

# FORMS FOR NEW JERSEY TREES

This publication combines the work and dedication of many people. I would be remiss if I did not acknowledge with gratitude the following individuals for their time and expertise in gathering and creating documents that we hope will be useful to individuals within municipalities who have been entrusted with the task of enhancing the care of shade trees:

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This publication has been made possible through funding by the NJ Community Forestry Program. We thank them for their continued support of the NJ Shade Tree Federation and look forward to our continued partnership with them to improve the environs of communities by developing a healthy and safe community forest.

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# THE NEW JERSEY SHADE TREE FEDERATION



## MISSION STATEMENT

Our mission is to continually educate our profession and to establish relationships between allied associations, businesses, and federal, state and municipal governments in order to provide tree-lined streets for future generations.

A properly selected tree, given a suitable location and proper care, will outlive the person who plants it, while benefiting people and communities for generations to come.

Greening and maintaining a community landscape is a long-term commitment that depends on people! Urban forests, parks and other built landscapes require an infusion of human energy to survive.

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## HOW TO USE THIS PUBLICATION

Forms for NJ Trees was created to help Shade Tree Commissions, Committees, and Environmental groups (all of which are often short on time and resources) to better communicate with their Mayor and Council, DPW, contractors, utilities, and residents. We reached out to municipalities and experts across the state, soliciting forms that are already in use. The purpose of this publication is to give municipalities a set of templates to work from when creating documents to support their programs. It is expected that each group will verify with their specific town the information to be utilized. Please use the Tree City USA designation on your documents only if you have earned this title. These templates are provided as guidelines and you are encouraged to edit them as needed for your town. We encourage you to seek help from other experts within your town government, groups with similar goals, and to seek legal advice when necessary.

A professional printer can help you format any of these forms for duplication of door tags, letters, or signs. The pages can also be photocopied for temporary use. You will need to add your specific group and municipality information and logo.

**Editors' Notes** are indicated at the bottom of a page where additional information may be useful in using a form.

Please let us know if you have any additional ideas or comments. This publication has the opportunity to grow as tree care evolves.

### Other useful Resources:

- The National Arbor Day Foundation ([www.arborday.org](http://www.arborday.org)) - Tree City USA Bulletins
- ISA – International Society of Arboriculture ([www.isa-arbor.com](http://www.isa-arbor.com)) – Industry Standards
- NJ Division of Parks and Forestry, Community Forestry – (<http://www.state.nj.us/dep/parksandforests/forest/community/index.html>)
- TCIA – Tree Care Industry Association ([www.tcia.org](http://www.tcia.org)) – free subscription to magazine
- NJ Board of Tree Experts – ([www.njtreeexperts.org](http://www.njtreeexperts.org))
- Rutgers University Publications – (<http://njaes.rutgers.edu/pubs/>)



“One generation plants a tree; the next generation sits in its shade.” ~Chinese proverb



Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## **ANYTOWN TREES BASIC INFORMATION**

The Municipality of *Anytown* recognizes trees as an important environmental asset and because they add significantly to the quality of life in *Anytown*. For \_\_\_\_\_ yrs *Anytown* has had an established Board of Shade Tree & Parks Commission. For \_\_\_\_\_ yrs *Anytown* has been recognized as a preeminent Tree City USA community. Trees in *Anytown* can be either on municipal property and town right of ways or on private property. The Board of Shade Tree & Parks Commissioners is involved with regulation of trees on both private property and public property.

### **PUBLIC TREES**

Since \_\_\_\_\_, all of the trees along the streets have been under the care and the protection of the Shade Tree & Parks Commission. Ordinance \_\_\_\_\_ regulates how these trees are cared for and maintained. **Residents and private companies are not permitted to do anything involving tree care or tree removal without a permit from the Shade Tree & Parks Commission.** The Commission offers full service to all town trees including trimming, fertilization, insect control and treatment. **Commission policy prohibits the removal of live healthy trees.** The Commission maintains a municipal nursery and offers free of charge new street trees. All trees removed by the Commission are replaced. Care of municipal trees extends to all of the municipal parks and properties. Every street in *Anytown* has a minimum of a 10ft. wide easement for street trees. Some streets may have up to a 20ft. easement. **If there is doubt as to whether the tree is a private or municipal tree, please contact the Shade Tree office for advice.**

### **PRIVATE TREES**

The Shade Tree & Park Commission is involved with private trees on both residential and commercial properties in *Anytown*.

On undeveloped property no trees can be removed without a permit and/or approval of the Shade Tree & Parks Commission and/or the Planning Board.

### **COMMERCIAL PROPERTY**

Landscaping and trees on commercial properties are reviewed by the Shade Tree & Parks Commission and approved by the *Anytown* Planning Board and/or Board of Adjustment. No alteration to the landscaping and/or removal of trees can be done without approval of the Shade Tree & park commission. An approved landscape plan and landscape maintenance is required as a condition for a Certificate of Occupancy.

### **RESIDENTIAL PROPERTY**

After the property is developed the Shade Tree & Parks Commission is usually not involved with private trees; however, there are exceptions. Properties that have required buffer zones must be maintained in accordance with the approved plans. No trees or landscaping can be removed. Many residential properties now contain wetland areas that are under the jurisdiction of the State of New Jersey and tree removal is prohibited in wetland areas. No development can take place in the wetland areas. Installation of fences, sheds, patios, decks, and other structures in prohibited in the wetlands and most buffer areas. Check with the Shade Tree & Parks Commission office for further information on this.

**The Shade Tree & Parks Commission Office can be reached at 201-555-1234**





Anytown Shade Tree Commission

**YEARLY PLANNING CALENDAR – USE MANAGEMENT PLAN TO CREATE**

<p><b>January</b></p> <ul style="list-style-type: none"> <li>✓ List of door-tags for printer (drop off and pick up.)</li> <li>✓ Prepare budget if resolved</li> <li>✓ Review management plan for year</li> </ul>	<p><b>February</b></p> <ul style="list-style-type: none"> <li>✓ Prepare article for paper</li> <li>✓ Review STC website</li> <li>✓ Finalize previous years stump list for contractor estimate (drive sites, check list = 7 hrs)</li> </ul>	<p><b>March</b></p> <ul style="list-style-type: none"> <li>✓ Re-order supplies</li> <li>✓ Mulch with Boy/girl scouts (2days prep @ 2hrs)/2-3 people @4-6hrs)</li> <li>✓ Plan Arbor Day (2 people @ 2 hrs)</li> </ul>
<p><b>April</b></p> <ul style="list-style-type: none"> <li>✓ Arbor Day celebrations at elementary schools (seedlings) (1 day – 2hrs per person)</li> <li>✓ Mulch tags (2 days @ 6hrs X 3 people = 36hrs)</li> <li>✓ Order/install Arboretum Tree Plaques</li> </ul>	<p><b>May</b></p> <ul style="list-style-type: none"> <li>✓ Watch list: drive town (3 days (7hrs X 2-3 people = 42-63hrs)</li> <li>✓ Write up work-orders from watch list and submit (1 person @ 4-5 hrs.)</li> <li>✓ Prepare and submit article to paper</li> </ul>	<p><b>June</b></p> <ul style="list-style-type: none"> <li>✓ Water gator bags on new plantings from previous year (3 days (7hrs X 2 people = 38hrs)</li> </ul>
<p><b>July</b></p> <ul style="list-style-type: none"> <li>✓ Prepare fall planting list (1 person @ 2hrs)</li> <li>✓ Fill gator bags weekly (3days (7hrs X 2 people = 42hrs =162hrs/month)</li> <li>✓ Prepare stump list for contractor (drive sites, final list = 7hrs)</li> </ul>	<p><b>August</b></p> <ul style="list-style-type: none"> <li>✓ Fill gator bags weekly (3days (7hrs X 2 people = 42hrs =162hrs/month)</li> <li>✓ Tag trees at nursery (2-3 people @ 6hrs = 12-24hrs total)</li> <li>✓ Prepare planting final planting list (1 person – 3 hrs)</li> </ul>	<p><b>September</b></p> <ul style="list-style-type: none"> <li>✓ Prepare Grant application if available (2 people @ 3 hrs = hrs)</li> <li>✓ Stake removal: submit list for previous years planting</li> <li>✓ Remove gator bags from trees (3 days (7hrs) X 2 people = 38 hrs)</li> </ul>
<p><b>October</b></p> <ul style="list-style-type: none"> <li>✓ NJ Shade Tree Federation Meeting</li> <li>✓ Revisit planting sites to re-mark (1 day @ 5hrs X 2 people = 12hrs)</li> <li>✓ Review tree removals/stumps – prepare next year's budget</li> <li>✓ Grant due</li> <li>✓ Coordinate planting for Nov.</li> <li>✓ Volunteer Day – 3<sup>rd</sup> Sat month.</li> </ul>	<p><b>November</b></p> <ul style="list-style-type: none"> <li>✓ Mail planting letters to residents getting trees (1 person @ 3hrs)</li> <li>✓ Town-wide tree planting (5-6 days (9hrs) X 2-3 people = 90-126 hrs)</li> <li>✓ Prepare management plan to submit to state with all CE credits attended for year. (1 person X 5hrs)</li> </ul>	<p><b>December</b></p> <ul style="list-style-type: none"> <li>✓ Budget meetings</li> <li>✓ Review CE for next year</li> <li>✓ Prepare Accomplishment report to submit to state (1 person X 5hrs)</li> </ul>

**CONTINUED THROUGH YEAR:**

**Work orders:**

- Check STC phone (every two weeks. 1 person @ 2 hrs)
- Respond to resident calls/letters 2 people every 2 weeks @ 2 ½ hrs X 2=5 hrs.
- Update computer records of work orders (computer inventory, planting list, stump list, work order list) (1 person @ 3-4 hrs)
- Filing of work orders (1 person @ 6 hrs each month)

**Meetings:**

- STC monthly meetings (7 members @ 2hrs/month = 14hrs)
- Mayor and Council Meetings as needed (open space, budget, other tree related issues)
- Bergen County Shade Tree League meetings (2-4 people as meetings are offered @ 2hrs X 2-4 = 4-8hrs)

**Town Construction:**

- Review construction plans as given by Planning Board (reviewed at STC meeting, site visit = 2 people @ 1 hr = 2 hrs total. Writing up, submitting and following up with recommendations (1 person @ 3 hrs per plan)
- Consult with Town Engineer with projects involving trees. (time spent varies from a quick phone call, written specs for tree planting, contacting nurseries or being present to inspect plant material and planting techniques = ½ hr up to 4-5hrs)

**Continuing Education:**

- Attending local lectures
- Attending yearly NJ Shade Tree Federation Conference (2 days X 5-7 members attend)
- Reading/Researching
- Seeking advice from other Arborists, CTE's or other local STC's

**Other:**

- Clean office/maintain supplies and files in office
- Weekly – communication from Borough Hall or DPW for specific tree related issues





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

To: Mayor  
From: *Anytown* Shade Tree Commission, chair  
Re: New Commission Member

Dear Mayor

Our group lost an alternate member this year when Sam Smith moved from town. As you know, by law we can have 5 members and two alternates for the Shade Tree Commission.

We have found a replacement to fill this spot. Her name is Jane Jones (insert address and phone number) who has been working with our group and would like to take this appointment. She has a strong interest in trees and is currently attending classes for horticulture. Jane is also doing tree work in *Anytown* for an internship for school. She plans to sit for the NJLTE exam in the near future. Jane is knowledgeable about trees and is a good fit for our group.

Thank you for your consideration in making Jane an alternate #2 in the Shade Tree Commission.

Please let us know if you have any questions,

(sign shade tree chair)

cc. Council  
Municipal Clerk

**EDITORS' NOTE:** be proactive in recommending your own members to join your group before they are blindly appointed. It is a good idea to give potential new members a trial period (invite them to your meetings and have them get involved) to see if they are a good fit.





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

WHEREAS a certain resident has sustained or will sustain damage to their property as a result of hazardous tree condition and,

WHEREAS this condition needs to be corrected from the property of the resident affected and,

WHEREAS the home owner has agreed to permit the Borough of Anytown, its agents, servants and employees to enter upon their property, for the purpose of correcting said tree condition,

**WITNESSETH:**

IT IS MUTUALLY AGREED between the home owner indicated below, by his signature and the Borough of *Anytown* as follows:

1. That the Borough of Anytown, its agents, servants and employees, shall assist the affected home owner wherever possible in the removing a hazardous tree condition from the premises of the said property owner, and
2. The home owner, indicated below, agrees to permit the Borough, its agents, servants and employees, to enter upon its premises for the purpose of removing a hazardous tree condition, its limbs, branches, and/or roots in order to assist said homeowner, and
3. SAID HOMEOWNER FULLY AGREES TO INDEMNIFY AND HOLD HARMLESS the Borough of Anytown, its agents, servants and employees, individually and collectively, for any liability whatsoever or damage that may be suffered by the home owner or his property.
4. The Property owner will provide access to the rear of the property where required

\_\_\_\_\_  
Owner of premises

\_\_\_\_\_  
Premises location

\_\_\_\_\_  
Date

\_\_\_\_\_  
Details

\_\_\_\_\_  
For Municipal Use

\_\_\_\_\_  
Date

**EDITOR'S NOTE:** Be sure to check with your municipal attorney for input & confirmation







Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## Free Trees for *Anytown* Schools

The County Board of Chosen Freeholders has a gift of free flowering trees for schools this spring. While supplies last each County School that desires will receive a 5 to 6 foot tall \_\_\_\_\_ tree. Schools can use this flowering, fruitless tree to beautify their grounds, add shade to their properties, and to celebrate Arbor Day.

Besides the tree the school can also receive training in tree care and planting. The training sessions will teach where to plant the tree so it is an asset and not a hazard, how to prepare the planting hole, mulching, watering, and how to protect the tree from vandalism.

The training sessions are open to students and adults. They will be held from \_\_\_\_\_ at (*insert location*) on (*insert date*) and again on (*insert date*.) You only need to attend one session. The trees will be given out after each training session as will a protective cage for the tree. Please see your school principal if you or your child is interested in representing your school at the training session. You may also contact the chairman of the \_\_\_\_\_ County Shade Tree Advisory Board , (*insert contact name*) at (*insert phone number and extension*), email (*insert email address*) for more information.





*Anytown* Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## Notice of Free Seedlings for Residents

Free Tree Seedlings will be offered on a first come, first serve basis at \_\_\_\_\_.

Residents can pick up the seedlings anytime. These barefoot seedlings are being given by the *Anytown* Shade Tree Commission. Residents are encouraged to replace trees on their property. The seedlings should be planted within a week of picking up. Please keep seedlings moist and in a shaded area until they are planted.

Seedlings available are \_\_\_\_\_ and they come with tree planting instructions. Arbor Day is being celebrated in *Anytown* on Friday April 24th at both Elementary Schools. Thank you for keeping *Anytown* green!

**Editors' Note:** this simple announcement can be used in newspapers, on Social Media or as a letter or a flyer.





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## New Trees for *Anytown*

Dear Homeowner,

The *Anytown* Shade Tree Commission (STC) is undertaking a street tree planting program, funded by the Shade Tree Replacement Fund. The STC has identified one or more planting sites on the Borough right-of-way fronting your property, to be marked by a tagged stake. Planting is scheduled for late March or early April.

We ask for your help in guaranteeing the success of the planting program by adopting “your” tree and agreeing to care for.

Further information about the program can be found on the [www.anytown.org](http://www.anytown.org) website, and periodically in the *Anytown* News. Your comments and feedback via the attached postcard will be appreciated, or contact the Shade Tree Commission member responsible for the program, *(insert name and phone #)*

(Cut below and mail postcard)

\*\*\*\*\*

To: Shade Tree Commission

I agree to care for the street tree to be planted on the Borough right-of-way fronting my property and understand that a newly planted tree requires weekly watering during warm or dry weather to assure its viability.

Comments:

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Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

**EDITORS' NOTE:** a door-tag can be useful to let residents know you were by to look at a tree. This tag gives them notice that there will be a new tree planted in the future. A printer can help you format text onto a door-tag. When you order them make sure they put a small slit from the circle to that they can fit on a door knob also.

Address \_\_\_\_\_

Resources Permitting!

A new tree will be ordered within \_\_\_\_\_ days  
and planted at your curbside spring or fall

20\_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

Spring 2015

Re: Notice of Intention to Plant a Street Tree

Dear Resident,

The purpose of this letter is to inform you that a potential planting location has been identified adjacent to your property within the City right-of-way.

Street trees add immensely to the quality of life in the City of *Anytown*. In recognition of the City's aging and depleted urban forest and the many benefits that trees provide, the Department of Community Services has identified potential planting locations and is proceeding in an aggressive tree planting revitalization program. Trees mitigate other elements of the City's infrastructure such as asphalt, concrete, and overhead utilities and make them palatable. An environment absent of trees would be depressing and uninviting.

Replacement species will be site appropriate as determined by the planting belt width, the presence of overhead or underground utilities, zone hardiness, soil conditions, resistance to insect and disease problems and other factors.

Tree planting will take place by the end of May. We request that you partner with us by watering the new tree as necessary during the first two growing seasons and to protect "your" tree by monitoring your gardener's line-trimmer (weed-eater) mowing around the base of the tree in order to prevent girdling of the tree bark. Line-trimmer damage can be further minimized by maintaining a 2-3" thick mulch ring around the tree. Future maintenance of the mulch ring will prevent your lawn from growing near the sensitive tree trunk.

Thank you for the opportunity to beautify the City of *Anytown* and for partnering with us in this matter. If you have any questions, please contact me at *(insert phone number)*.

Sincerely,

ANYTOWN Shade Tree Commission





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

*(insert date)*

Dear *Anytown* Resident:

**New tree planting will take place curb-side\*  
at your address during the months of  
November or December.**

Please leave all tags and stakes attached to the trees. They will be removed at a later date (approx. 1 yr.) after the tree has taken root.

Please allow 2-3 years for the tree to become established before planting any low-growing flowers in the tree mulch area.

Plastic arbor-guards will be placed around the base of the tree to protect the bark from weed-wacker and lawnmower damage.

Stumps that still need removal will be ground separately at a later date.

\*this new tree will be planted on town property which includes an area approximately 10 ft. in from the curb. Some trees may be planted inside of the sidewalk if town property extends to that area.

The new tree site will depend on many factors, including the location of overhead wires and underground utilities, driveways and other existing trees. Gas and water lines will be marked out prior to planting (Please leave the marking flags until the tree has been planted.) Good planning now allows the new tree to grow to its full potential.

**Our park tree planting is funded by the town's Open Space Program and donations.**

**PLEASE NOTE:** we take great care to plant tree species that will not interfere with sidewalks and utility lines in the future.

A healthy mature tree can prevent up to 40% of rain from reaching the ground during an average rain period. On top of that, the roots can absorb up to 400 gallons of water an hour, filtering pollutants as it does so. This means less runoff leading to less flooding and clean air and soil. Tree planting helps to promote energy conservation and lowers energy bills. Trees also help to beautify our town and add to house values.

**Thank-you for your support!**

***Anytown* Shade Tree Commission**

Volunteers serving the trees of *Anytown*

[www.anytown.org](http://www.anytown.org)



TREE CITY USA®



Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

Dear Resident,

In order to avoid a future conflict with the new Borough shade tree(s) with sidewalk and/or utility wires the Shade Tree Commission is requesting that you authorize an additional 5 ft. planting easement in front of your home. This additional 5 ft. planting easement will be for the sole purpose of planting and maintaining the new shade tree(s). This planting easement in no way will limit you from using the property. If you do not want to grant this planting easement, then the new Borough shade tree(s) will be planted within the existing 10 ft municipal easement.

We urge you to consider this request since there is a possibility that in future years, any trees planted within the 10 ft. municipal easement will have a negative impact on the sidewalks and utility wires. If you agree to the additional 5 ft. planting easement, please sign below and return to us. For additional information contact the Shade Tree Commission.

Detach and return the portion below to:  
Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345

---

**ADDITIONAL 5 FT. PLANTING EASEMENT FOR BOROUGH TREES AUTHORIZATION**

\*Location (your address): \_\_\_\_\_  
\*Block & Lot: \_\_\_\_\_  
\*Property Owner Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

-----  
Accepted by: \_\_\_\_\_  
Date: \_\_\_\_\_

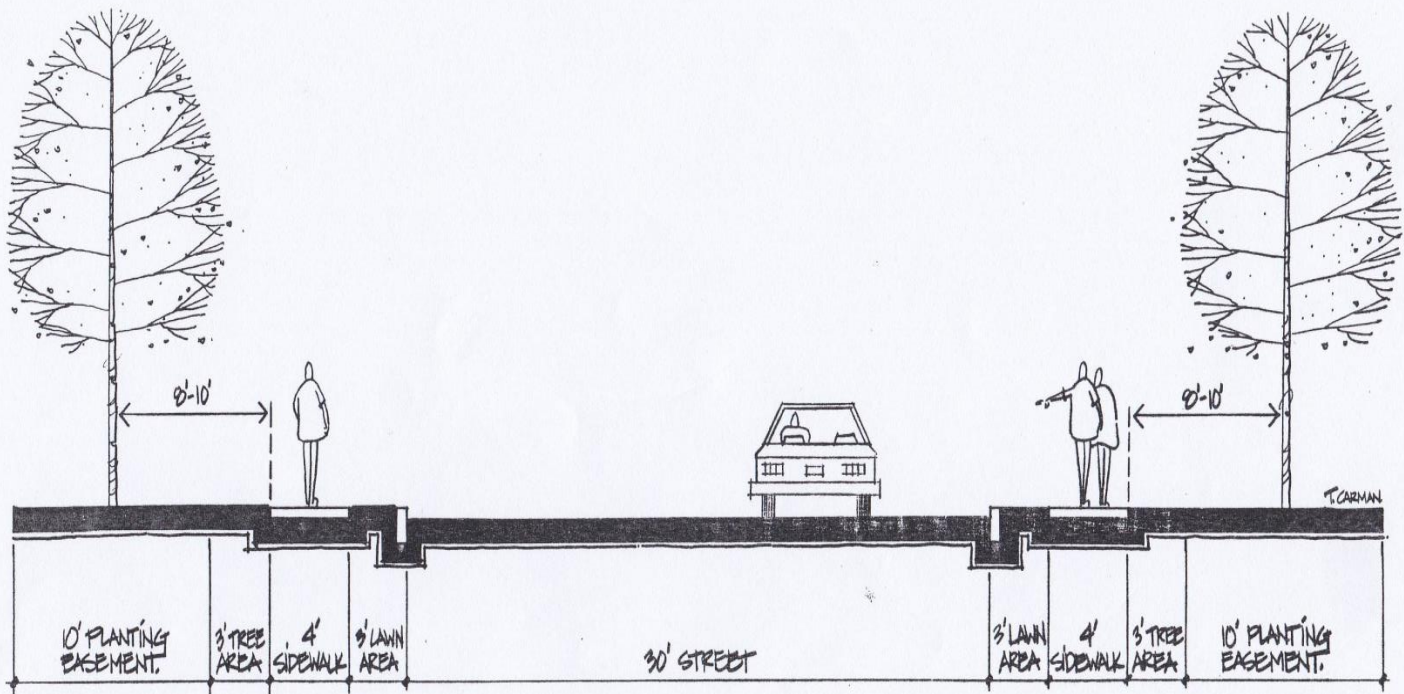
**EDITORS'S NOTE:** It is advisable for the STC to complete the Location, Block/Lot & Property Owner name prior to sending the document to the resident. This ensures accurate information and ease of completion.





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## Planting Easement Diagram



PLANTING EASEMENT.

NOT TO SCALE





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## TECHNICAL SPECIFICATIONS FOR TREES

ANYTOWN Shade Tree Commission  
Purchasing of Town Wide Shade Trees

Date: \_\_\_\_\_ Contract Number: \_\_\_\_\_

### Tree Purchasing Specifications

- A. All plant materials shall conform to the latest edition of the American Standards For Nursery Stock sponsored by the American Association of Nurserymen, Inc. Plant materials shall be of quality A grade, true to name and type, and first class representatives of their species or variety. All trees to be balled and burlapped (B&B) using natural fiber rope and burlap. All trees must be fully pruned up in the nursery for a period of two (2) years so that they are suitable for street tree planting.
- B. Plants shall be straight, with well-developed branches, vigorous fibrous root systems and a dominant main leader. They shall be healthy, vigorous plants free from defects, decay, disfiguring knots or roots, sun-scald injuries, abrasions of the bark, plant diseases, insect pests, eggs, borers, and all forms of infestation or objectionable disfigurements.
- C. It is the expectation of the Borough that it will send a representative to inspect and select plant material in the ground at the nursery where it is field grown within planting zone \_\_\_\_\_ or with similar growing conditions to \_\_\_\_\_.
- D. Plants shall not be pruned prior to delivery, trees will not be accepted which have the leaders cut or which have had leaders damaged so that cutting is necessary.
- E. Each plant shall be properly identified by weatherproof labels securely attached thereto by the nurseryman before delivery to the project site. They shall have \_\_\_\_\_ Borough identification tags which will be secured when a Borough Representative chooses the plants at the nursery.
- F. Plants which have been visibly damaged or that are found unsatisfactory will not be accepted. Rejected plants shall be removed from the site at cost to the owner. Approval of plants at the source does not alter the right of rejection at the Project Site. The nursery shall make arrangements to have all plants inspected by the Borough's Representative at time of delivery.
- G. Plants shall conform to current State and Federal Laws relating to inspection for disease and infestation and inspection certificates shall be filed with the Borough's Representative required by such Laws. (Arrival and inspection certificates shall be filed with the Borough as required.)
- H. All trees shall be B&B after digging at the nursery. All materials used shall be biodegradable. All trees shall be delivered to the site B&B, and tied with biodegradable lacing. Any observable defect in proper method or result of B&B shall be cause for rejection and replacement of the plant as directed by the Borough. Ball sizes should always be of a diameter and depth to encompass the fibrous and feeding root system for the full recovery of the plant.
- I. Quoted price shall include all preparation and delivery to the Borough of ANYTOWN.

**EDITOR'S NOTE:** Specifications may apply to bare root and container grown trees with minor revisions.





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345

## Specification for Planting of Street Trees

### Description

Planting of town trees shall be done as directed by the Shade Tree Commission. Contractors must familiarize themselves with the work requested.

### Methods of Planting

The planting of town shade trees shall be subject to the following conditions:

1. See attached tree planting specifications for tree planting detail. Trees will be supplied by the Shade Tree Commission.
2. Scope of work is to be scheduled with contact person of Shade Tree Commission before work is to commence. Once planting begins, contractor will continue to work consecutive days until job is complete unless specified arrangements are made with Shade Tree Commission.
3. Planting shall be done during such weather as is suitable for planting. Generally, planting is to occur during the end of October, beginning of November. Planting is not to take place on weekends or the Friday after Thanksgiving.
4. The Contractor is required to have planting sites marked by the utility companies. The Contractor is responsible for any damage to underground utilities unless improperly marked by the utility.
5. Trees are to be unloaded from delivery by contractor and heeled in immediately upon delivery if planting is not scheduled for that day. Suitable shade and water shall be provided for the protection of the trees health. The Contractor shall coordinate their schedule to prevent delays.
6. Any damage to shade trees or property within town is to be reported to the Shade Tree Commission.
7. All planting holes are to be hand dug. The Shade Tree Commission will mark specific sites before planting begins.
8. Where necessary or as directed by the Shade Tree Commission, locations and tree types may be edited as work progresses.
9. All tree planting shall be supervised and approved by the Shade Tree Commission.
10. All materials must be new and of the best quality. Alternate material shall be made with approval from the Shade Tree Commission.
11. All waste material, dirt, branches, and debris resulting from the planting of the shade trees shall become the property of the Contractor and be removed from the work area and disposed of at the Contractor's expense. The Borough of ANYTOWN will not provide dumping or disposal areas.
12. All plant materials shall conform to the latest edition of the American Standards For Nursery Stock sponsored by the American Association of Nurserymen, Inc. Plant materials shall be of quality A grade, true to name and type, and first class representatives of their species or variety.
13. All trees to be balled and burlapped (B&B) using natural fiber rope and burlap. All trees must be fully pruned up in the nursery for a period of two (2) years so that they are suitable for street tree planting. All trees shall be B&B after digging at the nursery. All materials used shall be biodegradable.

### Scope of Work

It is estimated that the area(s) to be included under this contract will be as listed in \_\_\_\_\_. Additional areas may be added or subtracted to this contract, at the prevailing unit price, and at the sole discretion of the Shade Tree Commission.

### Quantity and Payment

Payment for the planting of street trees will be made for the quantities of trees planted, as determined above, at the respective unit prices estimated for the items of planting of street trees in the proposal. Price shall include the cost of unloading/loading of tree shipment, disposing of debris, furnishing all materials, labor, equipment, and all else necessary in connection with the incidental thereto. Damage to shade trees or property within town will be corrected and paid for by said contractor.

**EDITOR'S NOTE:** Specifications may apply to bare root and container grown trees with minor revisions.

Tree Planting Contractor Information Questionnaire

1. Name of Company: \_\_\_\_\_  
Name of contact: \_\_\_\_\_  
2<sup>nd</sup> contact \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. # \_\_\_\_\_  
other #: \_\_\_\_\_ fax #: \_\_\_\_\_
  
2. Name of certified tree person supervising work: \_\_\_\_\_  
Title: \_\_\_\_\_  
license #: \_\_\_\_\_  
tel. #: \_\_\_\_\_ other #: \_\_\_\_\_  
  
will a supervisor be present during work? \_\_\_\_\_  
if no, what training is offered to workers under supervision?  
\_\_\_\_\_
  
3. Do you intend to sublet any portion of the work? \_\_\_\_\_
4. Are you able to pick up tree delivery from nursery if needed? \_\_\_\_\_  
a. If yes, cost of delivery: \_\_\_\_\_  
(nursery will be located on Long Island)
  
5. What equipment do you own that is available to be used for the proposed work? (will need to be able to unload trees from delivery truck)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Please list 3 references in towns where you have done similar projects within the past 5 yrs:  
a. Town: \_\_\_\_\_  
contact person: \_\_\_\_\_ tel: \_\_\_\_\_  
  
b. Town: \_\_\_\_\_  
contact person: \_\_\_\_\_ tel: \_\_\_\_\_  
  
c. Town: \_\_\_\_\_  
contact person: \_\_\_\_\_ tel: \_\_\_\_\_

Schedule of Prices

20\_\_ estimate

Planting of Trees within the Borough of ANYTOWN

(list by location to be furnished prior to planting. Tree Planting Detail included)

2"-2 1/2" diameter deciduous trees:

Approx. \_\_\_ trees @ \$ \_\_\_\_\_ each = \$ \_\_\_\_\_ total.

8-10ft. evergreen trees:

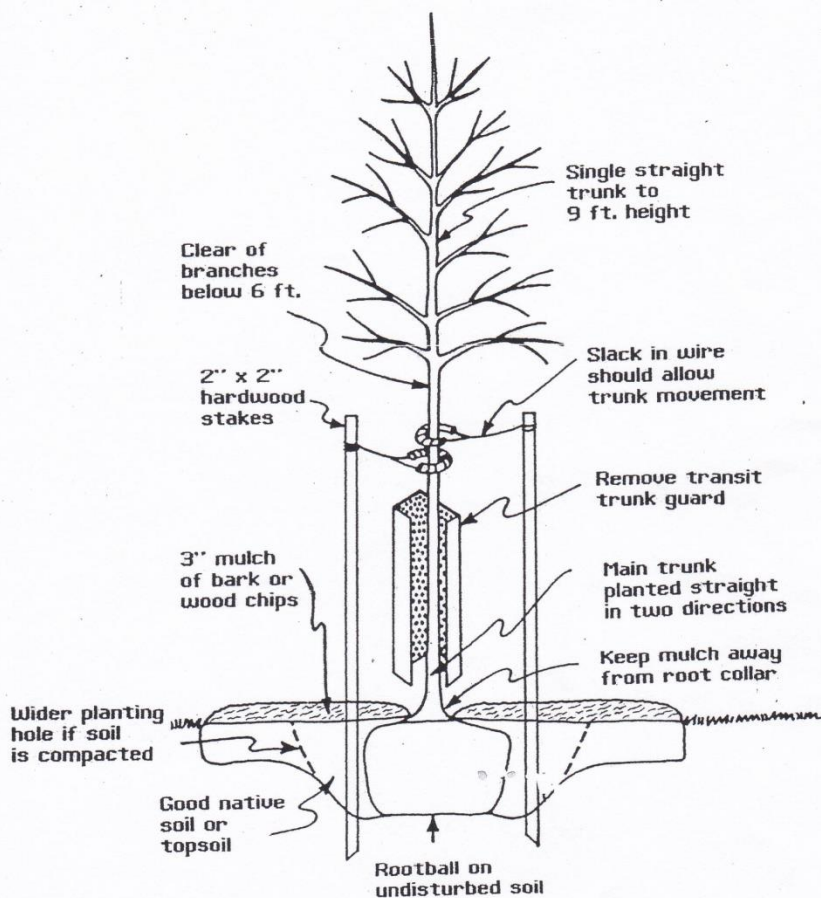
Approx. \_\_\_ trees @ \$ \_\_\_\_\_ each = \$ \_\_\_\_\_ total.





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## Tree Planting Detail Diagram



TREE PLANTING DETAIL



TREE CITY USA®



Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## BASIC TREE CARE

### Protecting your Trees

The bark of a tree is its defense against insects and disease. If the bark becomes damaged, the tree becomes open to disease and infection. Food and water is delivered through the tree directly under its bark, so when damage is done by Weed-Whackers, lawnmowers, car doors, staples or strings that are tied around a tree food and water cannot flow and the tree will die.

### Mulch Wisely

Mulching trees properly is the most important step you can take in caring for your trees. Using mulch improperly, however, can cause damage to a tree.

Mulch should be 2-3 inches from the tree trunk and 2-3 inches high, creating a "doughnut" ring around the tree base.

If mulch is placed against the tree bark then disease, rot, unhealthy root growth, and rodent or insect injury may result. If less mulch is applied, weeds will grow and if more mulch is applied, shallow root hairs are encouraged making the tree more susceptible to drought and temperature extremes. Newer trees in town have been fitted with a plastic arborguard to help in preventing damage to bark.

### Water a Tree

During dry periods, you should water trees slowly and deeply once a week. Shallow watering is not good for any trees. Do not water if there has been a heavy rainfall within a week since trees can drown from too much water. Make sure the soil/mulch is cultivated in tree pits (see "mulch wisely") so the tree can absorb the water. An old tree in an urban area may need up to fifteen gallons of water a week during dry times. Newly planted trees in town will receive a green water bag during the summer months to help them become established. Residents are encouraged to fill the bag once a week by fitting a garden hose in the slit on the top/side of the bag located under the manufacturer's name-tag.

**Trees planted within the Borough right-of-way are maintained by the town. Residents are encouraged to help care for the trees by properly mulching and watering the street trees. Pruning and removal of trees is to be done by the town only. For care of trees within your property, it is best to consult with a trained Arborist or Certified Tree Expert (CTE). Below are links to associations who can put you in touch with a local expert in tree care. More information on tree care can be found from the state cooperative extension at <http://njaes.rutgers.edu/pubs/>**

- Tree Care Industry (formerly National Arborist Association)  
<http://www.treecareindustry.org>
- New Jersey Arborist Association  
<http://www.njarboristsisa.com>
- Certified Tree Expert Society of NJ  
<http://www.treeexpertsociety.org>





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Anytown Rd.  
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(201) 555-1234

## Tree Care Notes

New trees, like communities, have a far better chance at succeeding if they have someone looking after them. Please make sure that your tree receives enough water to help it grow. If you maintain your tree well, it will shade you!

### After Your Tree is Planted...

- ◆ **WATERING:** A lack of water is the #1 killer of street trees. **During the spring, summer, and fall, your tree needs 20 gallons of water once a week.** Run a garden hose on a trickle for 30 minutes making sure the water soaks into the ground by the roots of the tree.
- ◆ **MULCHING:** A good way to hold in moisture is to use mulch. Mulch prevents weeds from growing too close to the tree, retains moisture, and prevents the tree from being damaged by lawnmowers and weedwackers. Mulch your tree once a season, and spread your mulch 2 inches away from the tree trunk, like a donut. **DO NOT ALLOW** any mulch to touch the trunk of the tree.
- ◆ **WEEDING:** Pull weeds and grasses out that surround your tree, since they compete with the tree for water.
- ◆ **MONITORING:** Check your tree for insect problems and vandalism. Remove trash from the tree pit to help protect it.

### Special Notes

This tree has been planted for you to enjoy by the *ANYTOWN* Shade Tree Commission

Watering should start once the weather warms up in the spring and the ground is no longer frozen. Continue to water the tree regularly for at least the first year.

The stakes on each side of the tree can be removed after one year.





*Anytown* Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

### **How to Water Your New Tree**

A water bag has been placed on the town tree at your curb.  
Please fill the bag once weekly by placing the nozzle of your hose in the slit near the top/side of the bag.

Thank you for keeping *ANYTOWN* Trees healthy!  
Please call (201) 555-1234 if you have any questions.



*Anytown* Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

### **HOWDY NEIGHBOR!**

**I AM YOUR NEW SHADE TREE** and I need you to take care of me. Won't you please give me a pail of water twice a week during May, June, July and August and remove the grass around my trunk so that I will surely grow into a beautiful tree and you will admire me.

I will repay you by increasing the value of your property and adding to the beauty of your home as I continue to grow.

Many thanks.

Your New Shade Tree & the *ANYTOWN* Shade Tree Commission



**EDITORS' NOTE:** these templates can be used as door-tag hangers or letters.



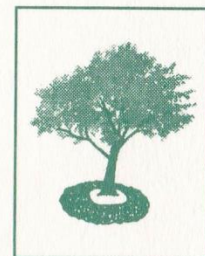
Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234



## Mulch Wisely

- \* Mulch should be 2-3 inches thick and kept 2-3 inches from tree trunk, creating a doughnut-type ring.
- \* If you use a landscaper, please advise them of proper mulching.
- \* Refer to the DPW newsletter about the resident mulch program.

Add mulch around tree       Current mulch needs to be changed as shown →



-Thank You

**EDITORS' NOTE:** a door-tag can be useful to let residents know you were by to look at a tree. This tag educates them on proper mulching. A printer can help you format text onto a door hanger. When you order them make sure they put a small slit from the circle to that they can fit on a door knob also. "Volcanoes Killing Trees" - mulch brochures may be purchased from the NJ Shade Tree Federation.





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## **Specification for Mulch at Arboretum** **adjacent to ANYTOWN Public Library parking lot**

TYPE OF MULCH: Mulch will be free of pest or disease. Uncolored, natural brown/black cedar mulch is to be used for this project.

TREES TO BE MULCHED: \_\_\_ trees identified will be mulched. These are the younger trees located \_\_\_\_\_, less than 10 inch DBH. Older trees larger than 10inch DBH are not included in this proposal. Contractor should be familiar with site before submitting an estimate and can contact the Shade Tree Commission to meet at the site to review the project.

INSTALLATION OF MULCH- Mulch beds will be defined around each tree with a spade to a diameter of 3 feet from trunk of tree. Trees with tree plaques installed will have mulch extend 1 foot out from plaque. Mulch will then be applied no more than 3 inches high and will be kept 2 inches from trunk of tree, creating a well or “doughnut” around the tree.

DISTURBED AREAS- Trees located within the project area shall be protected by the contractor where any damage to trees or borough property will be compensated for by same contractor.

INSPECTION- Project will be said complete after final inspection by a member of the Shade Tree Committee. All specifications must be met before final payment.

TIME FRAME- Said project shall be completed within 3 working days of commencement, starting before

\_\_\_\_\_

### Schedule of Prices

2015 mulch proposal – ANYTOWN, NJ

Unit Price PER TREE: \$ \_\_\_\_\_

all inclusive, # 40 TREES: \$ \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name of contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. # \_\_\_\_\_

fax #: \_\_\_\_\_





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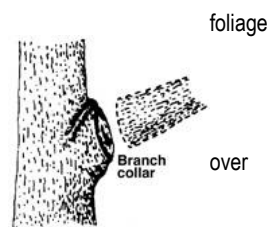
## Town Tree Pruning Instructions

Trained DPW Tree Workers are to use their discretion when doing tree work: the amount of branches that should be removed depends on the tree size, species, and age, as well as the pruning objectives. In general, no more than 1/4 of the tree canopy/branches should be removed at one time.

**Cleaning:** the removal of dead, dying, diseased, crowded, weakly attached and low-vigor branches from the crown of a tree.

**Thinning:** the selective removal of branches to increase light penetration and air movement through the crown. Thinning opens the of a tree, reduces weight on heavy limbs, and helps retain the tree's natural shape.

**Raising:** remove the lower branches from a tree in order to provide clearance for buildings, vehicles, pedestrians, and vistas. Experienced tree workers should use judgment based on growth habit of tree and traffic on street. Typically leave an 8ft. clearance sidewalks and a 14 ft. clearance over road



**Reduction:** reduces the height and/or spread of a tree, often for clearance for utility lines by pruning back the leaders and branch terminals to lateral branches that are large enough to assume the terminal roles (at least one-third the diameter of the cut stem).

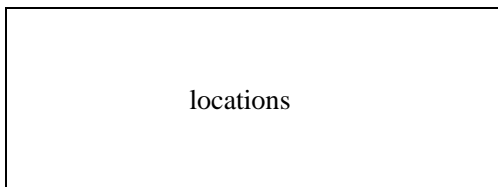
**Developmental:** clearing low sucker shoots, rubbing branches, heavy lateral branches, co-dominant leaders or weak V-crotches (eg: pear trees)—we will usually request a specific type of developmental pruning.

**NOTE:** never remove more than 1/3 of the tree canopy/branches especially with younger trees. The goal is to developmentally prune them as they grow.

### Codes for tree locations:

**F**= in FRONT of location      **L**=to the LEFT of location      **R**= to the RIGHT of location      **B**=behind location

(Note: these designations also take into account stump and possible new tree sites (marked with a green stripe on the curb), so there may be a “missing” tree that would be at “F1” when the actual tree work is at F2. Always refer to marks on specific trees. (+ removal, ● prune)



L1

R1

\_\_\_\_\_ F1 \_\_\_\_\_ F2 \_\_\_\_\_ F3 \_\_\_\_\_





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## Street Tree Pruning by Utilities

--This form is for line clearing work being done on Borough trees by Utility Companies only--

PERMIT # _____
DATE: _____
Approved by: _____
Signature: _____

Name of Company requesting work: _____ Authorized Representative: _____ Address: _____ Telephone: _____ Fax: _____ Date Application filed: _____ Reason for pruning: _____ _____	Name of Company performing pruning: _____ Crew supervisor (will be present during pruning): _____ Address: _____ Telephone: _____ Cell #: _____
--	---

Location(s) to be pruned (complete addresses required)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Detailed map and schedule attached instead of above written locations (2 copies **required**)

Date work is to commence (72 hours notice required as specified below): \_\_\_\_\_

Estimated completion date: \_\_\_\_\_ (permit valid for 30 days)

**Crew supervisor must arrange to meet on-site with a town representative prior to starting work and each day work is to be done.**

**NOTE:** All pruning will be done in accordance with Ordinance # \_\_\_ and the applicable pruning standards for Shade Trees as established by the National Arborist Association's most current guidelines.

After Borough approval is obtained, a signed copy of this permit will be returned to the applicant and is valid for 30 days.

**Permit must be submitted no less than 3 business days before work is to commence and a copy must be with work crew at all times.** Work may not start until permit is returned to applicant. Failure to fill out form completely will delay response. If a new company starts mid-work, a new permit must be filled out

**Return this form filled out completely to ANYTOWN Shade Tree Commission**





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## STREET TREE PRUNING PERMIT

For Office Use Only PERMIT # _____ *DATE: _____
---

1. Name of Company \_\_\_\_\_
2. Authorized representative \_\_\_\_\_
3. Address \_\_\_\_\_
4. Telephone \_\_\_\_\_
5. Locations(s) to be trimmed (complete address)
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
6. Date work is to commence (72hr notice required) \_\_\_\_\_
7. Estimate completion date \_\_\_\_\_
8. Who will perform the actual pruning work
 

Name of Company \_\_\_\_\_

Person in Charge \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_
9. \*\*All pruning will be done in accordance with Ordinance # \_\_\_\_\_ and pruning shall be performed to the arboricultural guidelines described in the publication American National Standards Institute (ANSI), A300 (part 1)
10. Municipal approval for pruning to start for location(s) indicated in **Item 5**  
Name: \_\_\_\_\_ Date: \_\_\_\_\_
11. After municipal approval is obtained, a signed copy of this Permit will be returned to the applicant and is valid for 30 days.

---

**For Municipal Use only**

Date(s) checked \_\_\_\_\_  
Name \_\_\_\_\_  
Approval \_\_\_\_\_

\*\* **Enhanced Tree Pruning** does not conform to the ANSI, A300 standards and is unacceptable in ANYTOWN.  
\*Permit if valid for 30 calendar days from date of issue.





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

To: ALL TREE TRIMMING PERMIT HOLDERS  
From: ANYTOWN Shade Tree Commission  
RE: MANDATORY NOTIFICATION WHEN TRIMMING TREES IN ANYTOWN

As of (insert date), it is mandatory that tree trimming contractors working in *Anytown*, who have a Tree Trimming Permit, must call the Shade Tree Commission Office at (201) 555-1234 ext. 000 each morning at 7am and advise the Shade Tree Commission as to the location where they will be trimming that day. Failure to notify the Shade Tree Commission will result in either a suspension or a revocation of the Tree Trimming Permit. This daily notification is required because of the extensive activity at the Shade Tree Commission.

When calling please speak to \_\_\_\_\_. If no one is available, please leave a voice message giving the following information:

1. Name of Company
2. Permit Number
3. Location of Trimming for that day
4. Contact Person Name
5. Contact Cell Phone Number

Again, as a reminder, failure to comply with the above requirement will result in either the suspension or revocation of the issued Tree Trimming Permit.





## Anytown Shade Tree Commission

# APPLICATION FOR TREE Preservation During Construction PERMIT

THIS FORM IS ONLY TO BE FILLED OUT FOR REQUESTS DUE TO CONSTRUCTION: PLEASE BE FAMILIAR WITH TREE PROTECTION ORDINANCE # \_\_\_\_\_

<b>Date filed:</b> _____	<b>Date construction is to begin:</b> _____	<input type="checkbox"/> check if approx. date
--------------------------	---	--

<b>APPLICANT:</b> Name _____ Company: _____ Address _____ _____ Phone _____ Fax _____	<b>PROPERTY LOCATION/ OWNER:</b> <input type="checkbox"/> check if same as applicant Name _____ Address _____ _____ Phone: _____ LOT: _____ BLOCK: _____
---	---

Total number of town trees on Municipal Right-of-Way: # \_\_\_\_\_

Are you requesting removal of any of these trees? \_\_\_\_\_ if yes, indicate with an "X" which ones on plans.

**Please note: a cash bond deposit is required for Municipal Trees affected by construction.** You will be given the bond amount required per tree after the site has been inspected. Cash bonds must be submitted BEFORE construction begins.

Reason for Tree Permit Request:

Home Improvement: Explain: \_\_\_\_\_

New Development: have all options for construction been evaluated taking tree preservation into account? \_\_\_\_\_

Explain options considered: \_\_\_\_\_

**TREE PLAN:** Please submit a tree protection & removal plan consisting of a survey drawn approximately to scale showing the location of all Municipal trees. Tree protection barriers (eg. snow fencing or other acceptable protective barrier) for trees that are to be preserved during construction should also be indicated and described on the plans. Protection barriers shall be placed as space permits at a distance of at least ten (10) feet from the trunk of any tree or the tree's drip line, whichever distance shall be greater, and shall remain in place until all construction activity on the property has terminated.

**NOTE: NO WORK MAY BE DONE ON MUNICIPAL TREES WITHOUT A PERMIT. FAILURE TO COMPLY WILL RESULT IN PENALTIES AND FINES. Proof of insurance needs to be submitted prior to work on town trees.** Response to permit requests issued within 30 days from date application received. Failure to fill out form completely will delay response.

<b>Municipal Use:</b> Permit # _____ Permit issued (date) _____ CO issue (date): _____ <input type="checkbox"/> tree protection on plans _____ <input type="checkbox"/> trees to be removed _____ <input type="checkbox"/> insurance _____ <input type="checkbox"/> \$25 Permit fee <input type="checkbox"/> Bond Fee required: _____ <input type="checkbox"/> Total fee received(date): _____ (see tree appraisal form/Tree expert fees) <input type="checkbox"/> returned to applicant, more information needed _____ (date/reason)
Site inspection by _____ date _____ STC approved by: _____ Notes: _____

Return form filled out completely to Shade Tree Commission, Anytown Rd, Anytown NJ



TREE CITY USA



Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## ESTIMATE FOR STREET TREE PLANTING FEE REQUIRED

Date: \_\_\_\_\_

The estimated street tree planting requirements for \_\_\_\_\_

As described above is # \_\_\_\_\_ trees.

The charge for the trees, including planting and maintenance is \$ \_\_\_\_\_

per tree which means the builder must deposit a total of \$ \_\_\_\_\_ with the  
Shade Tree Commission.

In the event the cost for the trees, including planting and initial maintenance, shall have exceeded the cost per tree as set forth above at the time of the actual planting thereof, the owner and/or applicant shall be notified by the borough and shall forthwith deposit any additional amount necessary to make up the difference in cost. In the further event the estimated number of trees required to be planted should exceed the estimate set for the above at the time of actual planting, pursuant to uniform standard adopted by the Shade Tree Commission, the applicant and/or the owner shall be notified by the municipality and shall forthwith pay the cost of such additional trees.



cc. Planning/Zoning Board  
Building Department  
Municipal Clerk

Applicant:



Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

**TREE ROOTS**

The Shade Tree Commission has just checked your request regarding surface roots. Many Trees have surface roots rather than deep roots and in areas where there is a poor drainage problem or sandy soil, the roots are even closer to the surface. This can cause a problem with lawns and sidewalks. The municipality of *Anytown* will cut offending roots when possible to eliminate the surface root problems.

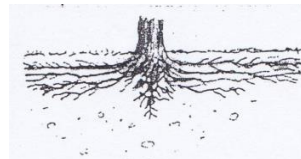
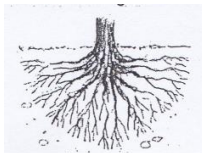
Surface roots affecting sidewalks and driveways can be cut if it will not cause problems with the survival of the tree. If we cut the roots for repair of sidewalks and/or driveways we are unable to cut the surface roots in the lawn for at least 4-5 years.

Surface roots affecting lawns can be cut if, in fact, there was no root cutting for sidewalk and driveway repair in the past 4-5 years. The surface roots will be cut, we will level the disturbed area with topsoil and reseed the area. All of this work will be done at no cost to the homeowner. It will be your responsibility to water the seed to insure that it grows.

\_\_\_\_\_ **ROOTS UNDER THE SIDEWALK** – Present *Anytown* policy requires the property owner to remove and replace the slab of concrete. The Shade Tree Commission will cut the offending roots. We require 24 hour notice of when the roots will need to be cut. During the Spring (approximately April 1<sup>st</sup> to May 15<sup>th</sup>) and during Fall (October 15<sup>th</sup> to November 30<sup>th</sup>) we plant our new street trees and root cutting is put on hold during these times. This is the only way we can cut roots under the sidewalk. We have authorized a sidewalk contractor to cut roots. This is the only one permitted to cut roots on town trees.

\_\_\_\_\_ **ROOTS IN THE LAWN** – we can cut the surface roots in the lawn. **Please read the attached. If agreeable, sign and return the Hold Harmless Agreement.**

\_\_\_\_\_ **ROOTS IN THE LAWN** – we are unable to cut the roots in the lawn because of a recent root cutting for sidewalk repair work. We must wait 4 to 5 years.



**Rarely True:**

This is how many people envision a tree's root system. While a few species do have deep tap roots, most do not. Nor do the roots of a tree.....

**More Common:**

Roots spread to where soil conditions provide elements and moisture, which is usually near **the surface**. About 85% of a trees roots are in the top 12-18" of soil.







Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## ROOT CUTTING IN THE LAWN INFORMATION SHEET

The Shade Tree Commission at your request has recently cut and trimmed the surface roots from the town tree(s). These offending roots were above the surface and could have caused a problem. After the roots were cut or trimmed we have covered the disturbed area with topsoil. We have also re-seeded the area with a high quality grass seed mix of blue grass, fescue, and hybrid perennial rye grass.

It is the homeowner's responsibility to water this grass seed to insure that it will grow and re-establish the lawn at your residence.

The Shade Tree Commission does not have the personnel to water the seed or return to redo it if in fact there is not adequate moisture given to the new lawn.

Your cooperation in this matter is sincerely requested.





Anytown Shade Tree Commission  
 Anytown Rd.  
 Anytown NJ 12345  
 (201) 555-1234

## SIDEWALKS AND TREES

This handout is to help educate homeowners about sidewalk repairs adjacent to curbside trees. The goal is to minimize any negative impact to the tree and to increase the life of the sidewalk. Many studies have been done on tree roots and sidewalks. Once a tree's large roots are cut, the tree will become stressed and/or become unstable.

Sidewalks settle, rise and crack for many reasons including soil type, freezing and thawing, inappropriate installation, tree roots, and age of sidewalk. Ideally, sidewalks are only meant to last at most 25 years if correctly constructed. More recent sidewalk slabs are made with a thinner layer of concrete which results in quicker deterioration of the sidewalk. Choose a sidewalk repair company that understands trees and will work with you

Tree roots can be found in the top 12-18 inches of soil depending on the tree species, soil type and drainage. Roots only grow where they can find oxygen, water and nutrients. They function to hold trees up, store resources, produce growth regulators and absorb water and minerals.

### Below are some suggestions to help minimize the cutting of large tree roots:

<p>Curve the sidewalk around the surface roots</p> 	<p>Create a concrete ramp/lift or grind concrete down        (this can only be done when lift is 2 inches or less)</p> 	<p>Replace concrete slabs with heavy, thick concrete (4 inches on a bed of compacted gravel) or insert metal rods in concrete to reduce lifting and cracking.</p> 
---	---	---

Factors that determine which method to use include age and species of tree, tree conditions, the amount of lean of the tree, root size and number of cuts that need to be made.

**Cutting tree roots and replacing a sidewalk slab does not correct the problem long term.** If root pruning is the only option, a disinfected, sharp tool should be used to make a clean cut. Root pruning a distance equal to 3 times (preferably 5 times) the trunk diameter is ideal.

Please consult with the Shade Tree Commission  
 before starting sidewalk repairs if there are any concerns about the Municipal tree.  
 There is no fee for consultations

Thank-you for your support,  
**Anytown Shade Tree Commission**  
 Volunteers serving the trees of *Anytown*

[www.anytown.org](http://www.anytown.org)



**MONITARY DONATIONS TO GO TOWARDS NEW TREE PLANTINGS IN TOWN CAN BE SENT TO THE SHADE TREE COMMISSION**



Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

To: Mayor and Council  
From: Shade Tree Commission  
Date: April 16, 2010  
Re: Sidewalk Repair Program

The Shade Tree Commission is aware that the town has wanted to have a sidewalk repair program for residents. We would like to work with the town and residents in regard to any situation involving a lifted sidewalk needing repair due to a tree root. Many of the trees in question are healthy and with a little information, the homeowner can help us in protecting the life of the tree as well as extending the life of the newly replaced sidewalk. We also feel a program would help with tree issues in storms.

We would like to start working with sidewalk contractors who are well educated and trained on sidewalk and tree situations.

Here is some information that we give when speaking to a resident dealing with a tree root issue:

- Well-constructed sidewalk repair can minimize the effects of future tree root lifting:
  - Compacting the soil before applying the concrete (as is done with streets) will prevent lifting and shrinking of the soil and inhibit root growth directly under a sidewalk.
  - For sidewalks and driveways, 4 inches of crushed gravel will prevent tree roots from growing in this area and lifting the pavement.
  - Using thicker concrete (+/- wire mesh reinforcement) prolongs the life of the sidewalk and makes it more difficult for a tree to lift.
  - Root barriers can be used to prevent root growth in sidewalk areas
- To protect the tree during a sidewalk replacement:
  - Keep root cutting to a minimum by curving sidewalk away from tree and/or decreasing width of sidewalk in front of the tree.
  - Do sidewalk repair work in the spring so the tree has time to recover from any root cutting before the winter.

We are available to consult with individual residents concerning any tree-sidewalk issue. As in the past, we will continue to remove diseased or dangerous trees, but are working to prevent the loss of healthy trees within the town. The Shade Tree Commission members have been aware of this issue for several years and have been making choices in species of trees and tree planting sites in order to prevent these problems in the future. We have consulted with many concerned residents and have made suggestions that have made both the homeowner and trees happy.

Please feel free to contact us if you would like to discuss this further.

cc. Mayor and Council  
DPW  
Municipal Clerk  
Municipal Attorney





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## **SIDEWALK REIMBURSEMENT**

Name \_\_\_\_\_

Address \_\_\_\_\_

Service Request No. \_\_\_\_\_ Phone Number \_\_\_\_\_

On (insert date) the sidewalk at your property was checked with regard to raised slabs due to tree roots. This shall confirm that # \_\_\_\_\_ slabs are raised at \_\_\_\_\_ trees(s). The misaligned slabs are marked with either a dot or X painted on the corner. The Mayor and Council has authorized reimbursement in the amount of \$120 per slab for those reset (paint dot) and \$170 per slab for those requiring new concrete (paint X).

It will be your responsibility to have a contractor repair the sidewalk. The Shade Tree Commission will cut the offending roots and trim the tree if needed. We will coordinate this work with your contractor. Please have your contractor contact us directly so that we may schedule this work. We require 48-hour notice of when the roots will need to be cut by us. During the spring and Fall, we plant new street trees and root cutting is put on hold. We have authorized one sidewalk contractor to cut roots. This is the only one permitted to cut roots on town trees.

Upon completion of the work, please send a copy of your "Paid" receipt and a copy of this notice to the Shade Tree Commission at the address above. Upon receipt of this information, the Shade Tree Commission will check and confirm that the work has satisfactorily been done. As a reminder, reimbursement will only be made in the amount of \$120 per slab for reset slabs and \$170 per slab for new authorized concrete slabs.

**Applicable if Checked:**

\_\_\_\_\_ Special conditions require that the concrete slab be cut back as indicated by the paint line.

\_\_\_\_\_ The sunken, cracked and/or broken slabs are not part of this reimbursement program.

**Authorized Reimbursement**

\_\_\_\_\_ Reset Slabs @ \$120 each = \$ \_\_\_\_\_

\_\_\_\_\_ New authorized concrete slab @ \$170 each = \$ \_\_\_\_\_

**TOTAL = \$ \_\_\_\_\_**





Anytown Shade Tree Commission  
 Anytown Rd.  
 Anytown NJ 12345  
 (201) 555-1234

## TREES & SEWER PIPES

This handout is to help educate homeowners about sewer and pipe repairs adjacent to curbside trees. The goal is to minimize any negative impact to the tree while resolving issues with sewers. We recognize that sewer problems are a traumatic and expensive problem that homeowners face when tree roots are found to be growing in a sewer pipe causing a blockage. There are many myths about how roots enter a pipe. The truth is that tree roots only grow where they can find oxygen, water and nutrients and are typically located in the top 12-18 inches of soil depending on the tree species, soil type and drainage. This usually out of reach of most sewer lines.

If a sewer pipe is defective, the roots may thrive due to an increase of nutrients and water leaching into the soil. As these roots grow rapidly and go down deeper into the rich soil, they may eventually enter the defective pipe and cause a blockage. It is noted that roots rarely enter water lines because these pipes are usually made of cast iron and are screwed together, minimizing the chance of leakage. Sewer lines are usually made of clay tiles that are glued together. This type of pipe is fragile and prone to cracks as the glue dries and soil settles.

### How to prevent problems:

- Ensure proper construction of new sewer lines, including tight joints and a firm base soil compacted so it will settle evenly
- Repair or replace defective sewers. Repeated problems may indicate a collapsed or badly damaged pipe

If you do contact the Shade Tree Commission about issues with tree roots and sewers, we will come and evaluate the current condition of the tree. If the tree is in good condition, the recommendation to the homeowner will be to seek out repair of their sewer pipe. We will also discuss cutting tree roots near the house.

Please note the Commission currently selects species of trees that do not have typical rapid growth in order to minimize future conflicts. Removing a tree will not solve a faulty sewer pipe issue as the roots of the removed tree will still continue to grow for a time after the tree has been removed.

Please consult with the Shade Tree Commission  
 if there are any concerns about a Municipal tree. There is no fee for consultations

Thank-you for your support,  
**Anytown Shade Tree Commission**

Volunteers serving the trees of *Anytown*

[www.anytown.org](http://www.anytown.org)

**MONATARY DONATIONS TO GO TOWARDS NEW TREE PLANTINGS IN TOWN CAN BE SENT TO THE SHADE TREE COMMISSION**





Anytown Shade Tree Commission  
 Anytown Rd.  
 Anytown NJ 12345  
 (201) 555-1234

## MEMORANDUM

To: Shade Tree Commission  
 From: Municipality Engineer, Sewer Department  
 Subject: Tree Roots in Sanitary Sewer Laterals  
 Date:

---

Tree roots in sanitary sewer lateral lines are a direct result of a defective pipe. Usually on original cast iron lines between the house and the sewer main, defective pipe is a result of a poor lead seal in the pipe joints. Other times it is because the pipe is cracked and defective.

In any case the lateral pipe should be dug up and the pipe repaired to prevent future infiltration of roots, dirt and water into the sewer line. It is my recommendation that this be done in all cases. This should prevent future possible sewer line blockages.

cc. Mayor and Council  
 DPW

**EDITORS' NOTE:** This is an example of a letter coming from another professional in town supporting a tree root policy set forth by the Shade Tree Commission. You can ask experts in town to write letters in support of your programs.





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## Posting No Parking signs

In an effort to protect our trees, please post signs on stakes as much as possible. Staples pose a danger to tree health and are dangerous for workers when doing tree maintenance and removals. It is our goal to not use trees for signs in the future.



Post signs every 30 ft or one per house

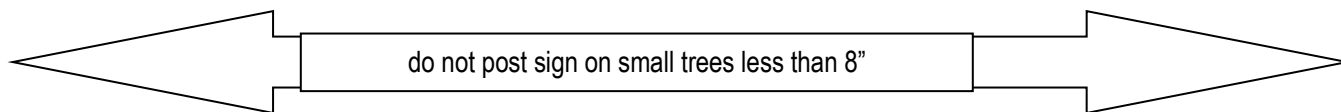
Post on stakes only near young trees (you can use the stakes holding smaller trees)

Yes: on stakes, telephone poles, mature trees if necessary

No: trees smaller than 8" diameter (see below for measurements)



**If tree measures inside of these arrows, do not post directly on tree**





*Anytown* Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

Chief of Police  
*Anytown* Police Department  
(insert date)

Re: Follow Up: Signs in Town and Street Trees

Dear Chief of Police

We are writing to give you some background about our past communications with the former Chief regarding posted signs in town and street trees. In order to prevent damage to our street trees, we are asking the Police Department to discontinue the practice of affixing signs to street trees. Damage to trees, even as small as a staple, can provide an entry point for disease and insects into a tree and can weaken it. We had met with the former Chief to discuss options for posting signs in town and had agreed upon putting stakes in the ground or using telephone poles instead of stapling signs. We have noticed that more recently, particularly around the schools and parks, signs have been posted on town trees with nails. Our current ordinance (\_\_\_\_) does not allow residents or businesses to staple or nail signs to town trees and we would like your department to provide a positive example for them to follow. Many residents in town and from surrounding towns have also commented on how we are working towards protecting our trees from the hazards of staples and nails can cause.

We recently had "No Parking" signs posted in the fall during our tree planting. The signs were on stakes and as we finished planting an area, we pulled up the stakes and returned them to the Police Department for re-use. This method seemed to work well for all parties.

We would be happy to meet with you to discuss this issue and we encourage you and your department to maintain this protocol and to encourage other departments to do the same. Please feel free to contact us. We appreciate your cooperation in this matter and look forward to working with you in the future.

Sincerely,  
The Members of the *Anytown* Tree Commission

cc. Mayor and Council  
DPW







Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## POSTING SIGNS ON TREES VIOLATION

To \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Posting of signs on Municipal Shade Trees is a violation of Ordinance #\_\_\_\_\_.  
We removed your sign posted on a Municipal shade tree. The Shade Tree Commission will not permit a violation of Ordinance #\_\_\_\_\_.

Notice is hereby given that a reoccurrence of this will result in the issuance of a summons. Please refer to the reverse side of this letter which explains Ordinance #\_\_\_\_\_ in full.

Thank you for your anticipated cooperation

Date of Violation \_\_\_\_\_

Location \_\_\_\_\_

Type of sign \_\_\_\_\_





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## NOTICE OF VIOLATION FOR DAMAGE TO A MUNICIPAL TREE

Based on "Guide for Plant Appraisal", 8<sup>th</sup> Edition published by ISA 1992

Date:

This notice is in reference to the property damage sustained by the Municipality when you negligently struck a Municipal Shade Tree causing damage to the same. Accordingly you will be required to send a fee for the tree replacement or corrective actions needed to repair the damage.

You may submit this claim to your insurance company for payment. If we do not hear from either you or your insurance company within ten (10) days hereof, we will submit this violation to the Municipal Attorney for further action.

VIOLATION # \_\_\_\_\_  see attached tree evaluation     see attached police report

ISSUED TO:    Name \_\_\_\_\_  
                  Address \_\_\_\_\_  
                  \_\_\_\_\_

Location of Violation \_\_\_\_\_

Date of Violation \_\_\_\_\_

Police Report # \_\_\_\_\_

Violation

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tree was removed

Tree needed repair: \_\_\_\_\_

**A payment in the amount of \$\_\_\_\_\_ should be made out and mailed to:**

**Anytown Shade Tree Commission**

Anytown Rd

Anytown NJ 12345

Please write "Shade Tree Escrow Account" and violation number in the memo when submitting payment.

**EDITOR'S NOTE:** A Shade Tree Escrow Account ensures that money is dedicated for shade tree programs.



TREE CITY USA



Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## NOTICE OF TREE REMOVAL

Dear Resident

A recent survey conducted by the Shade Tree Commission indicates that the Municipal tree(s) at your home must be removed. We have indicated the tree(s) in question with a red "X". This work will be done during the Winter months of January and February \_\_\_\_\_. We will return before spring to remove the tree stump.

It is the policy of the Shade Tree Commission to only remove trees that are diseased, dead or a hazard to public safety. Commission policy also requires that all trees be replaced with new trees as soon as possible after removal.

In your particular case, we will plant \_\_\_\_\_ tree(s) during the Spring of \_\_\_\_\_. The location of the new tree(s) is indicated by a green paint line on the curb. If you should desire any additional information, please feel free to contact us at the number above.





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

Address \_\_\_\_\_

**This will serve as notice of the Borough's intent to remove a shade tree existing in the Borough's right-of-way adjacent to your residence.**

The tree has been inspected by the Borough's Shade Tree Commission and in accordance with the Borough's policies of removal of shade trees and on the advice of the Shade Tree Commission the tree will be removed when staff and resources permit.

Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm



**EDITORS' NOTE:** a door-tag can be useful to let residents know you were by to look at a tree. This tag gives them notice a tree will be removed. Please consult with your town's attorney before using. A printer can help you format text onto a door-tag. When you order them make sure they put a small slit from the circle to that they can fit on a door knob also.



Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## TREE REMOVAL PERMIT REQUEST

### **Anytown Shade Tree Commission**

THIS FORM IS ONLY TO BE FILLED OUT FOR TREE REMOVAL REQUESTS ON MUNICIPAL PROPERTY

If removal request is due to construction, please fill out Permit for Tree Protection during Construction along with this permit. See Ordinance # \_\_\_\_\_

Name _____
Address _____
Phone _____
Fax _____
Date Application Filed _____

Address/Location of Tree in question \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Number of Trees \_\_\_\_\_

Reason for Tree Removal Request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If due to construction, was a permit from the town obtained for construction work? \_\_\_\_\_

Date construction is to begin \_\_\_\_\_

Have all options for construction been evaluated taking borough tree into account? \_\_\_\_\_

Explain options considered \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If permit is approved, who will be removing the tree(s)

Name of company \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**NOTE:** All tree removal and stump removal will be done at the expense of the permit holder. Before this permit is approved, a representative of the municipality will inspect the tree(s) in question and a tree replacement fee will be required, based on the value of the tree in question. If this permit is approved, the tree company must supply the Municipality with their certificate of insurance naming the Municipality of Anytown as additionally insured party.

**NO WORK MAY BE DONE ON MUNICIPAL TREES WITHOUT A PERMIT. FAILURE TO COMPLY WILL RESULT IN PENALTIES AND FINES.**

Response to permit requests issued 20 business days from date application received. Failure to fill out form completely will delay response.

Return this form completed in its entirety to Anytown Shade Tree Commission, Anytown Rd. Anytown NJ 12345





*Anytown* Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

Date:

To: Resident

From: *Anytown* Shade Tree Commission

Re: Tree Removals in the Park

This letter is to inform the residents with properties adjacent to the Park picnic area that there will be tree removals in this area of the park. The Shade Tree Commission is working in conjunction with the Recreation Commission re-vitalization of the picnic area.

We have made every effort to keep trees that are healthy while ensuring the safety of residents using this area. New replacement trees along with other plantings are included in this project.

Please contact us at (201) 555-1234 if you have any questions.

Thank-you for your co-operation in keeping *Anytown* green.





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## TREE REPLACEMENT FEE

Date \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

RE: Property at \_\_\_\_\_

Below are the Shade Tree Commission recommendations for the above said property. These recommendations are based on the uniform street tree planting for *Anytown*. Residents are encouraged to replace similar tree types lost due to construction.

**Number of Trees Removed for Project:**

On Private Property: \_\_\_\_\_

Municipal Trees: \_\_\_\_\_

**Value calculated for Borough Trees** (refer to Tree Evaluation Form attached):

Total = \$ \_\_\_\_\_

**Money for Replacement Trees**

**Total = \$ \_\_\_\_\_** to replant # \_\_\_\_\_ Borough Street Shade Trees

\* This money will be submitted to the Shade Tree Commission before the project occurs and will be held in the Shade Tree Escrow Account. A permit will be mailed to you if your application is approved. Town trees **MAY NOT** be removed or touched without a permit.

**Suggested other trees to be replanted on private property:** Mix of evergreens in an alternate zigzag pattern to be placed as a border along the back/side properties. These trees should be 8-10ft (examples of evergreen tree types: White pine, Douglas fir, Serbian spruce, Norway spruce, Cryptomeria, Oriental pine.) Plant one tree every 30 feet. Replace shade trees lost (examples: oak, maple, sycamore, tulip poplar, linden)

Number of trees: \_\_\_\_\_

Locations (s): \_\_\_\_\_

**NOTE: STREET TREE PLANTING** will be done solely by a contractor hired by the Shade Tree Commission. Residents are not allowed to plant on town right-of-way.

\*\* Please write in the MEMO section of the check the address of property and "Shade Tree Escrow"

**Make check out and mail to: Anytown Shade Tree Commission  
Anytown Rd  
Anytown NJ 12345**



cc. Planning Board  
Zoning Board  
Building Dept.

**EDITOR'S NOTE:** A Shade Tree Escrow Account ensures that money is dedicated for Shade Tree Programs.



Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## Specification for Tree Stump Grinding and Removal

### Description

- A. STUMP(S): the part of a tree left after the trunk is cut down, to include large above grade buttress roots.
- B. DIAMETER: a line passing through the center (the longest length) from one end of the outer bark to the other.
- C. CONTRACTOR: the person who will be entering into the agreement to do aforementioned work.
- D. WORK of the contractor includes labor or materials or both
- E. GRADE: the proportion of rise in the ground or earth to a certain horizontal distance.
- F. REMOVAL OR GRINDING: the complete removal of the stump from above grade level to a depth of twelve (12) inches, including buttress roots, by use of a mechanical device.

### Scope of Work

Stump grinding shall be subject to the following conditions:

1. Contractor agrees to furnish all the necessary labor, supervision, tools, equipment, supplies, and materials to accomplish the removal grinding of tree stumps.
2. The contractor is required to have any sites marked by the utility companies if applicable. The contractor is responsible for any damage to underground utilities unless improperly marked by the utility.
3. Scope of work is to be scheduled with contact person of Shade Tree Commission before work is to commence. Once an estimate is accepted, contractor will have four (4) months to complete the job unless specified arrangements are made with the Shade Tree Commission.
4. After stump is ground to at least 12" (twelve inches) below ground level including buttress roots, chips are to be removed and hole to be immediately filled with topsoil and reseeded.
5. Each site that is started will be completed before moving to the next site. If a stump is ground, chips will be removed and the hole filled immediately with topsoil and re-seeded. Entire site will be cleaned of any debris from grinding before moving to next site. At no time is a hole to be left unfilled.
6. Any damage to property within town is to be reported to the Shade Tree Commission.
7. All stump grinding shall be approved by the Shade Tree Commission.
8. All waste material, dirt, roots, and debris resulting from the stump grinding and removal shall become the property of the Contractor and be removed from the work area and disposed of at the Contractor's expense. The Borough of Anytown will not provide dumping or disposal areas.
9. Contractor will submit proposal with consent of surety from an approved surety company licensed to conduct business in the State of New Jersey.
10. Contractor will provide rate of payment calculated by the 'per inch'. Schedule A lists "inches" of stump including any above ground buttress roots.
11. Stumps are located on various Municipal streets, parks and right of ways. An updated listing of address will be provided at the time the job is accepted. Maps will be provided upon request.

### Quantity and Payment

The quantity of grinded stumps for which payment will be made will be the actual number of stumps and/or above ground roots completely ground in accordance with the Specification and as directed by the Shade Tree Commission.

### Payment

Payment for the grinding and removal of stumps will be made for the quantities of stumps ground, as determined above, at the respective unit prices estimated for the items of stump grinding in the proposal, which price shall include the cost of grinding stumps, removing chips, filling hole with topsoil and re-seeding are, disposing of debris, furnishing all materials, labor, equipment, and all else necessary in connection with the incidental thereto. Damage to property within town will be corrected and paid for by said contractor. Before payment is made an inspection will be made and the project completion approved by the Shade Tree Commission.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_



Anytown Stump Grinding Contractor Information Questionnaire

1. Name of Company: \_\_\_\_\_  
Name of contact: \_\_\_\_\_ 2<sup>nd</sup> contact \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel. # \_\_\_\_\_ other #: \_\_\_\_\_ fax #: \_\_\_\_\_

2. Name of person supervising work: \_\_\_\_\_  
Title: \_\_\_\_\_  
license #: \_\_\_\_\_  
tel. #: \_\_\_\_\_  
other #: \_\_\_\_\_

Will supervisor be present during work? \_\_\_\_\_  
If no, what training is offered to workers under supervision: \_\_\_\_\_  
\_\_\_\_\_

3. Do you intend to sublet any portion of the work? \_\_\_\_\_  
If yes, which part: \_\_\_\_\_

4. What equipment do you own that is available to be used for the proposed work? (will need to be able to unload trees from delivery truck)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. When would you be able to start this work? \_\_\_\_\_

6. Please list 3 references in towns where you have done similar projects within the past 5 yrs:  
a. Town: \_\_\_\_\_  
contact person: \_\_\_\_\_ tel: \_\_\_\_\_  
b. Town: \_\_\_\_\_  
contact person: \_\_\_\_\_ tel: \_\_\_\_\_  
c. Town: \_\_\_\_\_  
contact person: \_\_\_\_\_ tel: \_\_\_\_\_

Schedule of Prices  
2015 proposal  
Stump Grinding within *Anytown*

Unit Price PER INCH: \$ \_\_\_\_\_

Total PER INCH Price, all inclusive (total inches \_\_\_\_\_ " ): \$ \_\_\_\_\_





ANYTOWN SHADE TREE COMMISSION  
WORK REQUEST

RESIDENT'S NAME \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

REQUEST/EVALUATION

DATE: \_\_\_\_\_

TC  LETTER  DRIVE-BY  DPW  OTHER \_\_\_\_\_

**SHADE TREE COMMISSION DISPOSITION:**

PRIORITY LEVEL: LOW MED HIGH EMERGENCY STORM DAMAGE

TREE(S): LOCATION:

SPECIES:

REMOVE (GREEN +): \_\_\_\_\_  
\_\_\_\_\_

PRUNE (GREEN ●): \_\_\_\_\_  
\_\_\_\_\_

OTHER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PSE&G NEEDED: YES NO

SPOKE TO RESIDENT \_\_\_\_\_ LEFT DOOR TAG \_\_\_\_\_

DTL- \_\_\_\_\_ - \_\_\_\_\_ NEW TREE SIZE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

ADD TO WATCH LIST (GREEN I): YES NO

MEMBER(S): \_\_\_\_\_ DATE: \_\_\_\_\_

**DPW TREE CREW DISPOSITION OF WORK:**

# OF TREES PRUNNED OR CROWN RAISED \_\_\_\_\_

# OF BROKEN LIMBS OR BRANCHES \_\_\_\_\_

# OF TREES REMOVED \_\_\_\_\_

STUMP MEASUREMENTS: F1 \_\_\_\_\_ F2 \_\_\_\_\_ OTHER \_\_\_\_\_

DENATURED ALCOHOL USED: YES NO

LOGS: YES NO

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

CREW: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_ RETURN COMPLETED SLIPS TO STC



**EDITORS' NOTE:** This form can be printed as a duplicate carbon copy. A printer can help you format this document.



Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## SHADE TREE COMMISSION SERVICE REQUEST

Address \_\_\_\_\_ Request No. \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Service Requested \_\_\_\_\_

Date Issued \_\_\_\_\_ Date Checked \_\_\_\_\_ Employee # \_\_\_\_\_

Work to be done \_\_\_\_\_

Date Completed \_\_\_\_\_ Employee(s) # \_\_\_\_\_

Work Completed \_\_\_\_\_

STATUS: COMPLETE \_\_\_\_\_ PARTIAL \_\_\_\_\_ NO WORK REQUIRED \_\_\_\_\_

COMMENTS \_\_\_\_\_

**EDITORS' NOTE:** This form can be formatted to fit 2 on a page and is used internally. A message can be taken from a resident phone call or email request and then the job is followed through to the end on one piece of paper. The form is then entered into a data system or filed for reference.





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234



## **IVY REMOVAL FACT SHEET**

Many native and introduced vines have found a home in New Jersey. When vines are controlled, they can provide beauty, food for humans and wildlife, erosion control and habitat for wildlife.

Managed vines growing on trellises, pergolas, fences, etc. are a valuable asset to gardens and the suburban landscape. However, not all vines are good vines. Invasive vines can be harmful to trees in the following ways:

1. They can strangle tree trunks by cutting off needed water and nutrients.
2. They grow out onto branches, competing for sunlight and thus shading out a trees' ability to sustain itself.
3. They add weight to branches making them more susceptible to breakage in snow and wind storms.
4. Vines obscure tree cavities and structural weakness in the tree trunk from view (thus hindering detection and remediation) and promote a localized humid microclimate that is conducive to wood decay.
5. Invasive vines outcompete and displace native species in the woodland understory.

Consequently, vines should not be allowed to grow up on the trunk of trees and should be removed.

The removal of invasive vines is not a pleasant chore. It is recommended that invasive vines be severed as close to ground level as possible with pruning shears, pruning loppers, hand saws or even chain saws if the vines are extremely thick.

Waiting a year or two for the vine tendrils to decompose makes it easier to pull them off tree trunks. Poison ivy vines offer a special challenge in removal and a herbicide treatment is usually necessary to destroy the root system. In most cases, poison ivy vine removal is best left to professionals.





Anytown Shade Tree Commission  
Anytown Rd.  
Anytown NJ 12345  
(201) 555-1234

## Blank door-tag

Address \_\_\_\_\_

ANYTOWN SHADE TREE



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

**EDITORS' NOTE:** a blank doortag can be useful to let residents know you were by to look at a tree, respond to their request, let them know a tree will be pruned or for any other reason. A printer can help you format text onto a door hanger. When you order them make sure they put a small slit from the circle to that they can fit on a door knob.

