

## Lawn-To-Garden Program Project Checklist

### Apply

- Submit your online application at [lblawntogarden.com](http://lblawntogarden.com).
- Receive initial confirmation of your application from the Long Beach Water Department.

### Plan

- Attend a training class, either in person at LBWD or online. If you prefer to take the online class, just click on Take The Online Class Here under the Helpful Links section of our home page at [www.lblawntogarden.com](http://www.lblawntogarden.com). To take a class in person, register at [www.lblawntogarden.com/class-list](http://www.lblawntogarden.com/class-list).
- Check your square footage! Any landscaping projects that are to exceed 2,500 square feet throughout the entire property must obtain a permit issued by the Development Services Department. Project smaller than 2,500 square feet do not require a supplemental permit. For more information on the City's new re-landscaping regulations, call (562) 570-6194 or visit [www.lbds.info/lbsmartscape](http://www.lbds.info/lbsmartscape).
- If interested in the Design Reimbursement Program, check out LBWD's list of certified landscape designers at [www.lblawntogarden.com](http://www.lblawntogarden.com).
- Submit your proposed landscape plan to LBWD, using the Design Requirements as your guide.
- Receive final approval on your drawing from LBWD.

### Install

- Kill Your Lawn. Make sure it is dead, dead, dead. Remove and dispose of dead grass material and all other removed landscape materials.
- Upgrade your irrigation system as needed. Install drip or bubblers as appropriate.
- Install your garden. Add any approved hardscape, such as walkways or sitting areas, storm water capture feature, plants and mulch to your new garden.
- Notify LBWD that your project is complete. Email the LBWD at [lawntogarden@lbwater.org](mailto:lawntogarden@lbwater.org).

### Get Paid

- Sign and return your W9.
- If you are participating in the Design Reimbursement Program submit a copy of your invoice to the Long Beach Water Department for verification.
- Get a final inspection of your new garden by the Long Beach Water Department
- Receive your incentive payment.
- Protect your investment! Sign up for an optional maintenance consultation with a landscape professional!