

CARPDC

CENTRAL ALABAMA REGIONAL PLANNING
AND DEVELOPMENT COMMISSION

AUTAUGA, ELMORE & MONTGOMERY COUNTIES

Jiles Williams, Jr.
Chairman

Bill J. Tucker
Executive Director



Dear Member Government:

It is our pleasure to provide you with a copy of the *Central Alabama Region Model Tree Ordinance*. This Ordinance and its supporting manual were developed by our office with financial support from the Urban and Community Forest Financial Assistance Program.

It is clear that the Central Region is losing tree coverage as it becomes more urbanized. This loss can be minimized if we begin to implement management activities for our Urban Forest. This model tree ordinance is a step toward managing our urban forest.

The model will allow you to utilize a template to develop a Tree Ordinance for your municipality. It was developed specifically for the Central Region and includes input from members of our region.

Please review this Model Ordinance and its supporting manual and discuss it with your City Council members. If you have any questions, concerns, or wish to tailor the Ordinance to your specific municipality please feel free to contact our office (334) 262-4300.

Thank you and we look forward to assisting you make our region better.

Sincerely,

Bill J. Tucker,
Executive Director

ORDINANCE NO. _____

An Ordinance, in pursuance of the authority granted by Title 11, Chapter 52, Articles 1 through 4 inclusive, of the 1975 Code of Alabama, regulating cutting and removal of trees on the public lands and rights of way in the **(Town/City)** of **(Name of Municipality)**, Alabama, providing for the creation of the **(Name of Tree Commission)**, providing for a permit for removal, providing for penalties for violations of any provisions of this Ordinance, and for related purposes.

ARTICLE I. TITLE, PURPOSE, AND INTENT

Section 100. Short Title.

This Ordinance shall be known and may be cited as the TREE ORDINANCE, for the **(Town/City)** of **(Name of Municipality)**, Alabama.

Section 101. Purpose.

This Ordinance establishes policies, regulations and standards necessary to ensure the **(Town/City)** of **(Name of Municipality)** will realize the benefits provided by its community forest, preserve the environmental and aesthetic value belonging to such.

Section 102. Intent

Trees, as defined, regulated and protected herein, are declared to be a natural public resource and the **(Town/City)** of **(Name of Municipality)** encourages planting, replacement and protection of trees, as herein set out, in the interest of the health, safety and welfare of present and future citizens of the **(Town/City)** of **(Name of Municipality)**. To attain that end, it shall be unlawful to cut down, damage, poison or in any other manner destroy or cause to be destroyed any tree or woodland as covered by the terms of this Part except in accordance with the provisions of this Part.

Section 103. Jurisdiction

This Ordinance shall apply to all public lands and rights-of-ways within the corporate limits of the **(Town/City)** of **(Name of Municipality)**.

ARTICLE II. DEFINITIONS

Section 200. Purpose

It is the purpose of this Article to define words, terms, and phrases contained within this Ordinance.

Section 201. Word Usage

In the interpretation of this Ordinance, the provisions and rules of this section shall be observed and applied, except when the context clearly requires otherwise:

- A. Words used or defined in one tense or form shall include other tenses and derivative forms.

- B. Words in the singular number shall include the plural number and words in the plural number shall include the singular number.
- C. The masculine gender shall include the feminine, and the feminine gender shall include the masculine, this shall be extended to apply to partnerships, firms and corporations or other similar entities.
- D. The words “shall” and “must” are mandatory.
- E. The word “may” is permissive.
- F. The word “person” includes individuals, firms, corporations, associations, trusts, and any other similar entities.
- G. The word “(Town/City)” refers to the (Town/City) of (Name of Municipality).
- H. The word “Jurisdiction” includes all public lands and rights-of-ways included within the corporate limits of the (Town/City) of (Name of Municipality).

Section 202. Definitions

When used in this Ordinance, the following terms shall have the meanings herein ascribed to them:

Arboricultural Specifications Manual – see Tree Policy Manual

Board of Zoning Adjustments (BZA) - The Board of Zoning Adjustment of the (Town/City) of (Name of Municipality), Alabama

(Town/City) - The (Town/City) of (Name of Municipality), Alabama

(Town/City) **Council** - The governing body of the (Town/City) of (Name of Municipality), Alabama

Code of Alabama - The Code of Alabama as recompiled and amended or any subsequent code of this state

Commission- Refers to the (Name of Tree Commission)

Community Forest- Those trees and shrubs located within municipal limits

Council - See (Town/City) Council

Manual- See Tree Policy Manual

Plant- Any multi-cellular organism of the kingdom Plantae characteristically containing chloroplasts, having cellulose cell walls, lacking the power of locomotion, and reproducing by seeds or spores

Public Lands- Those lands owned by the **(Town/City)** of **(Name of Municipality)**

Public Places- Shall include all grounds owned by the **(Town/City)**

Rights-of-ways- Those lands in the public ownership along public roads or easements

Shrub- a low woody perennial plant usually having several major branches

Shrubbery- an area where a number of shrubs are planted

Tree- A perennial woody plant having a main trunk and usually a distinct crown

(Name of Tree Commission)- Those members appointed to establish policies, regulations and standards to protect the community forest in **(Name of Municipality)**, Alabama

Tree City USA- Certification attained by accomplishing and maintaining the standards as set out by the Tree City USA organization in an effort to grow and manage a viable urban forest

Tree Commission- See **(Name of Tree Commission)**

Tree Policy Manual- Manual which outlines all methods, practices, and procedures of tree planting, replacement, and protection for the **(Town/City)** of **(Name of Municipality)**

Tree Manual- See Tree Policy Manual

Woodland- See Community Forest

ARTICLE III. ESTABLISHMENT OF A TREE COMMISSION

Section 300.

There is hereby created and established a **(Name of Tree Commission)** which shall consist of nine (9) full power members and two (2) ex-officio members.

Section 301. Appointments and Length of Terms

The nine (9) members with full powers will consist of two (2) members of the **(Town/City)** Council for a length of term concurrent with their Council term and seven (7) members as appointed by the Mayor with careful consideration given to reflect the **(Town/City)**'s population and utilize its arboricultural talents. The seven (7) appointees'

terms shall be staggered at three (3) year intervals. The two (2) ex-officio members shall be the Mayor (or representative) and a representative from the Alabama Power District Office. Four (4) of the members of the first board shall serve for only one (1) year and the terms of three (3) members shall be for two (2) years.

Section 302. Compensation

Members of the Tree Commission shall serve without pay provided; that prior approved expenses incurred by Tree Commission members in connection with their duties may be reimbursed upon presentation of evidence thereof.

Section 303. Officers; Rules and Regulations

The board shall choose its own officers, make its own rules and regulations, keep minutes of its proceedings, and develop the Tree Policy Manual.

303.01 Approval and Recording

All rules and regulations shall be approved by the **(Town/City)** Attorney and a copy shall be provided to the **(Town/City)** Clerk for recording.

Section 304. Meetings

The Tree Commission shall be responsible for meeting **(time period i.e. monthly, weekly)** at such times and places as the Commission shall determine necessary to investigate, study, and plan for the planting, care and maintenance of all trees on publicly owned lands. In addition to its regularly scheduled meetings, special meetings of the Commission may be called by the Chairman of the Commission or by the Mayor upon not less than seven days prior notice of the time, place and purpose of such special meeting.

304.01. Open Meetings

All meetings held by the Commission shall be held in compliance with the Alabama Open Meetings Act.

Section 305. Quorum

Five members with full voting powers shall constitute a quorum.

ARTICLE IV. ADMINISTRATION AND ENFORCEMENT

Section 400. Purpose

The powers and duties of the following are specified in this Section with regard to the administration of this Ordinance: the **(Name of Tree Commission)**; the Board of Zoning Appeals; and the **(Town/City)** Clerk. This Article also specifies the requirements for appeals.

Section 401. Powers and Duties

The Tree Board shall have the following duties and powers as they relate to the community forest in **(Name of Municipality)**: review and approve plans, develop and

maintain a tree policy manual, set permit conditions, pursue and maintain Tree City USA status, allocate funds, educate citizens and promote tree care.

401.01. Duty to Review and Approve Plans/Applications

The chairman may from time to time establish special committees to assist **(Town/City)** officials/ Boards in the decision making process as it addresses the community forest. These special committees shall consist of not less than three (3) members of the Tree Commission. In addition, the duration of these special committees shall be set by the Chairman of the Tree Commission and shall be no longer than one (1) calendar year.

The Tree Commission shall advise the appropriate individuals/ firms/ **(Town/City)** departments/ **(Town/City)** boards/ planning commission expeditiously in writing of its recommendations on matters related to:

- A. Aesthetics and appropriateness of all tree plantings and landscape plans on public lands and within the rights-of-way
- B. Trimming or removal of trees, plants, or shrubbery on public lands and rights-of-way that obstruct movement, or vision of vehicles or pedestrians along streets, alleys, or sidewalks.
- C. Projects that would affect trees in the City located on public lands and rights-of-way.
- D. The Commission shall review and approve plans and applications
 1. All applications must include required supporting information and be submitted to the **(Town/City)** Clerk or appointee, who will forward them to the Tree Commission. Supporting information shall include a list of all work activities, materials, trees, and illustration of work to be performed.
 2. The Commission shall approve, approve with conditions, or deny complete plans/applications within 15 days of receipt by the **(Town/City)** Clerk or appointee.
 3. A majority of the quorum constitutes a decision.

401.02 Duty to Develop and Maintain a Tree Policy Manual

The Commission shall develop a tree policy manual that at a minimum shall address: trimming, removal, planting, care, as well as offers a comprehensive recommended tree list. The Commission has the authority to update the manual and its components as needed with review from the **(Town/City)** Council and advertisement of such activities.

401.03 Set Permit Conditions

The Tree Commission shall have the authority to affix “Reasonable Conditions” to the granting of a permit in accordance with the terms of this Ordinance.

401.04 Pursue and Maintain Tree City Status

It shall be the duty of the Commission to complete all required mandates to achieve and maintain Tree **(Town/City)** USA status and inform the **(Town/City)** Council of all requirements and achievements in such.

401.05 Allocate Funds

The Tree Commission shall have the authority to investigate available grants, loans or contributions from other governmental agencies, public or private corporations or individuals.

401.07 Educate Citizens and Promote Tree Care

It shall be the duty of the Tree Commission to do the following to Educate Citizens and Promote Tree Care:

- A. Make available to an interested person copies of the Tree Ordinance, information about the activities of the Tree Commission, copies of the Tree Policy Manual, and other publications as developed by the Commission,
- B. Make every effort to advise **(Town/City)** residents and Property owners of any trees worthy of preservation on their property, and of any conditions on their property, such as the presence of certain conditions which are known, or may reasonably be expected to endanger the health of any tree,
- C. Educate the Community about the advantages of growing trees,
- D. Provide the community information on viable species for the area and how to plant and maintain them,
- E. Encourage the recycling of tree debris,
- F. Foster community support for the **(Town/City)** of **(Name of Municipality)** community forest program,
- G. Hold Arbor Day Celebrations.

Section 402. Permits Required

Permits are required to be obtained from the Tree Commission before any planting, maintenance, or removal of trees on public lands or rights-of-way. Once a permit is granted all processes must follow those specifications listed in the Tree Care Policy Manual unless authorized by the Tree Commission.

402.01 Public Utility Companies

No clause in this ordinance shall be interpreted as prohibiting public utilities, the public works department, or a representative thereof from performing their duties and required maintenance. However, it is requested that all work be done in as close compliance with this ordinance as feasible.

Section 403. Abuse of Public Trees

No person shall intentionally damage, cut, carve, transplant, or remove any tree, attach any rope, wire, nails, advertisements, posters, or other contrivance to any tree, allow any gaseous liquid, or solid substance which is harmful to such trees to come in contact with them; or set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any tree.

Section 404. Interference With Tree Maintenance

No person shall hinder, prevent delay, or interfere with any **(Town/City)** authorized maintenance of trees while engaged in carrying out the execution or enforcement of this Ordinance.

Section 405. Protection of Public Trees

All public trees shall be protected during construction. All trees on any street or other publicly owned property near any excavation or construction of any building, structure, or street work, shall be guarded with a good substantial fence, frame, or box. All building material, dirt, or other debris shall be kept outside the Construction Tree Guard.

Section 406. Enforcement

Members of the general public may register complaints with the enforcement officer or appointee. The enforcement officer or appointee is hereby authorized to abate any such violations within the **(Town/City)** of **(Name of Municipality)**.

Section 407. Penalty and Violations

Any person or firm, or corporation violating or failing to comply with any of the provisions of this Ordinance shall be fined a sum of no less than \$1, nor more than \$5,000 upon conviction. Each day the violation continues shall constitute a separate offense.

407.02 Non- Compliance

Upon being sanctioned the individual, firm, or corporation has the option of coming into compliance with the Ordinance by making application and following the recommendations of the Tree Commission; or

- A. If the sanction is not remedied the **(Town/City)** has the authority to remedy the violation. The cost of this remedy will be passed along to the owner, agent, occupant or lessee of the property. Upon completion of the work ordered by the Tree Commission, the Enforcement Officer and designated representative(s), shall compute the actual expense, including, but not limited to, total wages paid, value of the use of equipment, advertising expenses, postage, materials purchased, which were incurred by the **(Town/City)** as a result of such work. An itemized statement of such expenses shall be mailed to the last know address of the owner, agent, occupant or lessee of the property.

- B. In the event the owner, agent, occupant or lessee shall fail or refuse for a period of twenty-eight (28) days to pay off and discharge the expenses, the Enforcement Officer and designated representative(s) shall report such failure to the **(Town/City)** Council at the next regular meeting following the expiration of that period
- C. The **(Town/City)** Council may cause the actual expense of such work to be levied as a special assessment against the property. The owner, agent, occupant or lessee may appear at the next **(Town/City)** Council meeting held after receiving the statement of expenses to show why such assessment shall not be levied. After the meeting, the **(Town/City)** Council may, by resolution, assess all or part of such expense against the property.
- D. Any assessment against the property owner, agent, occupant, or lessee of the property under this section shall not be final until seven (7) days after adoption by the **(Town/City)** Council. Once the assessment has become final the **(Town/City)** Clerk shall have a resolution recorded
- E. In the event owner, agent, occupant or lessee shall fail or refuse to discharge the assessment after a period of twenty-eight (28) days from the date the assessment was made final, the **(Town/City)** may commence an action in any court of competent jurisdiction to recover said expenses.

Section 408. Appeals

The Board of Zoning Adjustment shall hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the Tree Commission in the enforcement of this Ordinance.

Section 409. Severability Clause

If any article, section, sub-section, paragraph, clause, or provision of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, the declaration shall be limited to the part declared invalid or unconstitutional. The declaration shall not affect the validity or constitutionality of the Ordinance as a whole or any other article, section, sub-section, paragraph, clause, or provision of this Ordinance.

ARTICLE V. ADOPTION

Section 500. Effective Date

This Ordinance shall take effect upon publication as required by law.

ADOPTED and **APPROVED** this ____ day of _____, 2007

Mayor

Attest: _____

TREE POLICY MANUAL

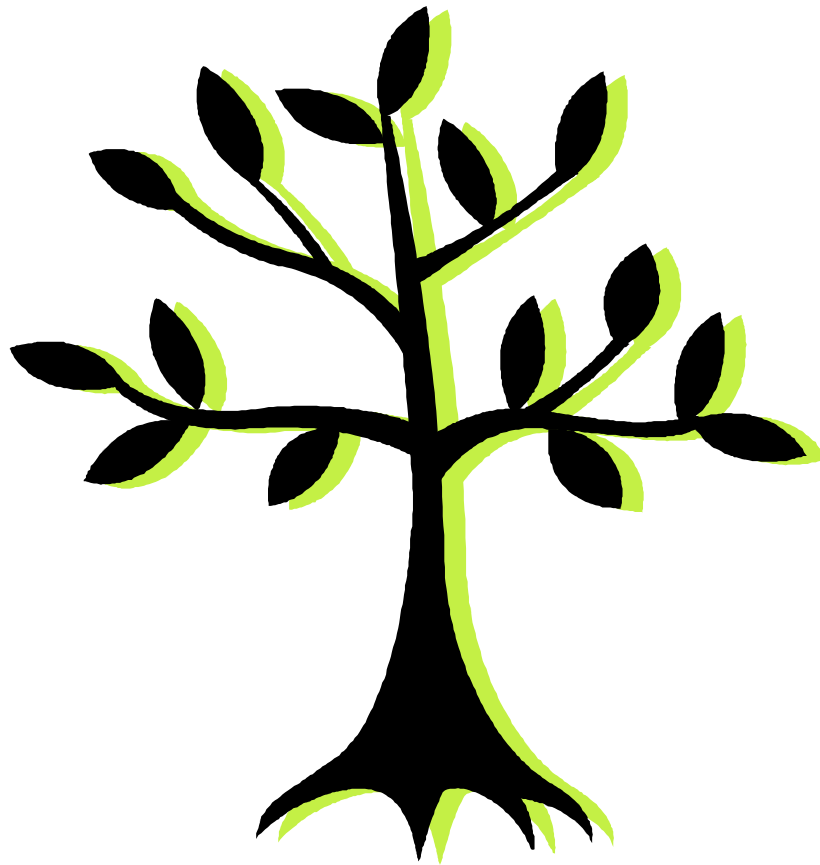




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Letter from the **Mayor or Chairman**



Arboricultural Specifications Manual

Purpose

The Arboricultural Specifications Manual for the **(Town/City)** of **(Name of Municipality)**, commonly known as the Tree Policy Manual, specifies the arboriculturally correct standards of practice for tree planting and the care of trees in the **(Town/City)** as required in Ordinance #**(Insert Tree Ordinance Number)**. It has been reviewed by the **(Name of Tree Commission)** and approved by the **(Town/ City Council)** in compliance with the **(Town/City)** of **(Name of Municipality)** **(Tree Ordinance Number)** concerning trees adopted by **(Town/ City Council)** **(Date Adopted)**.

Enabling Legislation

In pursuance of the authority granted by Title 11, Chapter 52, Articles 1 through 4 inclusive, of the 1975 Code of Alabama.

Jurisdiction

This manual shall apply to all public lands and rights-of-ways within the corporate limits of the **(Town/City)** of **(Name of Municipality)**.

Policy

Any work on public trees as defined by **(Town/City)** of **(Name of Municipality)** **(Tree Ordinance Number)** shall comply with said ordinance and this Arboricultural Specifications Manual. This manual is also recommended as a guide for proper tree care activities by the private sector; however, it need not be adhered to on private property unless the activity in question is required by **(Town/City)** of **(Name of Municipality)** **(Tree Ordinance Number)**.

Goals

The goals of the **(Town/City)** of **(Name of Municipality)** Arboriculture Specifications Manual are:

- To encourage professionals and amateurs to plant and maintain trees correctly.
- To achieve close cooperation between the Tree Commission, all **(Town/City)** departments, and private developers on matters that affect **(Name of Municipality)**'s trees located on rights of way or public lands in order to preserve and improve **(Name of Municipality)**'s tree canopy and aesthetics.
- To promote selective natural regeneration of hardy native trees on public lands and rights of way.
- To assist citizens of **(Name of Municipality)** realize the benefits provided by its community forest.



Definitions

Words used or defined in one tense or form shall include other tenses and derivative forms. Words in the singular number shall include the plural number and words in the plural number shall include the singular number. The masculine gender shall include the feminine, and the feminine gender shall include the masculine, this shall be extended to apply to partnerships, firms and corporations or other similar entities. The words “shall” and “must” are mandatory. The word “may” is permissive. The word “person” includes individuals, firms, corporations, associations, trusts, and any other similar entities. The word “(Town/City)” refers to the (Town/City) of (Name of Municipality). The word “Jurisdiction” includes all public lands and rights-of-ways included within the corporate limits of the (Town/City) of (Name of Municipality).

When used in this Manual, the following terms shall have the meanings herein ascribed to them:

Arboricultural Specifications Manual – Manual which outlines all methods, practices, and procedures of tree planting, replacement, and protection for the (Town/City) of (Name of Municipality)

Arterial- Heavy traffic carrying streets of the (Town/City) that function to move intra-city and inter-city traffic

Board of Zoning Adjustments (BZA)- The Board of Zoning Adjustment of the (Town/City) of (Name of Municipality), Alabama

(Town/City) - The (Town/City) of (Name of Municipality), Alabama

(Town/City) Council - The governing body of the (Town/City) of (Name of Municipality), Alabama

Code of Alabama - The Code of Alabama as recompiled and amended or any subsequent code of this state

Collector Street- Streets whose primary function is to collect traffic from an area and move it to a major thoroughfare or arterial while also providing substantial service to abutting land use.

Commission- Refers to the (Name of Tree Commission)

Community Forest- Those trees and shrubs located within municipal limits

Council - See **(Town/City)** Council

Graft Union- The place on the stem of a plant where the bud, is joined to the rootstock or trunk. It is usually indicated by a slight swelling

Local Street- see collector street

Manual- See Tree Policy Manual

Plant- Any multi-cellular organism of the kingdom Plantae characteristically containing chloroplasts, having cellulose cell walls, lacking the power of locomotion, and reproducing by seeds or spores

Public Lands- Those lands owned by the **(Town/City)** of **(Name of Municipality)**

Public Places- Shall include all grounds owned by the **(Town/City)**

Public Trees- Those trees located on public lands

Rights-of-ways- Those lands in the public ownership along public roads or easements

Root Flare- Base of trunk that swells out to become buttress roots entering the soil

Shrub- A low woody perennial plant usually having several major branches

Shrubbery- an area where a number of shrubs are planted

Tree- A perennial woody plant having a main trunk and usually a distinct crown

(Name of Tree Commission)- Those members appointed to establish policies, regulations and standards to protect the community forest in **(Name of Municipality)**, Alabama

Tree City USA- Certification attained by accomplishing and maintaining the standards as set out by the Tree City USA organization in an effort to grow and manage a viable urban forest

Tree Commission- See **(Name of Tree Commission)**

Tree Policy Manual- see Arboricultural Specifications Manual

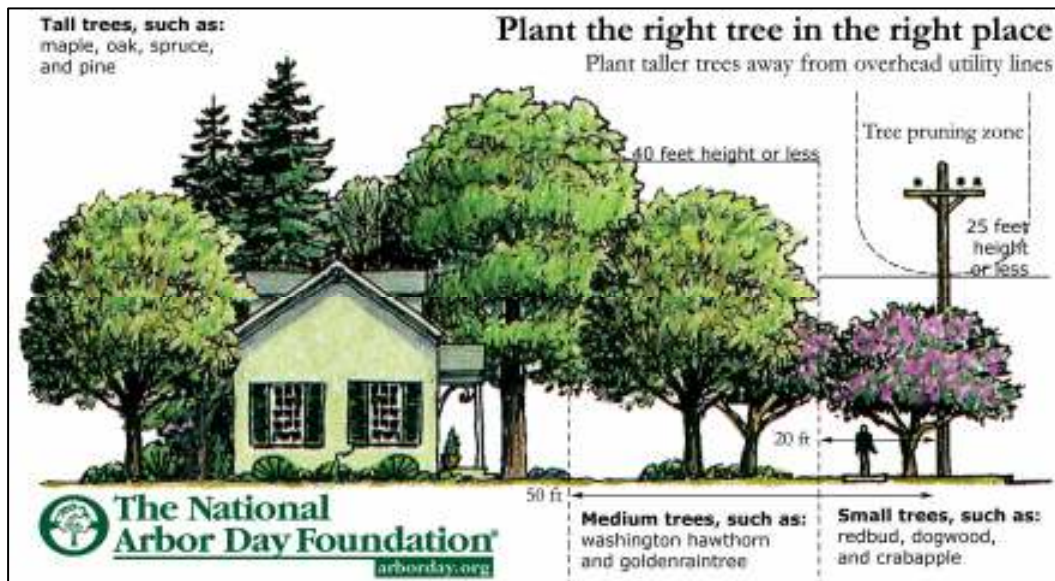
Tree Manual- See Tree Policy Manual



Species Information & Selection

Selection of Species Varieties, and Cultivars:

1. “Right Tree - Right Place”. Consider the physical conditions of your planting site. Sun and wind exposure, soil type and drainage pattern are all factors that can effect the growth and performance of the tree.



2. When choosing the right tree it helps to consider varieties and cultivars. A variety or cultivar is a subgroup within a larger tree species having a distinct character or trait. Selection of a particular species and/or cultivar can help solve problems related to planting sites. By selecting a tree with a problem solving trait it is possible to: reduce the need for pesticides; reduce maintenance hours; improve tree health; predict crown size and root space needs; enhance aesthetics through more diversity of flowers; eliminate the nuisance of fruit dropping and thorns in addition to extending the life of the tree.

3. Tables 1 & 2 of this manual contain lists of ***Acceptable Trees***¹. The trees on these lists have been proven adaptable to and suitable for urban conditions in **(Name of Municipality)**. These lists contain species by size category and common and scientific name.

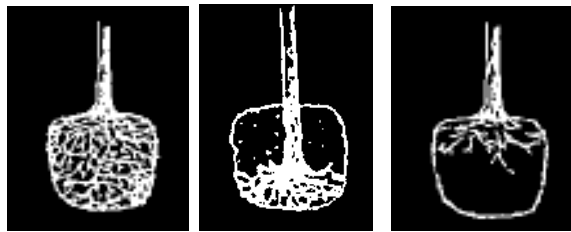
¹ Include a list of acceptable trees that are well suited for your municipality. It may be helpful to break them up into two tables, one for street trees and one for park trees. Consult your local Cooperative Extension Office for assistance.



Standards of Practice

Plant Material Selection, Handling, Inspection, Storage, Planting:

1. Only desirable, long-lived trees of good appearance and beauty shall be planted on public sites. All plant material should be generally free from injurious insects and disease. **Any trees planted shall be adaptable to USDA Zone 8 climate conditions.**



Good

Bad

Bad

1. Trees shall be tagged indicating species and size. Trees shall be free of wounds, insects and cankers. Root systems should be full and root balls should be moist but not moldy. Root balls should be protected from freezing.
2. Plants should be protected from wind during transport and kept cool and moist at all times. Care should be taken as not to drop or otherwise loosen root ball. Plant should not be picked up by the trunk. Instead, the soil ball should be supported when moving plant.
3. Bare rooted plants must be planted when dormant (buds are closed and not leafed out). Roots should always be kept moist and cool and trees planted as soon as possible. If stored, the trees should be covered with moist soil or wood chips. All bare rooted trees should be soaked in water immediately prior to planting.

Spacing & Location Specifications for Public Areas:

1. Before digging make certain you are aware of underground utility locations. Call 811 and wait for their response before digging.
2. Do not plant within thirty (30) feet of the intersection with a local or collector street; or within fifty (50) feet of the intersection with a major or minor arterial.
3. Minimum spacing on planting trees is twenty-five (25) feet from the next tree.

4. Maximum spacing on street trees is forty (40) feet for Table 1 and thirty-five (35) for Table 2.
5. Plant street trees between curb and sidewalk. If the planting strip is less than four (4) feet wide, Large/Medium trees may only be planted behind the sidewalk. Small trees with upright/columnar branches and single stemmed may be used with approval of (Name of Tree Commission)

Minimum Size Specification:

- Trees planted on commercial / multi-family projects shall be no smaller than (2 ½) inches in caliper (diameter measured at six (6) inches above the ground).
- Trees planted on single / two-family projects shall be no smaller than (1 ½) inches in caliper.

Planting Procedures:

Potted or balled & burlapped trees

1. Hole shall be dug with the width three times the spread of the root ball and no deeper than the root ball. Hole should have slanted sides and be roughened with the shovel.



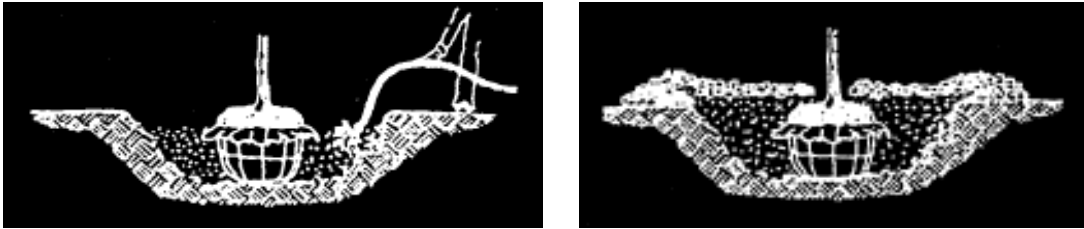
2. Trees will be planted no deeper than the original root flare. Do not confuse a graft union for the root flare. In clay soils trees can be planted slightly higher, not to exceed 20% of root ball above ground. Set trees on native soil or thoroughly compact backfill.

3. Remove tree from pot or cut away twine around stem and fold back burlap and wire basket below ground level. When possible, remove burlap and wire baskets. Always remove all plastic twine & artificial burlap.

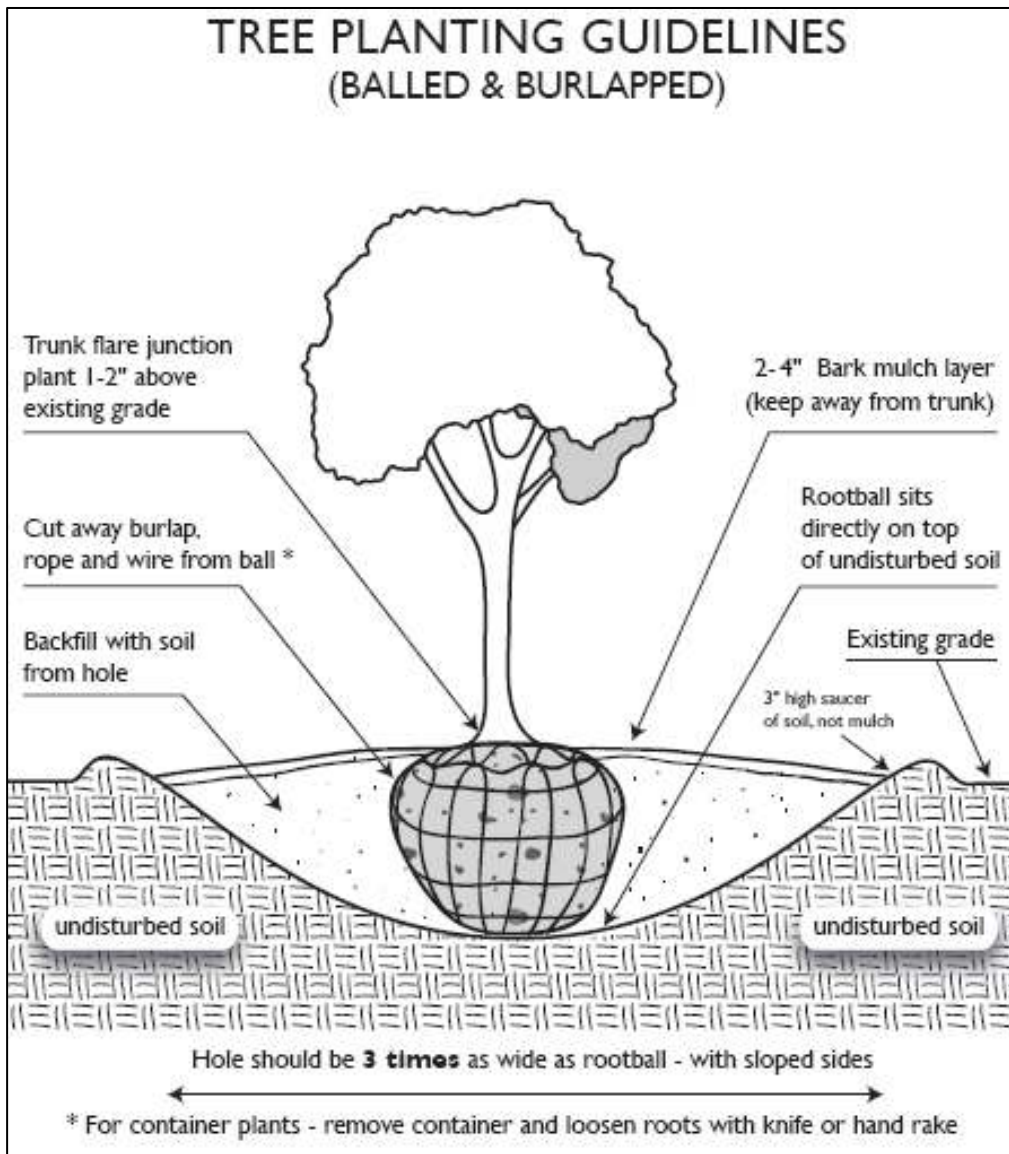


4. Straighten tree and completely backfill the hole with existing soil. Avoid using excessive amounts of organic matter.

5. Apply water to settle the soil and to eliminate any voids. At this time a solution of root stimulator (not fertilizer) can be watered in.



6. Chop up any dirt clods; add soil if needed.
7. Place a two to four inch layer of mulch around the tree in a minimum three foot radius.

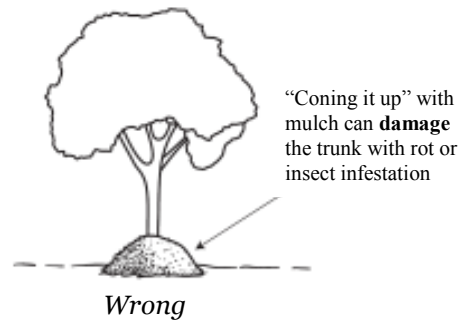
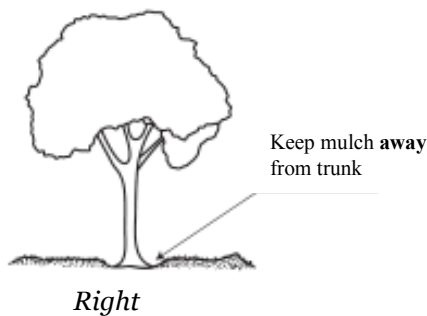


Bare rooted trees

1. Plant trees immediately upon receipt. Soak in water before planting.
2. Avoid any drying or warming of seedlings.
3. Cleanly trim any long root hairs with a sharp tool.
4. Place seedling in slit or hole, making sure roots are straight and not bent in a “J” shape. Pack soil firmly around roots and water. Plant at previous planting depth for hardwood seedlings, slightly deeper for evergreen seedlings.

Early Maintenance Procedures:

1. Plants should be thoroughly watered every 5 to 10 days from April through October as needed as a supplement to natural rainfall. Plants should receive a total of two inches of water every two weeks.
2. Trees should be pruned as needed to remove dead, damaged, or poorly located limbs only. Fertilizing is not usually necessary. Only after trees are fully established (2 – 5 years), lower branches may be removed to promote tree structure and facilitate pedestrian and vehicle clearance.
3. Thin barked trees subject to sunscald should be protected from November to April with approved paper tree wrap material. Remove all wrap during the growing season.
4. Only those trees in windy open areas need be staked. Stake to prevent movement of root ball, not of tree trunk. Stake with three (3) guy lines, protecting trunk of tree from rope damage.
5. Mulch shall be maintained at all times at a depth of three (3) inches in a minimum three foot radius around each tree. Recommended mulch shall be shredded bark or aged wood chips.



- Spraying shall be done only for the control of specific diseases or insects, with the proper materials and the necessary strength, and applied at the proper time to obtain the desired control. All spraying of pesticides shall conform to federal and state regulations.

Pruning Procedures:

- No topping is allowed on public trees.
- Except for work necessitated by storms or other emergencies, a permit is required before any person may remove or cut any trees upon public lands within the city.
- All dead branches shall be removed. Branches that cross or rub shall be pruned.
- To prevent the spread of infectious disease, all pruning tools should be disinfected before being used on a new tree.
- All large, established trees shall have their lower branches pruned as necessary to allow the flow of vehicles and pedestrians under the tree; fifteen (15) foot street clearance and eight (8) foot sidewalk clearance is required.
- Proper pruning techniques shall be used as noted below. All cuts shall be made with a sharp saw or pruning shears and only at the nodes or crotches.
- Wound dressings are not recommended.

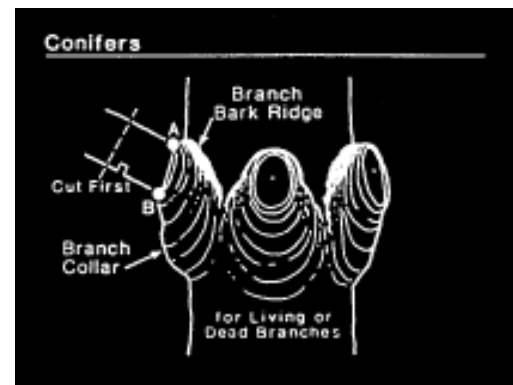
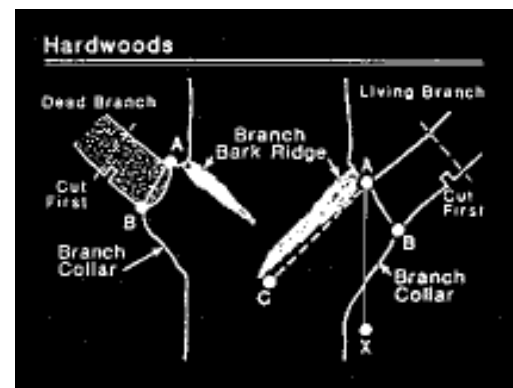
Proper pruning principles – Correct pruning is the best thing you can do for your tree. Here are some guidelines.

Natural target pruning:

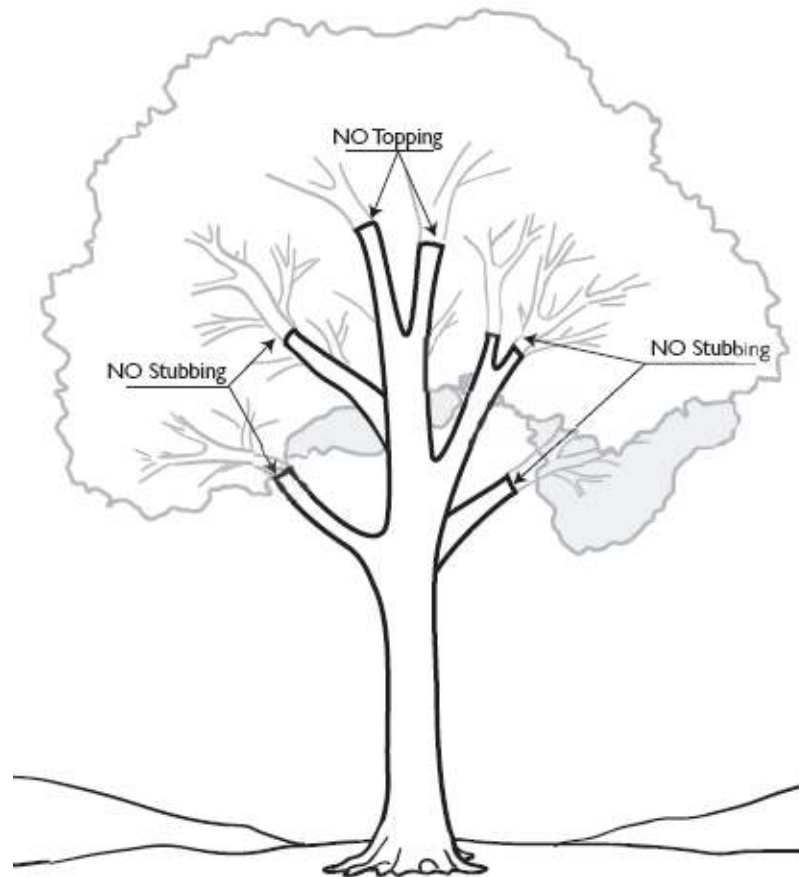
- Locate the branch bark ride (BBR)
- Find target A – outside BBR
- Find target B – where branch meets collar
- If B can not be found, drop an imaginary line at AX. Angle XAC equals XAB
- Stub cut the branch
- Make final cut at line AB

Do Not:

- Make flush cut behind the BBR
- Leave living or dead stubs
- Injure or remove the branch collar
- Paint cuts or otherwise treat the cuts
- Top or misshape the tree



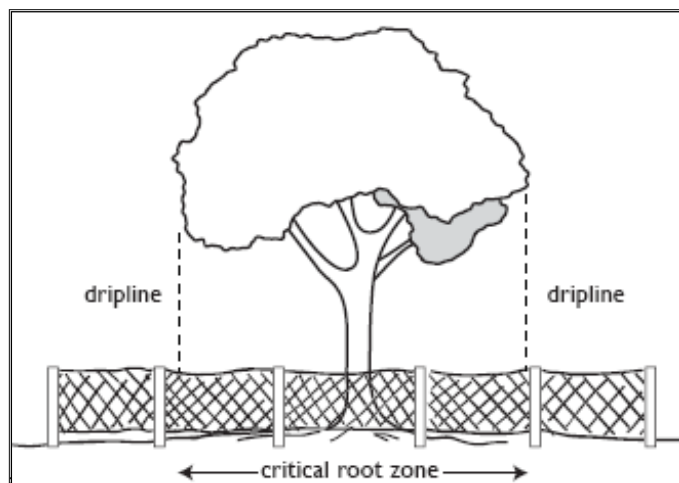
The best time to prune living branches is late in the dormant season or very early in spring before leaves form. Dead and dying branches can be pruned anytime. Use sharp tools! Make clean cuts. Be careful with all tools. Safety first!



Construction Protection Procedures:

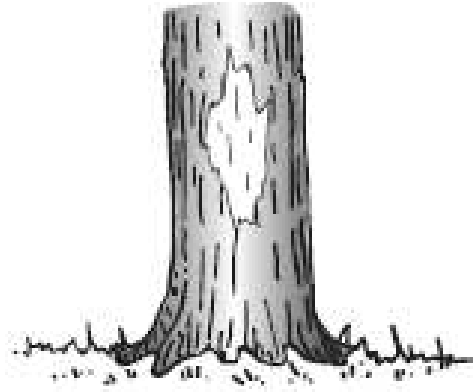
Avoid Soil Compaction

The key to tree survival in the years following construction is protection of the roots during construction. Root compaction caused by the weight of stored materials, vehicles and foot traffic cuts off air and water passages in the soil that trees depend upon for good health. Damage from compaction often shows up slowly, years later. The safest and surest way to avoid compaction is to build a protective fence around the tree to keep damaging vehicles and materials away from the root zone.



Avoid Breaks and Scrapes

Special care with backhoes and other machinery is required to minimize damage to trunk, limbs and overhead branches. If work near a tree is required, wrap the trunk with protective material, such as 2x4s tied with rope or wire. Repair accidental damage immediately and report to Tree Commission within five (5) business days.



Removal Procedures:

Appropriate street and sidewalk barriers shall be placed where removals may endanger the public. The Street and Police departments shall be notified of any street blockages or restrictions of on-street parking.

The stumps of all trees shall be removed to below ground level, filled with soil and seeded.

Condition to the issuance of a permit to remove any tree, may include the planting of approved trees in the place of those removed or alternate location or monetary supplement.

Tree Planting Application



(Town/City) of (Name of Municipality)

A Tree Planting Permit must be granted by the **(Town/City) of (Name of Municipality)** prior to any tree being planted on public lands and rights of way.

The complete care of all newly planted trees will be the responsibility of the property owner. No maintenance by **(Town/City) of (Name of Municipality)** shall exist unless the tree poses any problem to underground utilities or obstructs movement, or vision of vehicles or pedestrians along streets, alleys, or sidewalks.

Participating property owners must comply with all standards in the Tree Ordinance and the Tree Policy Manual.

Allowable species can be found in the Tree Policy Manual. **All** trees planted on public lands must be on the *Acceptable Tree List (see tables 1& 2)* other varieties may be approved at the discretion of the Tree Commission.

TREE PLANTING APPLICATION

Date: _____

Property Owner's Name: _____

Phone: _____ Address: _____

Person/Company performing the tree planting:

Name: _____

Phone: _____ Address: _____

Date work will be completed: _____

Tree (s) to be planted:

Variety	Number	Size
_____	_____	_____
_____	_____	_____
_____	_____	_____

DRAWING REQUIRED (please use back of this form).

Drawing must include:

1. All existing trees and shrubs within 30 feet of planting location; both in the right-of-way and on private property.
2. All driveways, alleys, sidewalks and streets within 20 feet of the planting location.
3. Location of the following**:
 - a) Gas main and gas service to house
 - b) Water main and water service to house
 - c) Sewer
 - d) Electric, telephone and cable lines (indicate either overhead or buried)
- **To have these located free of charge dial 811 (**must be done prior to application**)
4. Include north arrow and measurements

If permit is granted, I hereby agree that any and all work will be performed in accordance with the Tree Planting Standards found in the Tree Policy Manual.

Property owner(s) signature: _____ Date: _____

_____ Date: _____

Administrative Use Only

Permit to Plant Tree(s) as listed on application on said public property has been

GRANTED / DENIED (*circle one*)

Denial Reason or Special Conditions:

Tree Commission Chair's Signature: _____ Date: _____



TREE CARE APPLICATION

Town/City) of (Name of Municipality)

A Tree Care Permit must be granted by the **(Town/City)** of **(Name of Municipality)** prior to any tree being removed or pruned on public lands and rights of way.

No topping is allowed on public trees. Appropriate street and sidewalk barriers shall be placed where removals may endanger the public. The Street and Police departments shall be notified of any street blockages or restrictions of on-street parking.

Participating property owners must comply with all standards in the Tree Ordinance and the Tree Policy Manual.

If replacement is planned or required allowable species can be found in the Tree Policy Manual. All trees planted on public lands must be those listed on the *Acceptable Tree List (see tables 1&2)*. Other varieties may be approved at the discretion of the Tree Commission.

TREE CARE APPLICATION

Date: _____

Property Owner's Name: _____

Phone: _____ Address: _____

Person/Company performing the tree maintenance:
(If the responsible party is a business-Attach Proof of Insurance)

Name: _____

Phone: _____ Address: _____

Date work will be completed: _____

Site Location: _____

Request Prune Complete Removal Other _____

If pruning, extent of work: _____

Tree species and condition: _____

Replacement planned? _____

*Note: **When work is done by the property owner a reasonable number of branches cut into manageable lengths and left at the curb will be picked up by the Street Dept. (if applicable)** When work is done by a Tree Removal Service - the commercial operator is responsible for the removal of all limbs & cut wood.*

If permit is granted, I hereby agree that any and all work will be performed in accordance with the Tree Planting Standards found in the Tree Policy Manual.

Property owner(s) signature: _____ Date: _____

_____ Date: _____

Administrative Use Only

Permit to Plant Tree(s) as listed on application on said public property has been

GRANTED / DENIED *(circle one)*

Denial Reason or Special Conditions:

Tree Commission Chair's Signature: _____ Date: _____