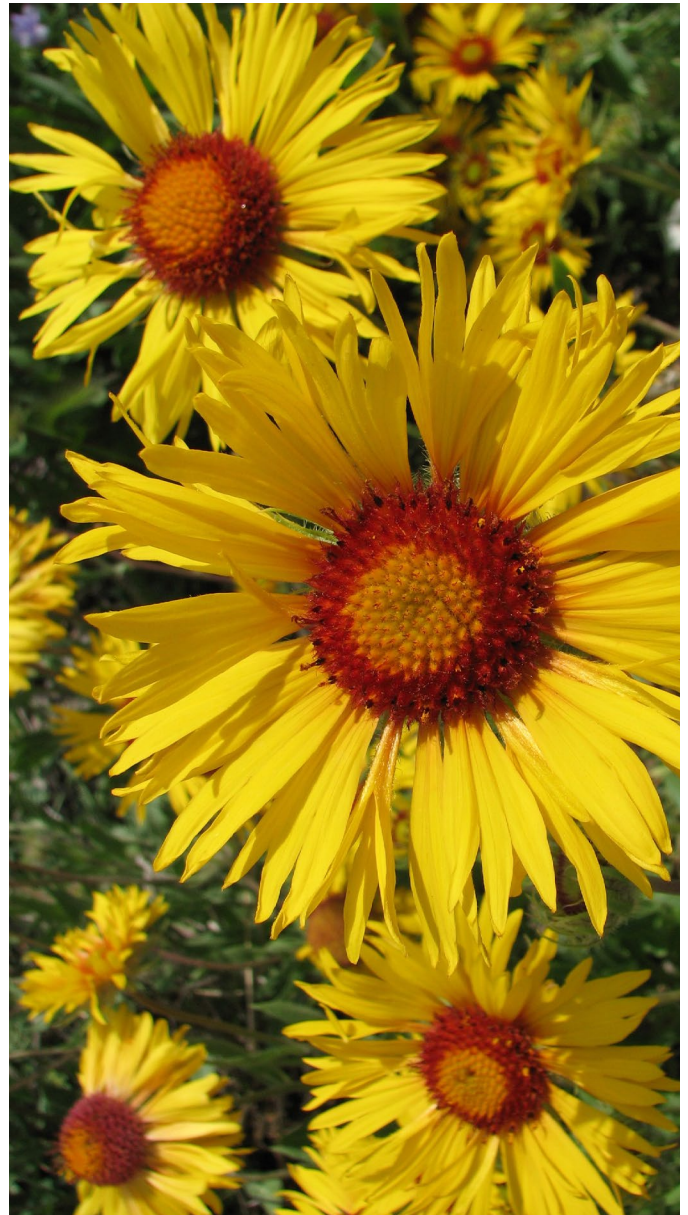
Step 3: Create your design and plant list calculator and submit for approval

All GRIP participants must have a landscape design and plant list calculator file uploaded and approved in the application **before** beginning demolition or installation. This approval confirms that the project design meets the program and the city of Aurora's [Unified Development Ordinance](#) (UDO) landscape requirements. Your project design and plant list calculator files must include a landscape feature (see below for details) for areas visible from a public right-of-way and meet plant coverage requirements based on location of the project area.

The city of Aurora's Planning Department may need to update your property's site plan. The program manager will connect you with the Planning Department to discuss if your property's site plan must be updated with a mylar change or site plan amendment. See Step 3D for details.

3A. Upload a landscape design. Choose from one of the options below.

1. Hire a certified landscape architect or a landscape designer to create a design that meets GRIP and city code requirements, and choose plants from the large property plant list calculator.
2. For small projects at non-profit agencies and HOAs only: Request a free design from our [landscape design program](#). The maximum size of the design area is 7,500 square feet. Aurora Water Conservation staff will complete the design and plant list calculator in alignment with all GRIP and city code requirements.



Design requirements:

- Landscape features are required in all Category 1 areas (highly visible entries and areas that face primary streets), excluding curbsides and native grass landscapes. Select one of the following:
 - ▶ Three boulders minimum size 2'x2'x2'
 - ▶ Rock wall with height 1'-2.5' and minimum of 10' long
 - ▶ Berm with max height of 2.5', maximum slope of 1:4
- Two types of mulch are required. Mulches may be organic (wood mulch) or inorganic (rock mulch). White rock, lava rock, and recycled products such as ground rubber or crushed concrete are not permitted.
- Incorporate the correct number of shrubs or shrub-equivalents as determined by the plant list calculator (see Step 3B).
- Utility boxes and meters must have a 3' buffer free of plants/features to ensure access to them.



Drawing standards and requirements:

- Designs must be to-scale (typically 1":8', 1":10' or 1":16').
- Plants are drawn to at least 75% of their mature size (e.g., if a plant's mature size is 10' diameter, it is drawn to at least 7.5' diameter).
- New and existing trees are drawn to at least 75% of their mature size.

Legend includes:

- Customer name
- Customer property address
- North arrow
- Numerical scale (typically 1":8' or 1":10' or 1":16')
- Graphical scale that shows the scale visually

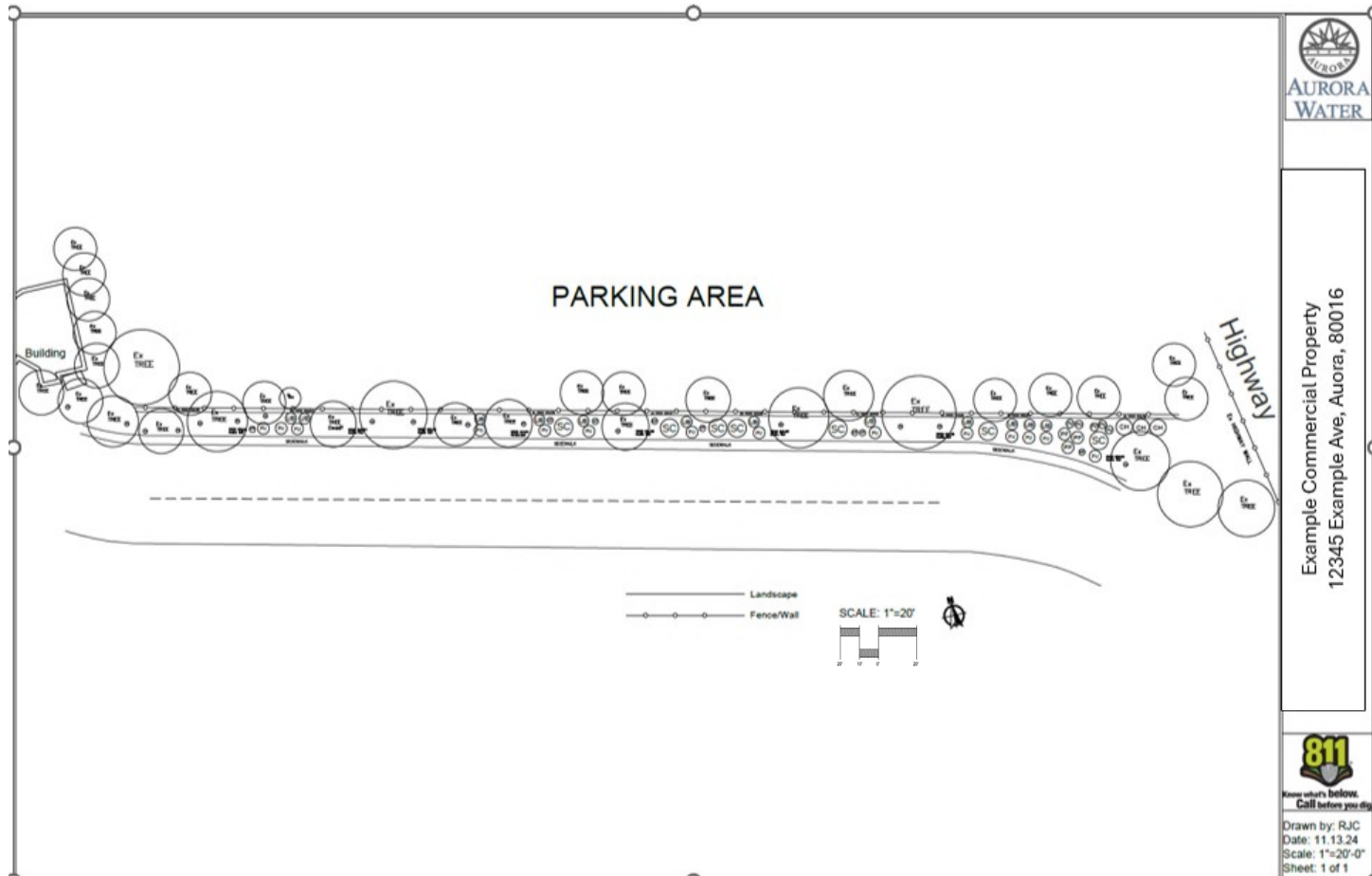


Labels:

- All plants, both new and existing (existing plants are labeled "ex"). Plant labels must match those in the plant list calculator.
- All landscape features
- Mulch types and colors
- Remaining turf and bed areas
- Traffic signs, poles and devices
- Utility boxes and meters



Design Example



Note: Designs for corner areas must be reviewed by the Public Works Traffic Division to ensure plants and landscape features adhere to “sight triangle” visibility for adjacent roadways per the city of Aurora roadway design and construction specifications. Staff will notify the applicant if any components obstruct sight visibility and thus require modification. Please discuss any questions with the program manager. The Planning Department may require additional plan details (see the city of Aurora [Unified Development Ordinance](#)).

3B. Upload a large property plant list calculator for your project area.

Regardless of who creates the design, the plant list calculator must be used for all new plant material in your project area(s). It must be uploaded to the application with the design.

- The calculator is required, as it calculates the minimum quantity of plants needed in your project to meet the plant coverage requirements of GRIP and city landscape code. Large property projects have two different categories for plant material requirements depending on where the project is located:
 - ▶ **Category one:** highly visible entries and areas that face primary streets
Project square footage x 0.025 = number of shrubs or shrub equivalents per 40 square feet
 - ▶ **Category two:** areas internal to the site/community or areas facing non-primary streets (e.g. medians or along private roads)
Project square footage x 0.016 = number of shrubs or shrub equivalents per 60 square feet
- A shrub equivalent is one shrub, three ornamental grasses or three perennials.

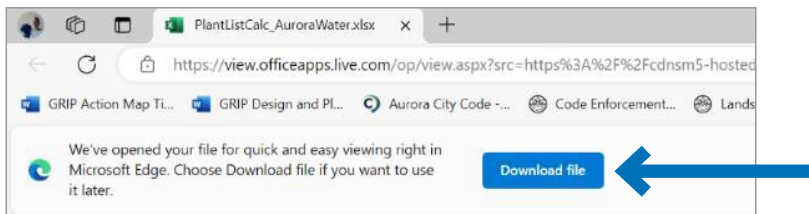


- The plant list calculator should exclude existing plant material except for the trunk width of existing trees.
- If you are interested in substituting plants in the original design, please use the Messages section of your application to contact us.
 - ▶ The program manager will provide a list of suitable options for plant substitutions.
 - ▶ Once the changes are approved, you will be required to upload your revised design and plant list calculator(s) into your application.

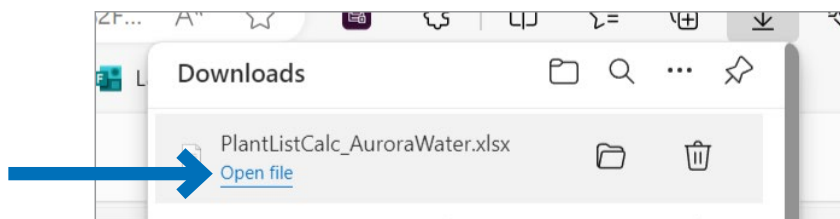
Use the plant list calculator instructions on the following pages to ensure you have followed all requirements.

Access the Plant List Calculator:

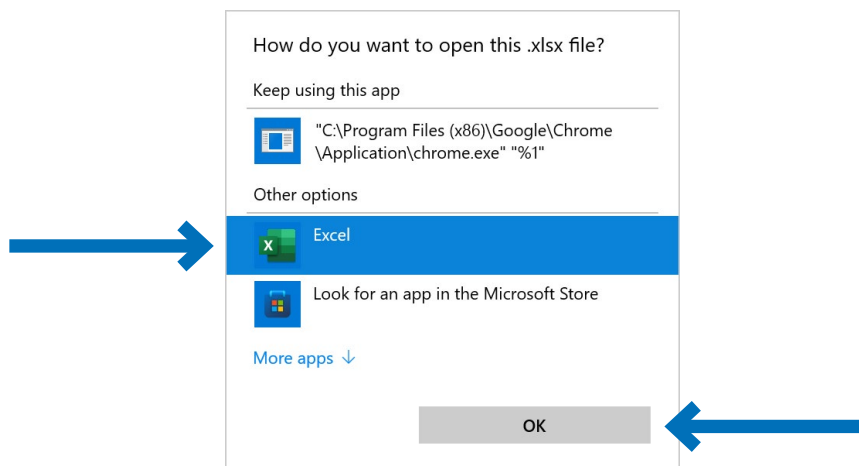
1. Click the [Non-Residential Plant List Calculator](#) link in this manual or on the [GRIP website](#).
2. When the plant list calculator opens in your web browser, click the **“Download file”** button, as shown with an arrow in the image below. This may look slightly different depending on the web browser.



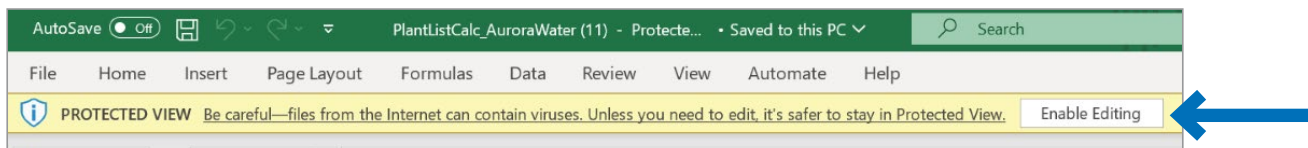
3. When the **“Downloads”** menu pops up, click the **“Open file”** link, as shown with a blue arrow in the image below.



4. You may see a window pop up asking how you want to open the file. If you see this window, similar to the image below, select **“Excel”** and click the **“OK”** button.

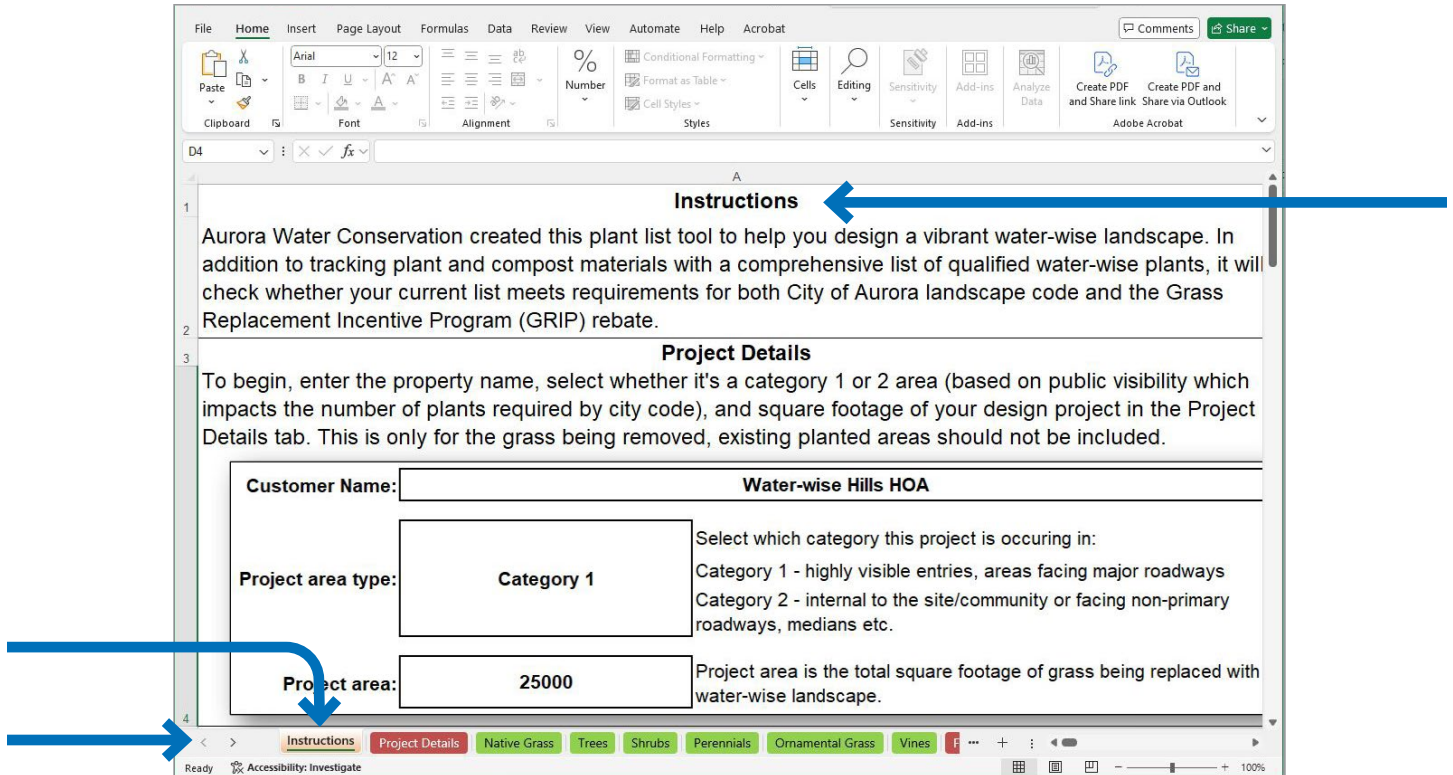


5. When the Excel file opens, click the **“Enable Editing”** button.



Use the Plant List Calculator

- When the Excel file opens, make sure that you are on the **“Instructions”** tab. If you do not see the **“Instructions”** tab across the bottom of the window, **scroll to the left using the arrows at the bottom left of the screen.**



- Read the **“Instructions”** tab and follow the instructions in the order in which they are listed:
 - ▶ Project Details
 - ▶ GRIP and City Code Requirements
 - ▶ Selecting Plants
 - ▶ Estimated Compost Volume
 - ▶ Finalize and Save Your Plant List as a PDF

Remember to select the appropriate plant material requirement category for your project area. Category one is for highly visible entries and areas that face primary streets. Category two is for areas internal to the site/ community and areas facing non-primary streets (e.g. medians or along private roads). Review Step 3B for full details.

- Check to make sure that the “Final Plant List” tab shows that the **“Remaining Plants Needed” field is less than or equal to zero**. If this field shows a number greater than zero, then you still need to add more plants to meet the GRIP requirements.



Name:	Example Commercial Property
Address:	12345 Example Avenue
Project area (sq. ft.):	1860
Total number of plants needed:	140
Remaining plants needed:	46
Estimated compost volume (cubic feet):	17



Name:	Example Commercial Property
Address:	12345 Example Avenue
Project area (sq. ft.):	1860
Total number of plants needed:	140
Remaining plants needed:	-8
Estimated compost volume (cubic feet):	17



Name:	Example Commercial Property
Address:	12345 Example Avenue
Project area (sq. ft.):	1860
Total number of plants needed:	140
Remaining plants needed:	0
Estimated compost volume (cubic feet):	14

Note: The “Final Plant List” tab will not allow you to make edits. To make edits, click on the appropriate tab. For example, click the “Project Details” tab to edit your name, address or project area, but click the “Shrubs” tab to add or delete shrubs from your list.

Plant List Calculator Example




Water-wise Plant List

Name:	Example Commercial Property
Address:	12345 Example Avenue
Project area (sq. ft.):	1860
Total number of plants needed:	140
Remaining plants needed:	0
Estimated compost volume (cubic feet):	28

	Symbol	Quantity	Scientific Name	Common Name	Plant Type	Notes	X
1	VM	16	Vinca minor (all cultivars)	Periwinkle	Perennial	Can use Vinca minor 'Variegata'	
2	PU	14	Arctostaphylos uva-ursi	Kinnikinnick	Shrub		
3	UB	12	Prunus besseyi 'Pawnee Buttes'®	Pawnee Buttes® Sand Cherry	Shrub		
4	NF	8	Nepeta x faassenii (all cultivars)	Catmint	Perennial	Can use Nepeta x faassenii 'Purrsian Blue'	
5	SC	7	Arctostaphylos x coloradoensis 'Chieftain'	Chieftain Manzanita	Shrub		
6	PV	5	Panicum virgatum	Switch Grass, all cultivars	Ornamental Grass	Can use Panicum virgatum 'Shenandoah'	
7	CH	3	Cotoneaster horizontalis	Rock Cotoneaster	Shrub		
8	PF	3	Perovskia atriplicifolia	Russian Sage	Perennial		
9							
10							

Water-wise grass projects

Native or water-wise grasses are a great, cost-effective option for your water-wise landscape. Your choice of grass will depend on the end goal for your project. For GRIP, the following warm season water-wise grasses are approved for use (cool season grass is not permitted):

- Blue grama (*Bouteloua gracilis*)
 - Colorado native



- Buffalograss (*Bouteloua dactyloides*)
 - Colorado native



- Dog Tuff (*Cynodon* 'PWIN04S')



- Tahoma 31 Bermuda grass (*Cynodon dactylon* 'OKC 1131')



You must submit a design and plant list calculator(s) for water-wise grass projects. Proper installation and maintenance techniques are critical for project success. Review the [Colorado native and water-wise grass guide](#) for research-based installation and maintenance techniques.

Artificial turf

Artificial turf is **not eligible** for a rebate and will not count toward the plant material coverage requirements of the project.

3C. Submit design and large property plant list calculator for approval.

1. In the application portal, complete “Step 3: Upload and submit your design and plant list calculator(s) for approval.”
2. Click the “Submit” button.
3. You will be notified via email if your design and plant list calculator(s) are approved.
4. To request modifications to the approved design and plant list calculator, such as plant substitutions, contact our staff using the messages section of your application. After you receive staff approval, upload your revised design and plant list calculator(s) into your application.



3D. Work with Aurora’s Planning Department.

- The GRIP manager will guide you through this process.
- The Planning Department will help you to determine which of the following site plan updates you will need:
 - ▶ A **mylar change** is applicable when only ONE department must review your design. The mylar change fee is waived for GRIP participants.
 - ▶ A **site plan amendment** is required when more than one department needs to be involved in reviewing the design. Depending upon the nature of the change(s) it can be a major or minor amendment. The site plan amendment fee is waived for GRIP participants.

3E. Review and complete applicable permits, plans and tree surveys.

Landscape or construction permits may be required depending on the nature and scope of the project. Call the Permit Center at 303.739.7420 to determine if any permits are needed for your project.

- **Irrigation:** Installing a new or replacement irrigation/sprinkler system for large property projects requires a permit. Installers must schedule an inspection to ensure compliance with Aurora's development codes.
- **Seed/sod:** The installation of new turf (sod or seed) of any kind, including water-wise grass, in areas of 250 sq. ft. or greater requires a permit.
- **Stormwater:** All construction sites that disturb one acre of land or greater—including sites disturbing less than one acre that are part of a larger common plan of development or sale that will ultimately disturb one acre or greater—require a stormwater permit. A construction site includes the project area and any areas used for staging or stockpiling.
- **Traffic control plans:** Depending on the scope of your project, you may need to submit and receive approval for a traffic control plan (TCP) if there may be any impact on parking, vehicle flow, bicyclists, pedestrians or other users of the public right-of-way.
- **Tree survey:** All participants must submit a tree appraisal for their project area. This appraisal is to be performed by an approved consulting arborist. The appraisal must identify each tree, its genus and species, its physical attributes, current size, health and value. This appraisal will be submitted to the Forestry Department at trees@auroragov.org. Visit the Forestry Department [web page](#) for approved consulting arborists. If you have additional questions, you can also contact them at **303.739.7177**.



IMPORTANT NOTE FOR TREES:

- (1) Established trees surrounded by grass typically get watered when the grass does. Removing grass from around a tree reduces the amount of water the tree receives. To avoid harming trees, it is vital to consider how the tree(s) will be watered. Aurora's Forestry division provides a [guide for tree watering](#). Transition to these recommendations slowly.
- (2) When removing grass from around mature trees, it is best to avoid using a sod cutter which may damage existing tree roots.

Step 4: Remove the grass and install your new water-wise landscape

After receiving all necessary approvals, proceed with installation. Aurora Water Conservation staff must approve any changes to the scope, size, design or large property plant list calculator(s) before installation. Use the Messages section of your application to request any changes. Contact [Colorado Utility Locator CO 811](#) to get your utility lines marked.

4A. Remove grass.

Grass roots and weeds must be effectively removed from the project area before installing your project. If grass or weeds remain at the time of inspection, the project will be denied.



4B. Install your new water-wise landscape.

Projects must be installed according to the approved design and plant list calculator. Staff must approve any changes to the design or plant list calculator prior to installation. Use the Messages section of your application portal to request any changes.

Install per the following requirements for each project component:

☐ Edging

- Must be installed between remaining grass areas that abut the project area(s).
- Terminates below the grade of sidewalks and other paved areas.
- No higher than ½" above the mulch surface throughout the project.
- Do not install against sidewalks or driveways.



☐ Landscape features (berm, boulders or rock wall)

- Install at least one type in visible areas in Category 1. Reference categories in Step 3A.
- Must meet size requirements of length, width and height. See size requirements listed in Step 3A.

□ Plants

- The quantity and species are planted in the locations as shown on the design and in the plant list calculator.
- Perennial and ornamental grass sizes must be at least a one-gallon pot, while shrubs must be at least a five-gallon pot per the city's landscape code requirements. If you are having trouble finding these sizes, contact the program manager using the Messages section of your application.
- Each plant is installed with soil amendment.
- Holes are dug twice as wide and just as deep as the plant container.
- The plant base is flush with the soil grade once installed.



This hole is too SHALLOW

This hole is too DEEP

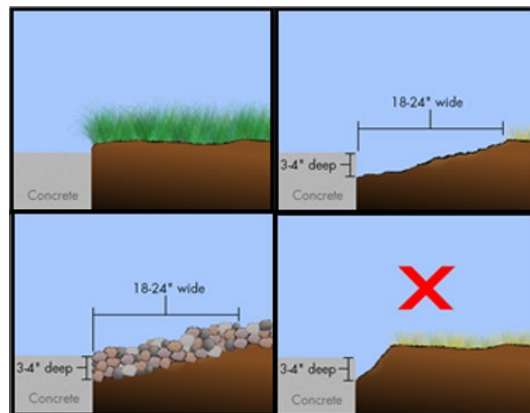
This hole is just right

□ Mulch

- Install at least 3" of mulch throughout the project area.



- Mulch must not spill over sidewalks or driveways. Remove a 3-4" layer of soil below the concrete level and 18-24" back, then cover with mulch. This technique allows the mulch a place to rest against the concrete and not spill over.



- When inorganic mulch abuts a hard surface (concrete, curb, pavers or sidewalk), it must be a minimum size of 1/2" screened.
- Do not cover the water meter with mulch.

□ Landscape Fabric

- Landscape fabric is optional. We recommend fabric only be used in areas without plants, as it creates a barrier between rainfall, air and soil.
- All fabric must be pinned down and completely covered by mulch so it is not visible.
- Plastic sheeting is not allowed.

□ Irrigation

- Options:
 - ▶ In-ground spray irrigation (for water-wise grasses)
 - ▶ Drip irrigation (for perennials/shrubs/ornamental grasses)
- A backflow prevention device and rain sensor are required.
- Drip irrigation lines must be fully covered by mulch.

Step 5: Request an inspection

Aurora Water staff will inspect your completed project. Staff will visit the site, look for the items listed in Step 4 and may take photos.

5A. Verify that the project installation is complete.

- All installation requirements listed in Step 4 are completed.
- If grass seed is used in a water-wise grass project, the inspection must be scheduled roughly two months after installation to allow for germination.



5B. Complete “Step 5: Request an inspection” in your application and click the “Submit” button. Do not call or email to request the inspection.

Inspections are scheduled based on staff availability. You do not have to be present at your inspection. If issues are found at the inspection, participants will be notified via email if corrections are required. If corrections are not made in a timely manner, the rebate will be denied.



Step 6: Submit your W-9 form and photos

Upon passing your inspection, submit a completed W-9 form and photos of your final landscape project in your application.

6A. Upload a completed [W-9 form](#) in “Step 6: Submit your photos and W-9 form” of your application.

- The W-9 form must be completed by the customer, not the landscaping company or any other entity.
- The W-9 form must be the latest version labeled “Rev. March 2024” in the upper left-hand corner.
- Complete boxes 1, 3a, 5, 6 and Employer Identification number.
- Sign and date (located in the section labeled “Part II Certification”).
- The IRS offers [accessible](#) W-9 Forms
- Note: the W-9 is a standard IRS form and cannot be modified by Aurora Water Conservation staff.

6B. Upload three to five photos of the finished project from different angles of the landscape.

6C. Click the “Submit” button under “Step 6: Submit your Photos and W-9 Form” in your application.

LARGE PROPERTY EXAMPLE

Form W-9
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
Jane Doe Name of Customer (one name only)

2 Business name/disregarded entity name, if different from above.
Landscapes with Jane Inc.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.
☐ Individual/sole proprietor ☒ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate
☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)
☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.
123 Flower Lane
Aurora, CO 80012

6 City, state, and ZIP code
Aurora, CO 80012

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.
Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person *Jane Doe* (Cannot Be Typed Out) Date **01/01/2025**

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.
What's New
Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.
New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3 (Form 1065).
Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form **W-9** (Rev. 3-2024)

Step 7: Wait for your rebate

Staff process rebates as they are completed, but at times we experience a high volume of submissions. Please take note of the timelines below.

7A. Wait for a confirmation email that the rebate has been processed, typically 4 to 6 weeks after you complete Step 6.

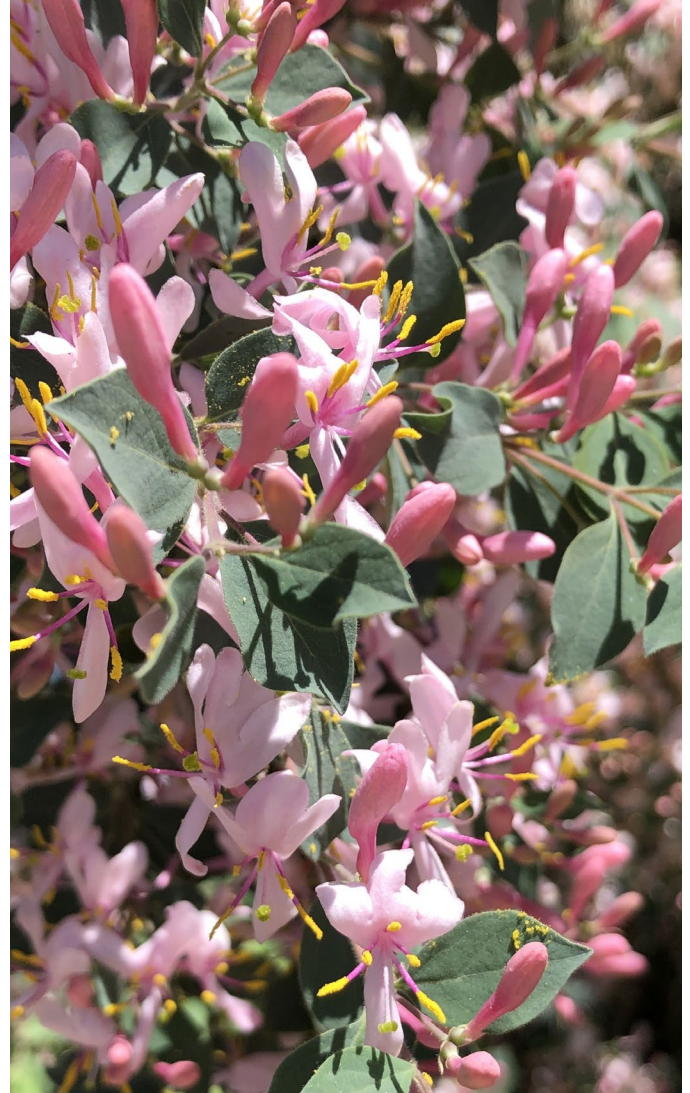
7B. Receive your rebate check in the mail, typically 4 to 6 weeks after staff send the confirmation email.

REMINDER for properties with allocation agreements:

After installation, your property has two irrigation seasons to optimize water savings. Optimization may include:

- Reviewing and editing landscape/irrigation coverage maps.
- Establishing plant material.
- Repairing irrigation systems and adjusting smart controller settings.

If mapping is edited during the implementation period, new allocation agreements will need to be drafted, signed and notarized. If no edits are made, the existing allocation agreements go into effect Jan. 1 following the end of the second irrigation season. Work with Aurora Water Conservation staff as necessary during this process.



If you are looking to make your irrigation system more efficient here are several resources that Aurora Water offers:

- [Large Property Irrigation Rebates](#)
- [DIY Outdoor Water Assessment Guidebook](#)
- [Water Use Assessments](#) (limited availability)