

Pre- Application and Application AMP Excess Water Use Waiver 2021 Application (for 2022 waivers)

Pre-Application Questions

1. Enter the property name:

Each application is for one property only. Do not include information for more than one property on a single application. If a single property has more than one water tap, submit a single application.

2. Enter the address for the property where work will be completed:

3. Enter all the Water Utility Account Number(s) associated with this application.

This information can be found on the upper right-hand corner of a Fort Collins Utilities bill. It will consist of a six digit number followed by a five digit number (for example, 123456-12345).

4. Does the property have a City of Fort Collins Utilities water allotment associated with outdoor uses?

5. How many water taps are on the property?

Properties with multiple taps will be assessed for eligibility on a per tap basis. In this application water savings must be assessed on a per tap basis.

6. Which best describes the property?

- HOA with irrigated area
- Multifamily with irrigated area
- Commercial/business with irrigated area
- Other, please explain:

7. Indicate the proposed project type.

Reminder: The Allotment Management Program Excess Water Use waivers are for outdoor water reduction projects. Indoor water projects do not qualify.

8. In one to two paragraphs, provide a brief description of the project and how it will save water.

9. How is the area currently used?

For example dog walking, sports field, running, unused grass area.

10. What are the expected project start and end dates?

Allotments are assessed on an annual basis. If accepted, the waiver will apply to 2022.

11. Are funds available to implement and complete the proposed project?

- Yes, funds are available now.
- No, but funds will be available by the time the project begins.
- No, funds are not available and are not expected.
- Other, please explain:

12. What is your project's estimated square footage?

Application Questions

1. Please compare how much water your property uses now to how much water it will use post project. How will you ensure your project produces the estimate savings?

If you need assistance answering this question, please contact Water Conservation Staff at amp@fcgov.com.

2. In one to two paragraphs, provide an overview of the proposed changes to the existing landscape. Include details such as plant types, trees, mulched areas, and hardscapes.

A corresponding landscape plan is REQUIRED. The landscape plan will be uploaded in the "Documents" section of this application. See "Guidelines for Project Landscape Plan" for guidance. If there are no landscape changes enter "Not Applicable."

- 3. In one to two paragraphs, describe plans for tree protection, replacement, and/or removal. Note that all work on trees within the city limits must follow the City of Fort Collins [Tree Management Standards and Best Management Practices](#).**

If there are no changes to trees enter "Not Applicable." More information can be found at www.fcgov.com/amp.

- 4. In one to two paragraphs, provide an overview of the proposed changes to the existing irrigation system. Include details related to equipment and/or zone configurations and why they are needed.**

A corresponding irrigation plan is REQUIRED. This will be uploaded in the "Documents" section. See "Guidelines for Project Irrigation Plan" for guidance. If there are no irrigation changes enter "Not Applicable."

- 5. Will dirt/soil be exposed during any part of the project?**

- No, dirt will not be exposed.
- Yes, dirt will be exposed.
- Not sure, please explain:

- 6. If dirt will be exposed during the project (see Question #5), please explain plans to mitigate erosion.**

The City of Fort Collins provides information about erosion and sediment control here: www.fcgov.com/erosion.

- 7. The City of Fort Collins requires a soil amendment in areas that are cleared and planned to hold plant material, or a Soil Test Report showing that soils do not need amendments. What soil amendments and/or testing do you plan for your project?**

The majority of Colorado soil will require amendments to support healthy plants. Visit fcgov.com/soil-amendments for information on about soil testing.

- 8. Evidence of a community/business support is required for AMP approval. In a paragraph, provide a brief description of the feedback from community/business about the project.**

Documentation is REQUIRED and can be uploaded in the "Documents" section of this application.

9. Depending on your project the City of Fort Collins may require a minor amendment to your original landscape plan. Have your contracted City of Fort Collins Zoning to determine if an amendment is necessary?

Zoning may be contacted at zoning@fcgov.com or 970-416-4371.

10. Provide the contact information for the project lead and the landscape contractor completing the work.

If the Project Lead and Landscape Contractor are the person, please reenter information for each category.

- Project Lead First Name
- Project Lead Last Name
- Project Lead Organization
- Project Lead Phone Number
- Project Lead Email
- Landscape Contractor First Name
- Landscape Contractor Last Name
- Landscape Contractor Organization
- Landscape Contractor Phone Number
- Landscape Contractor Email
- Landscape Contractor Website (if none, enter N/A)

11. Please identify and include contact information (organization, phone number, and email) for any other participants contributing to the project.

If there are no other contributors enter "N/A."

12. Please include the anticipated start date for each of the following in MM/YYYY format. If you already have completed a task enter the date it was started. These dates are not binding and Staff understands they may change as the project evolve.

If a category is not applicable to your project enter "N/A."

- Project approval from community/organization
- Start Minor Amendment Process
- Project Start Date
- Killing Turf Grass
- Irrigation equipment installation and/or modification

- Hardscape installation (e.g. rock, pavers)
- Softscape installation (e.g. mulch)
- Plant installation
- Tree planting and/or mitigation
- Establishment for new plantings
- Replacement of new plants that die
- Reseeding
- Weed management
- Project end date

13. Is there anything else you would like us to know about your project? If so, please summarize additional information here.

Additional project documents may be uploaded in the “Documents” section of this application. These may include, but are not limited to, letters of commitment, materials quotes, conceptual drawings, plant inventories, additional etc.

Budget

Funding Sources

Please list all funding sources (e.g. HOA Fund, grant, loan) etc. Funding sources must account for ALL project expenses.

Item Description	Total Amount
	\$
	\$
	\$
	\$
	\$

Project Expenses

Please list all project expenses. If applicable, invoices or bids can be uploaded in the “Additional Documents” section of the Document tab to support this section. Expenses to include are: design costs, minor amendment application fee, material costs (e.g. irrigation upgrades seeds, new plants, mulch, etc.), and installation/labor costs. Project expenses cannot exceed funding sources.

Item Description	Total Amount
	\$
	\$
	\$
	\$
	\$

Budget Narrative (Discuss the items and amount your entered above).

In one to two paragraphs, please provide a budget narrative that explains how your funding sources are secured and how you have determined your project costs.

Documents

- 1. Aerial image:** A satellite or aerial image (for example, from Google Earth) of the property that indicates the area(s) proposed for renovation. (This aerial image is REQUIRED if different from the aerial image submitted with the Pre-Application.)
- 2. Site Photos:** Please provide as many photos as needed to showcase the progress of your project. For each photograph, indicate the date taken and location within the project area.
- 3. Evidence of Community/Business Approval:** Provide document(s) that demonstrate support for the project. Examples of accepted documentation include board meeting notes/minutes, community surveys, and letters from business management and/or HOA board.
- 4. Project Irrigation Plan:** A scale map of the planned/renovated irrigation system is required. The plan must include the features listed in the template.
- 5. Project Landscape Plan:** A scale map of the project's landscape undergoing renovation is required. The plan must include the features listed in the template.

Project Irrigation Plan Template/Guidelines

Directions: A plan/map of the project's irrigation system undergoing renovation is REQUIRED for ALL PROJECTS. Only the area affected by the project needs to be included.

The project irrigation plan/map must be current, include the following information and be supported by the detailed narrative provided in Question 4 of AMP application.

- 1) Property name, address, north arrow, and date map was created.
- 2) Maps must be drawn to scale.
- 3) Area of proposed project/renovation clearly indicated on the map.
- 4) Location of the following, including clear description in the legend:
 - i. Irrigation controller(s) location(s) and model
 - ii. Backflow size and location
 - iii. Point of connection for specific tap(s) with meter/account number
- 5) For each irrigation zone affected by the project/renovation, indicate:
 - i. the existing zone number on the controller
 - ii. head type
 - iii. valve location
 - iv. planned reconfiguration
- 6) All trees in renovation area require irrigation. Identify how trees in renovation areas will be irrigated.

Please use bubbles, color, or other symbology to ensure each zone that is being adjusted or upgrade is clearly identified on the map.

Project Landscape Plan Template/Guidelines

Directions: A plan/map of the project's landscape undergoing renovation is REQUIRED for all projects that involve changes to the property's landscape. Only the area affected by the project needs to be included.

The project landscape plan/map must be current, include the following information and be supported by the detailed narrative provided in Question 2 of the AMP application.

- 1) Property name, address, north arrow, and date map was created
- 2) Map must be drawn to scale
- 3) Area of proposed project clearly indicated on the map using bubbles, color, or other symbology.
- 4) If the project will be phased, identify each phase by outlining the area and identifying with label (e.g. "Phase 1 – to be completed 2021, Phase 2 – To be completed 2022"). Please use colors, bubbles, or other symbology so phases are clearly defined.
- 5) Project total square footage.
- 6) Location of plants and legend that indicates the following for each plant:
(*Note – all information can be found on AMP plant list in the Supporting Resources section of the ZoomGrants application, and at www.fcgov.com/amp*).
 - i. Plant type (scientific name required); list individual species in any seed mixes proposed
 - ii. Hydrozone (Very Low, Low, Moderate)
 - iii. Mature plant size
 - iv. Light exposure requirement
- 7) Location of new landscape elements including edging, boulders, and types of mulch; define landscape elements in the legend.
- 8) Location of trees in areas of project/renovation. Note that all work on trees within the city limits must follow the City of Fort Collins Tree Management Standards and Best Management Practices. More information can be found at www.fcgov.com/forestry.
 - v. Trees to be removed should be shown with a X over the tree symbol.
 - vi. Trees to be retained should be shown with a unique symbol detailed in the legend.
 - vii. Trees added should be shown with a unique symbol detailed in the legend. More information about selecting trees can be found [here](#).