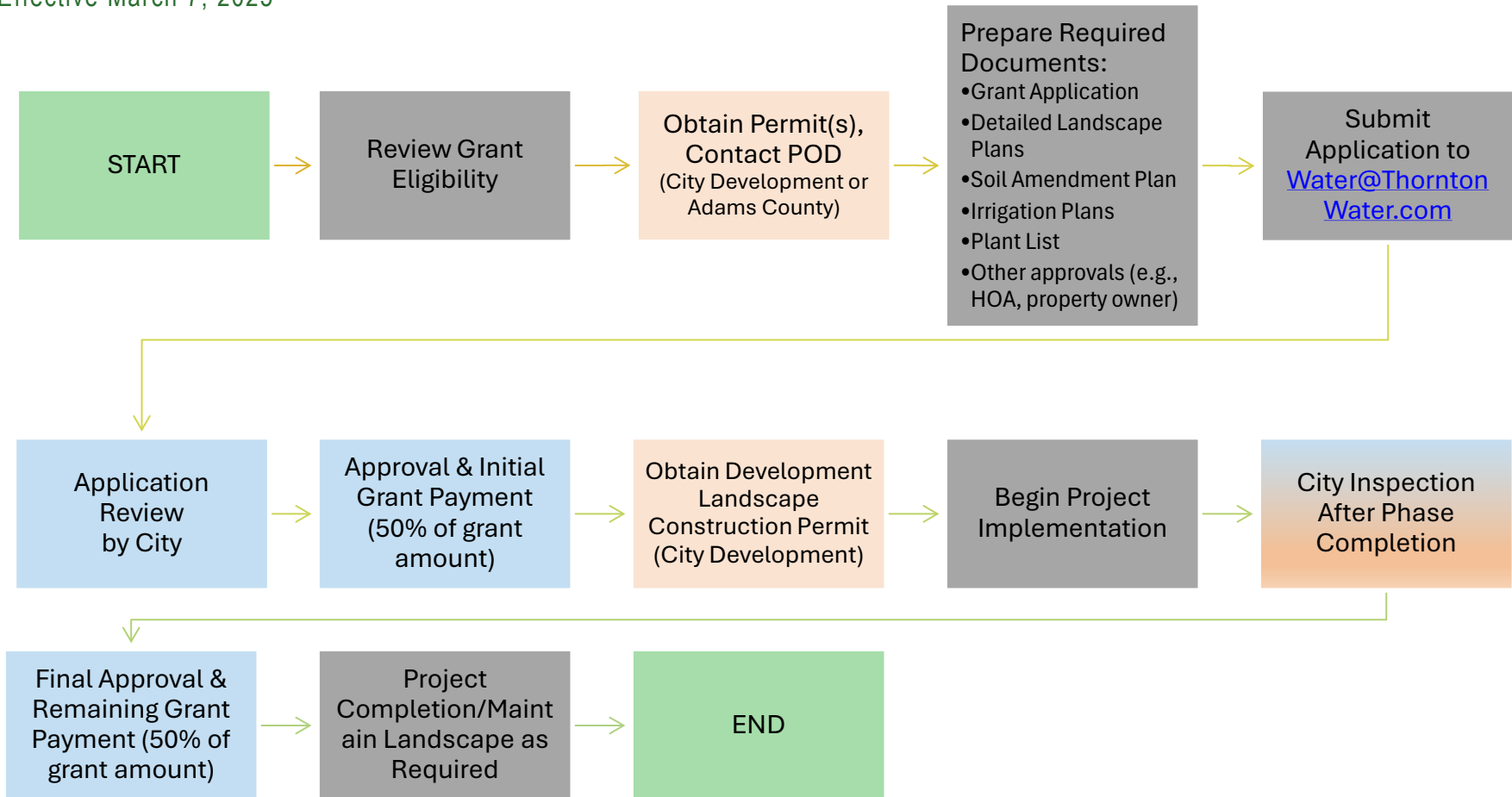




THORNTON WATER-WISE COMMERCIAL AND COMMON AREA LANDSCAPE GRANT FLOWCHART & CHECKLIST

Effective March 7, 2025



	Applicant
	City Development/Adams County
	Water Resources

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**THORNTON WATER-WISE
COMMERCIAL AND COMMON AREA LANDSCAPE
GRANT FLOWCHART & CHECKLIST**
Effective March 7, 2025



✔ Grant Eligibility

- ☐ Property is a commercial or common area (HOA/business association)
- ☐ Located in Thornton's water service area
- ☐ Project size is between 0.5 - 5 acres

✔ Obtain Permit(s)

- ☐ Development Permit Amendment (Thornton)
 - Email Pod.Info@ThorntonCO.gov or call 303-538-7295 to determine if applicable
- ☐ Development Landscape Construction Permit (Thornton)
 - Call 303-538-7295 or email citydevelopment@ThorntonCO.gov to determine if applicable
- ☐ Adams County Permit
 - Email cedd-plan@adcogov.org or call 720-523-6800 to determine if applicable

✔ Prepare Required Documents

- ☐ Completed Grant Application
- ☐ Detailed Landscape Plans (including soil preparation, irrigation, plant materials)
- ☐ Plant List (including native grass type if applicable)
- ☐ Soil Amendment Plan
- ☐ Irrigation Plans
- ☐ Tree Equivalent Calculation (1 tree per 600 sq. ft.)
- ☐ HOA or Property Owner Approval (if required)

☐ W-9 [Form W-9 \(Rev. March 2024\)](#)

- *Tax Notice:* All commercial rebates require a W-9 form. All personal information provided is kept confidential under the Privacy Act. The determination of whether your rebate is taxable or not may depend on several variables. We recommend contacting your tax professional.

✔ Submit Application

- ☐ Email application packet to Water@ThorntonWater.com.

✔ Project Implementation (Water Resources)

- ☐ Initial Grant Payment Received (up to 50%)
- ☐ Phase 1 Completed (if applicable)
- ☐ Phase 1 Inspection Passed
- ☐ Phase 2 Completed (if applicable)
- ☐ Phase 2 Inspection Passed
- ☐ Final Approval Received

✔ Funding & Compliance (Water Resources)

- ☐ Landscape maintained per water budget (≤ 10 gallons/sq. ft./year)
- ☐ Not reverted to high-water-demand landscape
- ☐ Compliance with City of Thornton regulations

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**THORNTON WATER-WISE
COMMERCIAL AND COMMON AREA LANDSCAPE
GRANT INFORMATION, RULES, AND AGREEMENT**

Effective March 7, 2025



This program is designed to assist with funding the conversion of irrigated, high water demand turf landscapes from 0.5 to 5 acres. The city of Thornton offers a grant covering up to 50% of the cost for design, renovation, and installation of qualifying projects, up to \$10,000 per acre, with a maximum of \$50,000 per property. Funds are provided on a first-come, first-served basis, subject to availability. Examples of eligible water customers are commercial, HOA, multi-family, school, and church properties.

Grant Rules:

Permit Requirements:

Within City Limits

- Projects within city limits will require a Development Permit Amendment (DP Amendment) for approval by City Development. Apply at <https://www.thorntonco.gov/business-development/city-development/landscape-review-inspection>.
 - Contact the Planner of the Day at Pod.Info@ThorntonCO.gov or call 303-538-7295 for specific information.
 - A detailed plant list must be submitted for review as part of the DP Amendment.
- Obtain a development landscape construction permit. Apply at <https://permits.thorntonco.gov/construction/development>.
 - Contact City Development at 303-538-7295 or email citydevelopment@ThorntonCO.gov to determine if applicable

Outside City Limits

- Projects within Thornton's water service area but not within city limits will require a permit for approval by Adams County Planning and Development. Apply at <https://adcogov.org/planning-development>.
- Contact the Planner of the Day at cedd-plan@adcogov.org or call 720-523-6800 for specific permit information.

Eligibility:

- Non-single-family properties are eligible, examples include but not limited to commercial, HOA, multi-family, school and church properties.
- The project area size must be at least 0.5 acres (21,780 square feet) and a maximum of 5 acres (217,800 square feet).
- Businesses must be a current Thornton non-delinquent water customer and projects must be within the city's water service area.

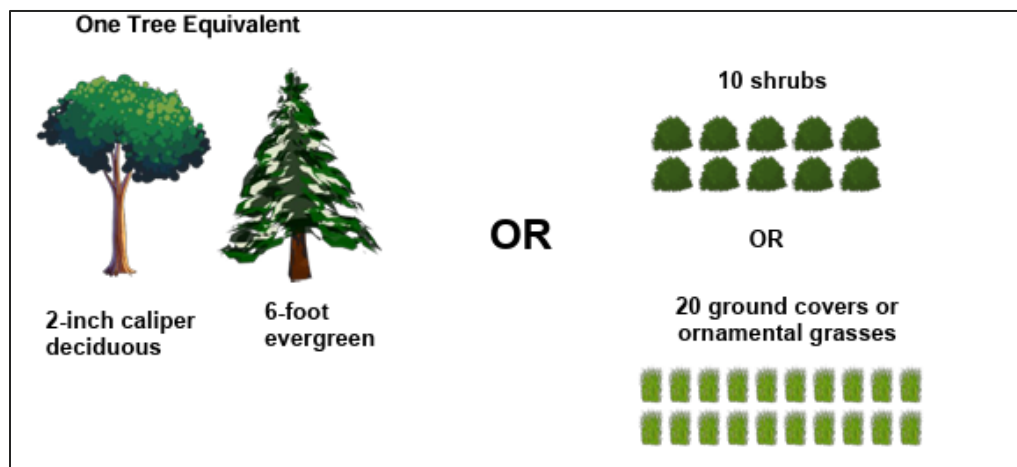
**THORNTON WATER-WISE
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Project Conditions:

- **Water Budget:** The water budget for the project must not exceed an average of 10 gallons/sq. ft. per year. The landscape must be maintained at or below the water budget.
- **Landscaping Requirements:** Renovations must show a reduction of historical water demand after the landscaping is established.
- **Tree Equivalent (T.E.) Requirement:** A minimum of one T.E. for every 600 square feet of the conversion area. A T.E. = 1 tree, 10 #5 (#3 in new code) shrubs or 20 #1 ornamental grasses/perennials.



- **Prohibited Actions:** Approved landscaping cannot be reverted to higher water demand landscaping.
 - Sec. 18-556. - Maintenance requirements.
https://library.municode.com/co/thornton/codes/code_of_ordinances?nodeId=CO_CH18DECO_ARTVDEST_DIV3LA_S18-556MARE
 - (a) The property owner, developer, tenant, homeowners' association or special district which has assumed landscape maintenance responsibility shall keep all landscaping in a well-maintained and healthy growing condition.
 - (c) All landscape plantings and natural and manmade landscaping features required by an approved development permit shall be subject to periodic inspection by the city when necessary to ensure compliance with this chapter.
- Failure to comply with these and any other approved grant conditions may result in the city withholding the second grant award or requiring the return of granted funds.

**THORNTON WATER-WISE
COMMERCIAL AND COMMON AREA LANDSCAPE
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Inspection and Reporting:

- Water Resources staff will inspect each project and document details, including but not limited to plans, measurements, photos, and costs.
- Project reports will be required after each phase, if the project is split into two phases.

Funding:

- Projects can be a single project, or divided into two phases, with funding provided for each phase.
- The grant will cover 50% of the total project cost, up to \$10,000 per acre for the entire project.
- If split into two phases, funding can be applied to each phase, with a maximum grant amount of \$10,000 per acre and a maximum of \$50,000 per property.
- For example, for a 1-acre project with a total cost estimate of \$10,000, Thornton would provide a maximum of \$5,000 for this project (50% match, maximum of \$10,000 per acre). Phase 1: \$1,250 up front, \$1,250 at Phase 1 completion. Phase 2: \$1,250 up front, \$1,250 at Phase 2 completion.

Size of Project	1 acre
Total Cost Estimate	\$10,000
Phase 1 (up front funding)	\$1,250
Phase 1 (upon completion of phase 1)	\$1,250
Phase 2 (up front funding)	\$1,250
Phase 2 (upon completion of phase 2)	\$1,250
Thornton Total Grant Funding	\$5,000

Grant Payment Schedule:

- Grant funding is authorized by the Senior Water Resources Administrator.
- Up to 50% of the approved grant amount can be provided to start the project.
- The remaining 50% will be provided 90 days after city staff inspection of the completed project.
- Landscape Architect design costs can be included in the grant application for 50 percent reimbursement by the city. This amount counts toward the \$50,000 grant maximum.



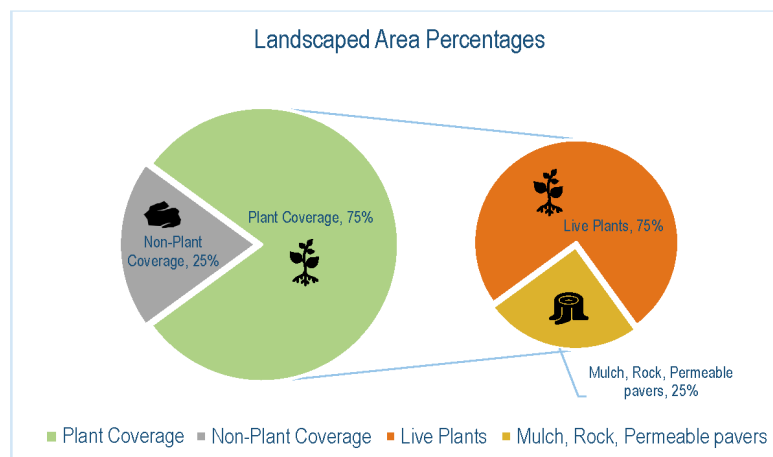
Design and Application Requirements:

Landscape Design:

- The plans should include:
 - Soil preparation details
 - Irrigation system design
 - Plant materials and plant count
 - Must use approved plant list the <https://www.thorntonco.gov/media/file/plant-list>.
 - Project cost estimates
 - If using a phased approach, include Phase 1 and 2 schedule and cost breakdown.
 - For native grass seed installation, include the type of grass seed.

Materials and Planting:

- Plant materials may include low-water demand perennial beds, shrubs, trees and/or low-water grass varieties, subject to the City Development approval process.
- Landscaped Areas: Plant coverage must be a minimum of 50% of the landscaped area and up to 25% of the landscaped area can be bare mulch or rock.





**THORNTON WATER-WISE
COMMERCIAL AND COMMON AREA LANDSCAPE
GRANT INFORMATION, RULES, AND AGREEMENT**

Effective March 7, 2025



Applicant Agreement

Sign and date below, stating you have read, understand and agree to the rules and requirements of the Water-Wise Commercial and Common Area Landscape Grant Program.

Rules and requirements are subject to change at any time.

Submit signed document along with the application to Water@ThorntonWater.com.

I, _____ the undersigned, have read and understand the conditions of eligibility for this Water-Wise Landscape Grant Agreement. If approved this grant is conditioned upon my compliance with its terms and with the terms required by the City of Thornton. I understand an inspection may be scheduled with a City inspector to verify installation of the water-wise landscape. I also understand that the City of Thornton makes no representations or warranties regarding any product or material, including any warranties of merchantability or fitness for a particular purpose or water efficiency. The City of Thornton is not liable or responsible for any act or omission of any contractor whatsoever, nor is the City of Thornton responsible for the condition of the plumbing and electrical wiring on the owner or applicant's side of the meter now or in the future. This grant program is subject to availability of funds and may be changed or discontinued without notice. I also understand that I am responsible for the installation of the new landscape and proper disposal of any project materials.

Name: _____

Title: _____

[Property Owner or Landlord consent for tenant businesses]

Project Address: _____ City: _____ Zip Code: _____

Signature: _____ Date: _____

Grant-related questions:

Email

Water@ThorntonWater.com

or call 720-977-6600

City Development Permit

Amendment questions:

Email

Pod.Info@ThorntonCO.gov

or call 303-538-7295

Adams County Permit

questions:

Email

cedd-plan@adcgov.org

or call 720-523-6800

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THORNTON WATER-WISE COMMERCIAL AND COMMON AREA LANDSCAPE GRANT APPLICATION

Effective March 7, 2025



For 0.5-to-5-acre projects in the city of Thornton, Colorado treated water service area. This grant covers 50% of the cost for design, renovation, and installation of qualifying projects, up to \$10,000 per acre, with a maximum of \$50,000 per property. Funds are provided on a first-come, first-served basis, subject to availability.

Permit Requirements:

Have you obtained an approved permit from Thornton or Adams County?

Within City Limits

- Projects within city limits will require a Development Permit Amendment (DP Amendment) for approval by City Development. Apply at <https://www.thorntonco.gov/business-development/city-development/landscape-review-inspection>.
- Contact the Planner of the Day at Pod.Info@ThorntonCO.gov or call 303-538-7295 for specific DP Amendment information.

Outside City Limits

- Projects within Thornton's water service area but not within city limits will require a permit for approval by Adams County Planning and Development. Apply at <https://adcogov.org/planning-development>.
- Contact the Planner of the Day at cedd-plan@adcogov.org or call 720-523-6800 for specific permit information.

Applicant Information:

Applicant name: _____

Applicant organization/entity: _____

Thornton Water Account: _____

Type of organization: _____

Contact person: _____

Address: _____

City/State/Zip code: _____

Phone (office): _____ Phone (cell): _____

Email address: _____

Property Owner (Name & phone number): _____

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**THORNTON WATER-WISE
COMMERCIAL AND COMMON AREA LANDSCAPE
GRANT APPLICATION**

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Project Information:

Project name: _____

Project address/location (if different): _____

Inside Thornton: ____ Outside Thornton:

Development Permit Amendment Status:

Submitted Date: _____ Approved Date: _____

☐ Not Required by City Development (attach documentation)

Project overview (purpose and need): _____

Size of project (acres or sq. ft.): _____

Is this landscape currently irrigated? If so, please describe the current system. If not, please describe the new irrigation system:

What are the anticipated water savings following your project's completion? The project must meet the required water budget (not exceeding 10 gallons/sq. ft. per year).

What is the current approximate ratio of turf/plants/hardscape (percentages)?

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Project Information (continued):

What about the ratio of turf/plants/hardscape at project completion? A detailed plant list must be submitted for review including grass seed type.

Are you receiving grant funding or rebates through other sources? If so, please explain.

Anticipated start date and end date for the project. If project has 2 phases, include Phase 1 and 2 estimated timeline:

Landscape design contractor name, company and contact info:

Other contractors/parties involved in the project:

Project design cost estimate: _____

Project installation cost estimate: _____

Continue to Next Page to include Landscape Plans / Plant List.

Grant-related questions:

Email

Water@ThorntonWater.com

or call 720-977-6600

**City Development Permit
Amendment questions:**

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Landscape Plans / Plant List

Attach plans submitted through the permitting process or include a basic sketch below including plant materials, mulch type, grass type, soil amendment, and irrigation system details.

Please return the application to water@thorntonwater.com.

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