



A Partnership to Enhance Springfield's Community Forest

The City's goal in establishing the *NeighborWoods* program is to develop and maintain our community forest. By partnering with the citizens of Springfield, especially through its neighborhoods, together we can rejuvenate, enhance and sustain this valuable community asset.

Program Goals

- Create community pride and more livable neighborhoods
- Promote importance of the community forest
- Foster partnerships so everyone can reap the benefits of a healthy community forest

Eligible Applicants

- Neighborhood Organizations
- Public Schools
- Non-profit Groups

Eligible Projects

Tree planting projects as part of the City's comprehensive *Street Tree Management & Master Planting Plans*.

Important Dates—2008-2009

June 1-Consult with Urban Forester (UF)

July 2-Review preliminary application with UF

July 9-13-Application workshop with UF

August 1-Deliver application, with UF signature, to...

Attn: Urban Forester

Springfield Public Works/Public Grounds

1010 W Chestnut St

Springfield, MO 65802

August 16-Applications reviewed by Tree City USA Citizens Advisory Committee

September-Project approval notification

October 1-Tree Permits and tentative planting dates submitted for preliminary approval

May 5, 2009-Project plantings completed



Program Guidelines

- ◆ All trees are typically to be located on public right-of-way and/or property, or in close proximity to a public street. The City's Tree Permit acts as means of communication and form of commitment by both permittee and the City. The ultimate goal of *NeighborWoods* is to have a live, healthy tree become a contributing part of the urban forest for which the community can benefit.
- ◆ All entries compete using established evaluation criteria.
- ◆ Tree plantings are to conform to the "Standard Tree Planting Detail" (see enclosed sheet)
- ◆ All completed projects will be subject to follow-up Tree Permit inspections to assess their long-term effectiveness. Future project applications may be denied if projects are poorly managed, or trees from current and previous projects are poorly maintained.
- ◆ Planted trees will be between 1 and 2 inches in trunk diameter for deciduous trees (about 6 to 16 feet tall), and between 4 to 16 feet in height for evergreen trees.

Funding Guidelines

- ◆ *NeighborWoods* funds are to be used solely for the purpose of planting trees.
- ◆ The maximum number of trees available for a single *NeighborWoods* project is dependant on the available resources demonstrated by the applicant in the application, and as allocated funding permits. Groups with projects approved in the prior year will be given lower priority in the current round, but may still be awarded.
- ◆ Based on experience gained from past *NeighborWoods* projects, 70 trees is typically the maximum number of trees recommended, especially for first-time applicants.
- ◆ Funding is not available to contract installation or maintenance work, purchase related equipment or materials, or pay for any other costs incurred associated to the project by the applicant.
- ◆ Documentation of all associated project costs by the applicant are encouraged.

Tree Permits

Applicants of approved projects are to submit all Tree Permits to the City by the first weekday in October. Planting sites will be verified by the Urban Forester. The applicant will coordinate and confirm tree species selections with the Urban Forester. The City will purchase all trees directly from the supplier. After trees are planted, inspection and approval of the planting will be made by the City's representative. After approval, permittee will be solely responsible for the maintenance of the tree for three (3) years from the date of planting. If the tree has been maintained and in good health at the end of three years period, the City assumes responsibility for the maintenance of the tree.

**Completed Tree Permits to be delivered to:
Attn: Urban Forester
Springfield Public Works/Public Grounds
1010 W Chestnut St
Springfield, MO 65802**

Evaluation Criteria

The application process is competitive. The Tree City USA Citizens' Advisory Committee members will evaluate all proposals.

Applicants will be evaluated by the following criteria:

- ◆ Inclusion of all required information.
- ◆ Demonstration of project as a component of City's *Street Tree Management & Master Planting Plans*.
- ◆ Project's capacity for promoting, improving and developing the community's urban forest resource.
- ◆ Technical merit.
- ◆ Relative value to the neighborhood and community.
- ◆ Educational value and opportunities.
- ◆ Public Safety.
- ◆ Thoroughness and completeness of planting and maintenance plan.
- ◆ Reasonable estimates for expenditures.

NeighborWoods projects will be awarded based upon the number of applications and available funds. Requested projects may be reduced if resources are determined to be inadequate.

Application Procedure

Applications are to include the six following elements. Incomplete applications will not be evaluated. Two copies of complete application must be submitted.

1. Estimated Project Cost Worksheet and Request Form.

2. Concise Narrative

A concise narrative clearly states the purpose and objective of the project and explains how the project impacts long-range urban or community forestry goals. Be sure that your description addresses the judging criteria.

- ◆ Intended end product and/or result.
- ◆ How project fits into the City's *Street Tree Management & Master Planting Plans*.
- ◆ Participants and their roles (e.g. contractors, volunteers and business or civic sponsors).
- ◆ Facilities and equipment needed to accomplish project.
- ◆ Timetable for completion listing each component or step necessary to complete project and how each step will be accomplished. This includes dates for submitting applications and Tree Permits
- ◆ Name and address of individual in charge of administering project.

3. Maps (City to provide assistance)

- ◆ All applications must include a location map showing how the planting sites relate to the neighborhood and the community as a whole.
- ◆ Planting projects must also include an accurate plan view drawing, with a north arrow, of the proposed project. Plans must include buildings, streets, walks, above ground utilities, existing trees and proposed tree locations. The City will provide base maps showing buildings, streets, walks and existing trees.

4. Itemized Budget

- ◆ An itemized budget, including all expenses and sources of funds, clearly identifying all related activities and associated costs. For example, a complete list of selected trees to be planted, paid equipment costs and donated labor costs. All costs must be documented.
- ◆ The City will provide a list of the trees that will be purchased with an estimated cost of each species.
- ◆ If volunteer labor will be used, estimate volunteer time at \$10 per hour per person

5. Three-year Tree Maintenance Plan

Tree planting projects must adhere to the City's attached *Extended Tree Care Maintenance Schedule*. This is a written three-year tree maintenance plan that details required tree care work to better ensure tree survivability. **Costs for these activities are not eligible for funding.**

Note: For project approval, preference will be given to groups having gone through the Ozark Greenways Tree Keepers Program.

Mulch is available at the City's Yard Waste Recycling Center.

6. Tree Permits

A City Tree Permit must be completed for each location where trees are requested and be signed by the person assuming responsibility for maintenance. **Although completed Tree Permits are not due until the first weekday in October, preference will be given to groups submitting Tree Permits with their application.** Planting site inspections will be completed after completed Tree Permits are submitted.

NOTE: The City's assumption of maintenance does not apply to trees planted on private property.

Application Workshop

Applicants are encouraged to attend and participate in a workshop to be held in July. To receive a copy of the *Neighbor-Woods Application Workbook* in advance of the workshop, please contact the Urban Forester for more details...

Urban Forestry Office
Springfield Public Works Operations Administration Building
1010 W Chestnut St
Springfield, MO 65802
Office (417) 864-1135
Fax (417) 864-1998
E-mail city@springfieldmo.gov
Website: <http://www.springfieldmogov.org/egov/publicworks/operations/grounds/trees.html>



Public Works Department
Public Grounds Section

APPLICATION FOR PERMIT TO PLANT AND/OR WORK ON CITY TREES

To the Urban Forester: _____

_____ Date

Applicant _____

Address _____

Telephone _____

Requests permission to perform tree-related work located at: _____

Description of proposed work _____

Time and date site may be inspected with applicant _____

Permit Applicant Signature _____

_____ Date



2 DAYS BEFORE YOU DIG
CALL TOLL FREE
1-800-344-7483
MISSOURI ONE CALL SYSTEM, INC.

Applicant assumes all responsibility for any damage that might occur while performing the above described work, and agrees to perform work in accordance with city ordinances.

FOR OFFICE USE ONLY

Recommended tree species/variety _____ Maximum size class _____

Proposed tree distance from:

Sidewalk _____

Inside Curb _____

Nearest crosswalk _____

Nearest Driveway _____

Nearest tree same side of street _____

Nearest tree opposite side of street _____

Inspections:

Proposed tree location: Approved / Rejected _____
Inspector _____ Date _____

Work Completed: Approved / Rejected: _____
Inspector _____ Date _____

Urban Forester _____

_____ Date

Permit Number	_____
Date Granted	_____
Date Permit Expires (if unfulfilled)	_____
Permit Maintenance Expiration	_____
Tree ID Number Assigned	_____

Standard Tree Planting Detail



Selecting trees

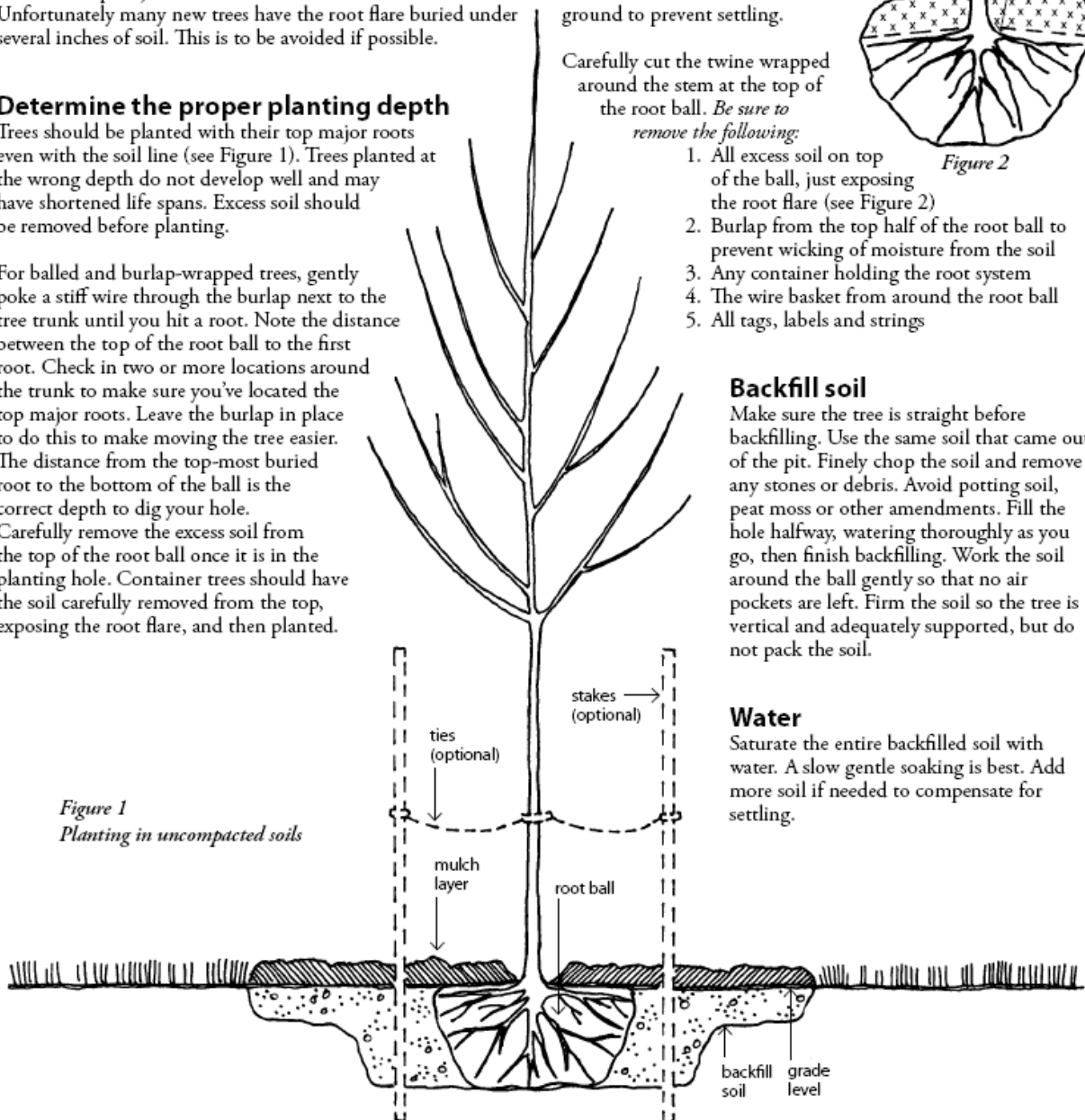
Consider the limitations of the planting site, the purpose for the tree, and each tree's unique growing requirements before selecting the type of tree to be purchased. Before purchasing, check to be sure that the new tree does not have a great deal of soil added over the root flare. The root flare is the point where the top major roots extend out from the tree trunk. Unfortunately many new trees have the root flare buried under several inches of soil. This is to be avoided if possible.

Determine the proper planting depth

Trees should be planted with their top major roots even with the soil line (see Figure 1). Trees planted at the wrong depth do not develop well and may have shortened life spans. Excess soil should be removed before planting.

For balled and burlap-wrapped trees, gently poke a stiff wire through the burlap next to the tree trunk until you hit a root. Note the distance between the top of the root ball to the first root. Check in two or more locations around the trunk to make sure you've located the top major roots. Leave the burlap in place to do this to make moving the tree easier. The distance from the top-most buried root to the bottom of the ball is the correct depth to dig your hole. Carefully remove the excess soil from the top of the root ball once it is in the planting hole. Container trees should have the soil carefully removed from the top, exposing the root flare, and then planted.

Figure 1
Planting in uncompacted soils



The planting hole

Dig a pit at least twice the diameter of the root ball and deep enough to place the root flare even with or up to one inch higher than the soil line. Handle the tree by the root ball, not by the trunk. Be sure the root ball or container soil rests on solid ground to prevent settling.

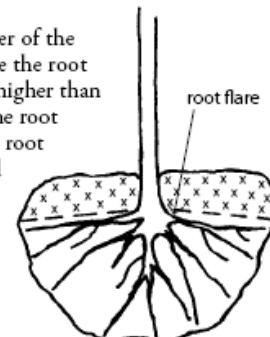


Figure 2

Carefully cut the twine wrapped around the stem at the top of the root ball. Be sure to remove the following:

1. All excess soil on top of the ball, just exposing the root flare (see Figure 2)
2. Burlap from the top half of the root ball to prevent wicking of moisture from the soil
3. Any container holding the root system
4. The wire basket from around the root ball
5. All tags, labels and strings

Backfill soil

Make sure the tree is straight before backfilling. Use the same soil that came out of the pit. Finely chop the soil and remove any stones or debris. Avoid potting soil, peat moss or other amendments. Fill the hole halfway, watering thoroughly as you go, then finish backfilling. Work the soil around the ball gently so that no air pockets are left. Firm the soil so the tree is vertical and adequately supported, but do not pack the soil.

Water

Saturate the entire backfilled soil with water. A slow gentle soaking is best. Add more soil if needed to compensate for settling.

Mulch

Cover smoothed soil with 3 inches of wood or bark chips. Shape the mulch into a doughnut 2 to 3 feet wide, leaving a small gap near the trunk. Do not mound mulch onto the trunk of the tree. Mounding encourages root girdling, which can weaken and kill trees. Black plastic, grass clippings or sawdust should not be used as mulch. Keep mulch weeded. Replace as needed.

Pruning

Remove only broken or badly deformed branches the first year. Begin a regular pruning program the second or third year after planting.

The following procedures are optional

Stakes

Stakes may be used to prevent shifting of the root ball or to protect the stem from mowing equipment. If needed, the tree should be guyed strongly enough to provide support, but flexibly enough to allow 6 to 8 inches of sway. Drive one or more stakes near the tree but not through the roots.

The best guying materials are wide and flexible, such as plastic horticultural tape or canvas webbing. If guy wires are used, placed them through tubing or hose sections to prevent damage to the bark. All guys/ties should be placed low on the trunk. Remove guys/ties as soon as the tree can stand alone—about 3 months, but no longer than a year after planting.

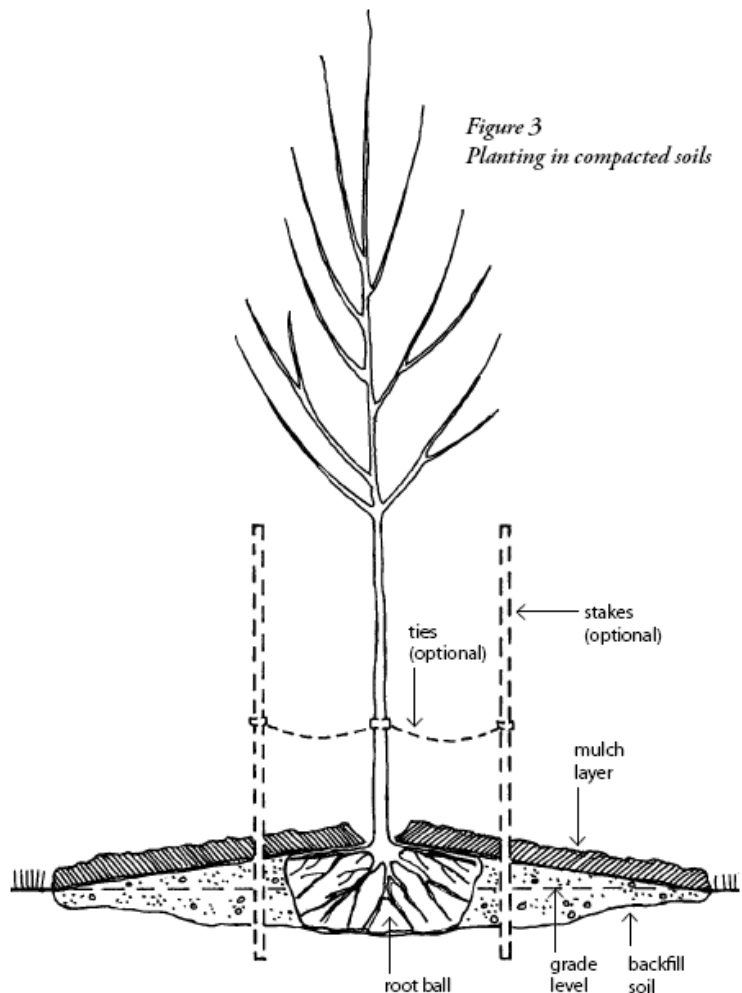
Trunk wrap

Research indicates that trunk wraps provide little, if any benefit to trees. In fact, they can encourage damaging insects or disease-causing fungi. Avoid using trunk wraps unless specifically recommended.

Planting in compacted soils

To test for compacted soil, do a simple percolation test. Dig a hole 12 inches to 18 inches deep and fill it with water. If any water is still in the hole 12 to 18 hours later, then you have compacted or heavy clay soils.

Roots need oxygen, so dig a wide, shallow hole three to four times the width of the root ball or container and only half as deep. Mound backfill soil slightly to the top of the root flare, covering the entire excavation. This creates a raised planting bed, which will improve the tree's performance (see Figure 3). Soils that hold excessive moisture may need a subsurface drain tube installed below the root ball.



Serving nature and you

Missouri Department of Conservation
P.O. Box 180
Jefferson City, MO 65102
www.missouriconservation.org

3/05 F00064

Springfield Public Works Extended Tree Care Maintenance Schedule

The Tree Groups referred to in this Maintenance Schedule are found at the end of this document.

JANUARY AND FEBRUARY

Weeks 1, 2, 3, and 4

Prune trees, as per the attached guidelines provided by the Missouri Department of Conservation, in Group I, as needed when temperatures are above forty degrees Fahrenheit. Examine Group IV trees for scales and mites and treat as necessary. Apply mulch to tree beds to achieve a four foot diameter area with a three inch depth of cover.

MARCH

Weeks 1 and 2

Examine trees for winter damage. Repair damaged areas as necessary. Stake trees, if required, as per the attached guidelines provided by the Missouri Department of Conservation unless otherwise specified. Replace dead trees. Complete pruning of trees in Group III, as per the attached guidelines provided by the Missouri Department of Conservation.

APRIL

Weeks 1,2,3 and 4

Complete work from previous month.

MAY

Weeks 1 and 2

Prune trees in Group II immediately after flowering is completed, as per the attached guidelines provided by the Missouri Department of Conservation. Examine trees for insect and disease pests. Remove, by hand, any weeds from mulched areas.

Weeks 3 and 4

Begin watering as necessary. Continue to complete work for previous two weeks. Prune Group IV trees, only if specified, as per the attached guidelines provided by the Missouri Department of Conservation.

JUNE

Weeks 1, 2, 3 and 4

Continue pruning Group II trees, as per the attached guidelines provided by the Missouri Department of Conservation. Remove, by hand, any weeds from mulched areas. Water as necessary to achieve the equivalence of one inch of water per week, per tree.

JULY

Weeks 1, 2, 3 and 4

Examine all trees for aphids, scale and mites and treat as necessary. Continue watering as specified. Remove, by hand, any weeds from mulched areas.

Springfield Public Works
Extended Tree Care Maintenance Schedule
(continued)

AUGUST

Weeks 1, 2, 3 and 4

Continue work from previous month.

SEPTEMBER

Weeks 1 and 2

Continue work from previous month.

Weeks 3 and 4

Begin to rake early fallen leaves. Continue watering as specified. Remove, by hand, any weeds from mulched areas.

OCTOBER

Weeks 1, 2, 3 and 4

Beginning in second growing season of tree, fertilize three feet beyond drip line with time release 22-11-11 analysis (rate using broadcast method - 10-15#/1,000 sf). Examine trees for damage. Repair damaged areas as necessary. Stake trees, if required, as per the attached guidelines provided by the Missouri Department of Conservation unless otherwise specified. Replace dead trees. Continue work from previous month.

NOVEMBER

Weeks 1, 2, 3 and 4

Complete work from previous month.

DECEMBER

Week 1, 2, 3 and 4

Prune Group I and III trees, as per the attached guidelines provided by the Missouri Department of Conservation.

TREE GROUPS

Group I: Deciduous Canopy (non-flowering)

Over thirty feet height at maturity

Inconspicuous flower

Group II: Deciduous Ornamental (spring flower)

Thirty feet height or under at maturity

Flower on or before June 30th

Group III: Deciduous Ornamental (summer flower)

Thirty feet height or under at maturity

Flower on or after July 1st

Group IV: Evergreen

NeighborWoods Program
Application - Request Form

Attn: Urban Forester
Springfield Public Works/Public Grounds
1010 W Chestnut St
Springfield, MO 65802

Organization _____

Representative _____

Address _____ Zip _____

Project Location _____

Project Contact Person _____

Contact email address _____ Phone # _____

Amount

Requested Tree-Planting Costs (Funded) \$ _____
(from Est. Proj. Costs Worksheet)

Non-reimbursable Tree-Planting Costs \$ _____
(from Est. Proj. Costs Worksheet)

Total Estimated Project Costs \$ _____

I certify that all trees subject to this contract will be planted in accordance with the enclosed Missouri Department of Conservation "Standard Tree Planting Detail", and maintained per the City of Springfield Extended Tree Care Maintenance Schedule and the American National Standard Institute *A300 Standard Practices for Woody Plant Maintenance* specifications.

Printed or Typed Name and Title of Organization Representative

Signature of Representative

Date

NeighborWoods Program

Application - Estimated Project Costs Worksheet

Organization _____
 Contact Person _____
 Address _____ Zip _____
 Phone _____
 Project Location _____

Provide costs only for those items directly associated with your project.

<u>Requested Tree-Planting Costs (from City Contract prices)</u>	Amount
Tree Costs	_____
Purchased materials for tree planting (stakes, soil amendments)	_____
Requested Tree-Planting Costs Subtotal	\$ _____
	(transfer to Request Form)

<u>Non-reimbursable Tree-Planting Costs</u>	
Administrative costs	_____
Paid labor costs	_____
Paid equipment costs	_____
Paid material costs	_____
Donated labor (calculate at \$10/hr)	_____
Donated equipment costs	_____
Donated materials	_____
Other	_____
Non-reimbursable Tree Planting Costs Subtotal	\$ _____
	(transfer to Request Form)