



Residential Street Tree Program Application

Property Owner: _____ **Phone #:** _____

Address of Property: _____

Email Address: _____

If there are existing trees in the right-of-way that need to be removed, the owner must call the City at 660-627-1272 to request that the trees be inspected for removal before filling out this application. Only dead, diseased, or hazardous trees will be considered for removal.

Please review the space requirements listed in the program policies and procedures section 1.C. The applicant must be certain that adequate space exists before applying.

Tree Selection:

All street trees must be chosen from the City of Kirksville Tree List. The City cannot guarantee the availability of a particular tree species.

Tree Species Requested

1. _____
2. _____
3. _____

Detailed Location in the Right-of-Way:

Please understand that to prevent overplanting of one species in a given area, the City will determine if the desired species is appropriate for the requested location. If the City determines that the species chosen is not appropriate, the applicant will be asked to choose a different species that is appropriate as determined by the City. If the City and the applicant are unable to agree on a tree species, the \$100 program cost share fee will be returned.

Note that we will be unable to provide a specific planting date due to tree availability and weather conditions which could affect planting schedules.

I have read, and fully understand the City of Kirksville's Residential Street Tree Program Policies and Procedures, and agree to provide proper tree care as detailed in the program policies and procedures section IV.

Signature: _____ **Date:** _____

*Return this completed application and the program cost share fee of \$100 to the Kirksville Parks and Recreation Department, 801 E. Mill Street. Applications received after each seasonal deadline will be reviewed for the next planting season. Limit of one application per property per planting season.



Residential Street Tree Program: Policies and Procedures

Section I: General

A. The owner of a residential property that abuts a public right-of-way owned by the City may be eligible for the City of Kirksville's Residential Street Tree Program. Residents can apply for a new tree by completing the Residential Street Tree Program application and paying the \$100 program cost share fee. Due to the impacts of the Emerald Ash Borer (EAB), this program currently gives preference to the replacement of Street Trees on a "one-for-one" basis where a tree has been removed. The City's Residential Street Tree Program is contingent on continued annual funding by the City Council, and the City Council is in no way obligated to continue to fund the program.

B. Commercial and industrial (non-residential) properties are not eligible for this program.

C. Residents replacing a tree removed due to EAB or other diseases have the option of placing the new tree in another location within the public right-of-way. All trees planted must conform to the following requirements:

- **No Sidewalk** - The tree must be located within 12 feet of the street and completely within the public right-of-way.
- **Sidewalk within the Right-of-Way** - The planting area, typically the grass area between the street and the sidewalk, should be a minimum of four (4) feet wide; trees shall not be planted closer than two (2) feet to any curb; tree location must be approved by the City.

Regardless of the presence of a sidewalk, the following criteria should also be met:

- Trees shall not be planted within twenty-five (25) feet of street lights.
- Trees shall not be planted within ten (10) feet of storm drain inlets, manholes, or fire hydrants.
- Trees shall not be planted within twenty (20) feet of an existing tree if designated as small, or forty (40) feet of an existing tree if designated as large.
- No trees shall be planted within thirty-five (35) feet of any street corner, measured from the point of the nearest intersecting curbs or curb lines.

- Only trees designated as small may be planted under or within ten (10) feet of any overhead utility wire.
- In addition to all tree planting criteria listed in this section, all street tree plantings must conform to the City of Kirksville's Code of Ordinances Sec. 32-311 through 32-368.

D. The resident shall choose a tree species from the City's approved tree list. To prevent over planting of one species in a given area, City staff will review the species chosen by the resident and will compare it to the existing trees located in the general area. If City staff determines that the species chosen is appropriate, the application will be processed. If City staff determines that the species chosen is not appropriate due to over-planting concerns, the resident will be notified and provided a list of appropriate species. If the number of applications exceeds the funding allocated annually to the program, applicants will be given the option for a cost share fee refund, or applications will be kept in the order that they are received for consideration in the next fiscal year. Once the resident chooses a species that has been determined by the City to be appropriate, the application will be processed.

E. Tree size for all species will be 1"-2" caliper, based on availability.

F. This is a cost-sharing program, and the resident must submit a payment of \$100.00 per tree at the time of application. This program will cover the remaining cost of the tree, planting materials, and installation. A resident may apply for multiple trees over the course of multiple application cycles, provided there is adequate space for each tree, and that the species chosen are appropriate as outlined in paragraphs C and D above.

G. The City reserves the right to remove and replace any tree installed through this program to access underground utilities for replacement or repair.

Section II: Application by Property Owner

A. The property owner, not a tenant, must apply for participation in the program. The application can be completed on the City of Kirksville's website, www.kirksville.gov or can be obtained from the Kirksville Parks and Recreation Department, located at 801 E. Mill Street, between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

B. The resident shall submit the \$100 cost share payment along with the application. If it is determined that a tree cannot be planted in the requested location, the payment will be returned.

C. Only one application per property per planting season will be considered. Applications for spring plantings must be submitted by December 1, and fall planting applications must be submitted by September 1, 2023, for year one and July 1 each year thereafter.

D. By submitting an executed application, the resident agrees to properly care for the tree(s) as described in Section IV.

Section III: Tree Installation

A. Upon receipt of an application, City staff will review the site and the species choice, as outlined in Section I, paragraphs C and D, and will notify the resident if their application has been

accepted or denied. If the application has been denied, payment will be returned. The City is in no way obligated to accept and approve applications.

B. The City of Kirksville's Parks and Recreation Department will schedule and perform the installations in March or April for the spring plantings, and in October or November for the fall plantings. The City will be responsible for obtaining the required utility locates before installation.

C. If the Owner has a lawn sprinkler system, an underground electronic dog fence or robotic mower system, or any other system located within the area where a tree is to be planted, the Owner is responsible for marking these systems and relocating the systems at their sole expense, as necessary.

D. As part of the tree installation, the City will mulch the base of the tree with a standard hardwood mulch, and will also stake the tree as needed. The City will remove the stakes no later than one year after planting, but the Owner will be responsible for all other ongoing tree care as outlined in Section IV.

E. Once installed, the resident shall not move or transplant the tree. If the property should change ownership, the new resident will be responsible for the ongoing care of the tree as outlined in Section IV, and the Kirksville Code of Ordinances.

Section IV: Resident Tree Care

A. To participate in the City of Kirksville's Street Tree Planting Program, the resident must agree to properly care for the tree as outlined in this section. Any trees that die due to lack of care, or improper care, will not be replaced under the one-year warranty.

B. Watering – The single most important thing a newly transplanted tree needs is water. Generally, new trees should get at least four inches of water per week. Note that an irrigation system does not supply enough water for a new tree. For the first few years, the tree will need supplemental water. Water should be administered slowly to allow it to penetrate the soil deeply. After watering, the soil should be allowed to dry before the next watering. This encourages the development of a deep root system.

C. Mulching – The tree will be mulched by the City when it is installed. If residents choose to re-mulch later, they should spread an even layer of mulch underneath the tree's canopy. The layer should be no deeper than 4 inches, and if fresh mulch is added each year, residents should try not to exceed a 2-inch layer each year. Piling mulch up against the trunk of the tree, creating a "volcano" effect is a very common mistake and can be detrimental to tree health. Mulch should instead create a "donut" shape around the trunk to avoid causing trunk decay or rot.

D. Staking – The tree may be staked by the City at the time of installation based on the species. Residents should not need to stake trees after the original stakes are removed by the City.

E. Pruning – Residents will be required to prune trees that extend over sidewalks, streets, and alleys, and to complete all other necessary structural pruning. Structural pruning when a tree is young should be completed by residents to establish a strong trunk that has evenly spaced branches. This ensures that the tree will be stronger in future years, and less susceptible to

damage during storms. Residents should avoid pruning during the first year that the tree has been planted unless there are broken or diseased branches, which should always be removed when first noticed.

F. Fertilizing – Typically, fertilizer will not be necessary for trees. Residents who choose to use fertilizer or other products on the tree should always follow the product instructions.

G. Wrapping – Some trees, such as maples or certain trees with thin bark, can benefit from wrapping in the first few winters to prevent sunscald or cracking of the lower trunk. Residents who choose to wrap a tree should select a white plastic or breathable material, and place the wrap on the lower trunk from Thanksgiving through Easter. If a new tree comes with a tree wrap, it will be left on at the time of installation for use by the resident.

H. Additional Resources on Tree Care – Most of the information provided in this section was obtained from the Missouri Department of Conservation Urban Trees booklet, which is available on their website at; <https://mdc.mo.gov/sites/default/files/2020-04/MissouriUrbanTrees.pdf>.

Section IV: One-Year Warranty

A. The City will provide a one-year warranty on all trees, starting from the month of planting. The warranty is only in effect if the resident provides proper care as outlined in Section IV, and excludes vandalism or extraordinary acts of nature.

B. The resident must contact the City if they believe that a tree is eligible for replacement within the warranty period.

C. City staff will inspect trees for consideration for replacement. The tree must still be standing at the time of the inspection for a resident to receive a replacement. The City will complete a replacement planting at the next available planting season.