**CHURCH PINE, ROUND AND BIG LAKE PROTECTION AND REHABILITATION DISTRICT**

Native Planting Procedure

1.  People contact **Lake District** or Contractor with interest in program.

2.  **Check to be sure they are in the District (map provided).**

3.  **Lake District rep completes paperwork – Landowner signs 10 year agreement.**

4.  Contractor inspects property to determine best plant lists and location for planting. (Must be at least 350ft$^2$, 10 ft. wide, and next to the lakeshore – or close with native plants already present at edge). Contractor takes before photo. (Down payment of 30% owner match if Contractor to plant). Contractor preps site if contractor installed.

5.  Planting completed
    *   Contractor plants and takes after photo. Certifies project completion and sends invoice to Lake District. SEPARATE PLANTS AND INSTALLATION FROM INSPECTION FEES. ITEMIZE OWNER DOWNPAYMENT ON INVOICE.

    *   Owner does site prep, buys plants from Contractor or another native plant nursery, plants, sends receipts to Lake District for reimbursement, and notifies Contractor on completion. Contractor inspects and takes after photo. Contractor certifies project completion and sends invoice for inspection and certification to Lake District.

6.  Contractor installed: **Lake District** pays Contractor invoice which records plant install (including owner down payment) and inspection/certification fees separately. District tracks these costs separately as well.

    Owner installed: with certification and photos from Contractor and owner receipts for plants, **Lake District** reimburses owner receipts and pays Contractor fees for inspection and certification. 10 landowner volunteer hours are recorded.

    **Lake District** maintains owner files: Contracts, before and after photos, invoices and certification records.