

Rain Garden Preparation Checklist



Task	Schedule	Comments	Date Complete
Start a log book and receipt file to record labor and costs.	Once your signed agreement has been approved	It is important to keep accurate records to ensure that you are reimbursed for expenses and time.	
Call Gopher One to locate buried utilities.	At least 3 days prior to start date.	One Call will mark all utility lines and septic fields prior to any digging. Phone # 651-454-0002	
Order plant and other materials on scheduled date for planting.	Arrange in advance to ensure availability of desired plants	Feel free to call WCD staff for plant selection advice or assistance if altering plan.	
Layout rain gardens in yard.	Prior to any digging or sod removal.	Feel free to call WCD staff to assist marking the location of the rain garden and necessary depth.	
Remove sod with sod cutter or spade.	Any time prior to construction	Using a sod cutter is easier and cuts 4" of sod, they are usually available from a rental center.	
Loosen and prepare soil with tiller, rake or shovel.	After sod is removed.	Shape the bed into a flat bottomed bowl at the proper depth, and loosen soil to a minimum of 9" below surface	
If required, install retaining wall now.	Prior to amending the soil.	Make sure that the retaining wall has a piece of filter fabric behind it to stop soil from seeping through the wall.	
Remove extra 3" of soil, and add 3" of compost or peat moss.	Once the right depth has been established.	Add 3 " of compost and till it in to the soil.	
Create inlet and outlet for water and maybe a berm.	Once finished grading is complete..	You may need a compacted berm on one end of the rain garden to contain water up to a certain depth. Rock placed at inlet and outlet will prevent erosion.	
Required call to WCD staff.	Just prior to mulching.	WCD staff will make sure that elevations are correct and that the garden is draining properly.	
Mulch the garden.	Once WCD staff has approved grading.	Use double shredded hardwood mulch. This mulch will lock together to prevent it from floating away.	
Plant the garden.	As soon as plants are available.	Consult the Rain Garden Guide, provided plan, or WCD staff to ensure proper spacing of plant material.	
Water the garden after planting.	During dry spells of the first year after planting.	After the first year the rain garden should not need to be watered	
Required call to WCD staff for approval	Once the garden is completely installed	WCD staff need to collect log book with labor and receipts and approve Rain Garden functionality.	
WCD staff will file reimbursement request on behalf of homeowner.	Once receipts and log book are approved	This process usually takes no longer than 30 days.	
Long term maintenance	Indefinitely	Weeding, watering, and mulching are necessary to preserve rain garden health and function. Feel free to call WCD staff with any maintenance questions.	