

# Catching Rain – Rain Garden Registration App Instructions

CITY UTILITIES

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**CITY UTILITIES**

WATER THAT WORKS

**CATCHING RAIN**



**RAIN  
GARDENS**

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## Introduction

The Catching Rain – Rain Garden Registration application gives users the ability to register their rain gardens with Fort Wayne City Utilities by submitting rain garden specific information along with photos and supporting documentation through a web application form.

## Registration Form


- Launch the Rain Garden Registration App by clicking this [link](#) or by scanning the following QR code:



- The registration form is broken down into the following sections:
  - a. Rain Garden Address Information
  - b. Property Owner Information
  - c. Rain Garden Details
  - d. Photos/Documents Uploads
  - e. Resources/General Information
  - f. Acknowledge & Sign
- Each section listed above can be expanded or collapsed by clicking on the  icon next to each section heading.
- Navigate through each section and fill in all required fields throughout the form.
  - a. Required fields are identified with an \* next to the question.

## Registration Form Section Details

### Rain Garden Address Information

- **Rain Garden Address** (*required*)
  - Enter the address where the rain garden is located.
    - As you begin typing in the address, a list of available addresses matching the information you typed will be displayed.
      - Select the appropriate address from the list.
      - **\*\*Note\*\*** The address must be within Allen County, Indiana
    - After selecting an address, a map will appear showing a  at the location of the address you selected.

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- If the map shows an incorrect location, please re-enter a new address.

### Property Owner Information

- **Property Owner Name (required)**
  - Enter the name of the property owner where the rain garden is located.
- **Check here if property owner address is the same as the rain garden address.**
  - Check this box if the property owner has the same address as the address where the rain garden is located.
    - If left unchecked, fill in the following fields:
      - Property Owner Address
      - Property Owner City
      - Property Owner State
      - Property Owner Zip Code
    - The fields listed above will not be displayed if the box is checked.
- **Incentive Received? (required)**
  - Has an incentive application and W9 been submitted with the expectation to receive reimbursement?
    - If you choose yes, the **Incentive Amount to be Received (\$)** question will be displayed.
      - Enter the appropriate incentive amount you received to build your rain garden.
      - **\*\*Note\*\*** The amount entered must be between \$0 and \$250.
- **Technical Assistance Received?**
  - Did you receive any technical assistance with building your rain garden?
    - If you choose yes, the **Technical Assistance Provided By** question will be displayed.
      - Click the drop-down arrow and select the appropriate entity that provided you assistance with building your rain garden.
        - Options:
          - Master Gardener
          - Landscape Architect
          - Plant Nursery
          - Environmental Consultant
          - City of Fort Wayne Employee
          - Other




### Rain Garden Details

- **Water Source for Rain Garden (required)**
  - Click the drop-down arrow and select the appropriate option that describes the water source for your rain garden.
    - Options:
      - Downspout
      - Natural Topography
      - Swale
      - Drain
      - Other


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- **Square Footage of Rain Garden (required)**
  - Enter the total square footage of the rain garden.
- **Amount of Sun Exposure (required)**
  - Choose from the list, the appropriate amount of sun exposure the rain garden receives.
    - Options:
      - Full Sun
      - Partial Sun
      - Full Share (not recommended in Northeastern Indiana)
- **Location of Rain Garden on Property (required)**
  - Describe rain garden location on property based upon the viewpoint from the street. Include cardinal direction descriptions as applicable.
- **Side of House Rain Garden is Located on (required)**
  - Click the drop-down arrow and select the appropriate direction in relation to the house where the rain garden is located.
- **Broder Installed? (required)**
  - If you choose no, the **Alternate Border Description** question will be displayed.
    - Describe the type of alternate border that was installed for your rain garden.
- **Expected Completion Date (required)**
  - Enter the date you expect the construction of your rain garden to be completed.
- **Comments**
  - Enter any additional information or comments related to your rain garden.

### Photos/Documents Uploads

- Upload Supporting Photos
  - Supporting photos include pictures of the rain garden, rain garden location, etc.
  - To upload photos, you can do one of the following:
    - Drag and drop a file from your device directly onto the **“Drop image here or select image”** box in the form.  

    - Click the  icon to activate the camera on your device allowing you to take a picture.
    - Continue to upload as many photos as necessary.
  - To Rename, download, or delete any photos you have uploaded, do the following:
    - Click the  next to the photo you want to update and choose the appropriate action you want to take.
      - Follow the directions within the app to complete the update.
- Upload Supporting Documents
  - Supporting documents include incentive application/agreement, sizing and design sheet, and other applicable documentation.
  - To upload documents, you can do one of the following:
    - Drag and drop a file from your device directly onto the **“Drop file here or select file”** box in the form.


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- Click the “**Drop file here or select file**” box to allow you to take a picture using the camera on your device or select a file from your device that you want to upload.
- Continue to upload as many documents as necessary.
- To Rename, download, or delete any documents you have uploaded, do the following:
  - Click the  next to the document you want to update and choose the appropriate action you want to take.
    - Follow the directions within the app to complete the update.

### Resources/General Information

- [Link to Rain Garden Manual](#)
- [Link to chapter 99 of the City Ordinance](#)
  - Streets and Sidewalks
  - Trees and Shrubs
- [Link to chapter 100 of the City Ordinance](#)
  - Nuisances
- [Link to the Catching Rain BMP Inspection App Instructions](#)
- Contact Email for Questions: [catchingrain@cityoffortwayne.org](mailto:catchingrain@cityoffortwayne.org)

### Acknowledge & Sign

- By signing and submitting the rain garden registration form you are agreeing to complete a yearly monitoring report on the Catching Rain BMP Inspection app; and you understand that your rain garden must comply with chapters 99 and 100 of the City of Fort Wayne ordinances.
- Using your finger or a stylus, sign the registration form in the appropriate signature box.
  - If you need to delete the signature you entered, simply click the  icon in the signature box and enter a new signature.
- Click the Submit button to submit your registration form.

### Questions

- If you have any questions you can click on the email link under the Resources/General Information section of the registration form to send an email. You can also call (260) 427-8311 for immediate assistance during business hours.