

## STREET TREE PLANTING APPLICATION

Property owners are welcome to plant trees on the terrace in front of their homes in Kendallville. There is no permit required. However, you do need to advise the City Tree Commission of your intent to plant a tree on your part of the terrace and let them know what you are wanting to plant so they can confirm the suitability of the tree you have chosen. The tree's trunk needs to be at least two inches in diameter measured 4 ½ feet from the top of the root ball and it must be a permitted tree listed in the **Kendallville Tree Selection Guide**. You will also need to contact the underground utility location service to confirm that there are no underground utilities where you are planning to dig (call toll-free at "811"). Please do not plant a street tree without prior approval from the City Tree Commission or you may be asked to remove the tree.

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address of Tree Planting (if different from above): \_\_\_\_\_

Specific location of tree(s) to be planted (i.e., number of feet from curb, driveway, property line, adjacent trees, etc.): \_\_\_\_\_

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

Estimated Date of Tree Planting: \_\_\_\_\_

Species of Tree(s) to be Planted: \_\_\_\_\_

Size and Number of Tree(s) to be Planted: \_\_\_\_\_

Nursery Where Tree(s) will be Purchased: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Approval of Tree Commission: /s/ \_\_\_\_\_

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

---

(For office use only)

Above ground utilities:

\_\_\_\_\_

Underground utilities:

\_\_\_\_\_

Dominant species on street (if any):

\_\_\_\_\_

Comments and provisions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason for denial:

\_\_\_\_\_

\_\_\_\_\_

Signature of evaluator:

\_\_\_\_\_

Date:

\_\_\_\_\_

---

## **STREET TREE PLANTING PROCEDURES FOR HOMEOWNERS WHO WANT TO PURCHASE AND PLANT THEIR OWN STREET TREE**

Just like planting on your own property, you must answer several questions about how much space you have available, not only the **width and length** of the area, but also **overhead space** as well. How is the **soil drainage**? How much **sun or shade** do you have on the site? And is **salt spray** an issue on your street in the winter and spring? Note: the **terrace** is the space between the sidewalk and the curb.

**Are there overhead wires present?** If so, then only smaller size trees (less than 25 feet tall at maturity) will be allowed for planting.

**How wide of an area is the City terrace?** Planting will not be permitted in terraces less than 4 feet wide.

**Are there other private trees that will interfere with this tree when the tree is a mature size?** If so, then this would not be an acceptable area to plant a tree or maybe a smaller tree would be acceptable.

**Are there any fire hydrants, light poles, or underground utilities in the terrace?** Terrace trees need to be a minimum of 45 feet from any intersection, 15 feet from driveways and alleys and 10 feet from fire hydrants and utility poles; and 5 feet from underground utilities.

**How many trees do you want to plant?** It all depends on how much space you have. Trees need to be centered between the sidewalk and the curb and spaced an equal distance apart in the terrace.

**What kind and size of tree do you plan on planting?** The **Kendallville Tree Selection Guide** will help you find a tree that fits your particular site parameters.

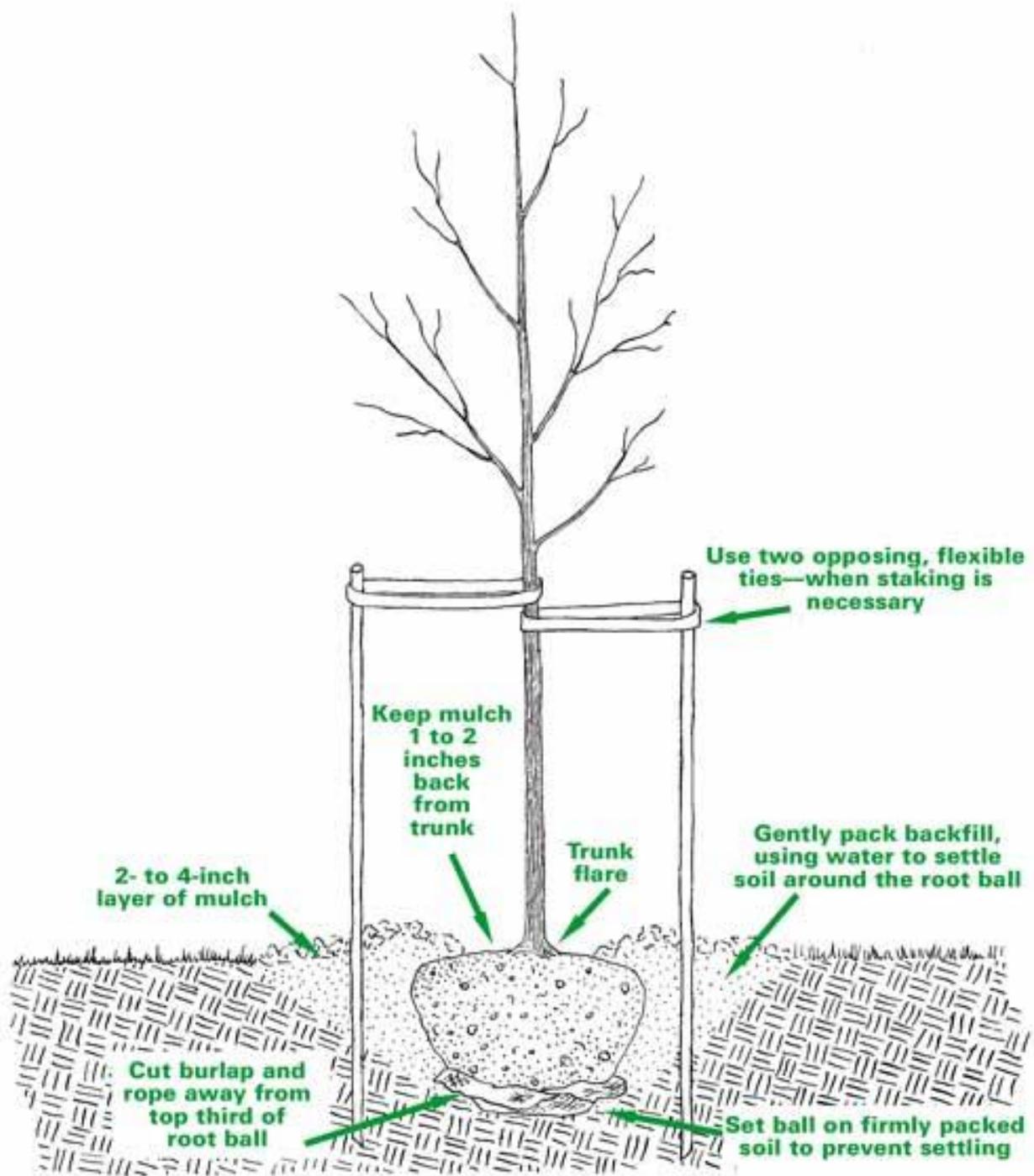
Small trees (less than 25 feet tall at maturity) can be planted under and near overhead utility lines. They are suitable for terrace widths of 4 feet or greater and should be spaced a minimum of 20 feet from adjacent trees.

Medium trees (25 – 40 feet tall at maturity) are not suitable for planting near overhead utility lines. They are suitable for terrace widths of 6 feet or greater and should be planted a minimum of 30 feet from adjacent trees.

1. **Street Tree Planting Applications** may be picked up at the Parks and Recreation office, the City Clerk's office and the City Engineering office. Fill out and return the **Street Tree Planting Application** to any of the offices mentioned. Also, review the **Street Tree Planting Procedures for Homeowners Who Want to Purchase and Plant Their Own Street Tree** document.
2. The Engineering Administrator will contact you for a site consultation visit. If all of these requirements are acceptable, then you may plant your tree(s) at a suitable time.
3. Choose trees from a reputable nursery within the northern half of Indiana and the southern half of Michigan. Call the underground utility location service toll-free at "811" at least three working days before tree planting (there is no charge for the service). Once planted, it is your responsibility to water the tree(s). 1 inch of water per week is recommended until the tree is established (about two years) and you should water the street tree during times of drought to ensure its survival.
4. Once the tree(s) has been planted in the terrace, the tree or trees become the property of the City of Kendallville and all future maintenance will be the responsibility of the City staff, except for the initial watering care referred to in #3 above.

### **TREE PLANTING INSTRUCTIONS**

1. Trees should not be less than 2 inches in diameter when measured 4 ½ feet above the ground.
2. The planting hole should be a minimum of twice the diameter of the ball, with the sides sloping inward toward the bottom of the root ball. The planting hole should not be dug deeper than the root ball and the root ball should be placed on undisturbed sub-soil.
3. The root flare of the tree should be placed at or not more than one inch (1") above the grade of the surrounding soil. Balled and burlapped (B & B) and potted trees should have excess soil removed from the top of the root system to ensure the root flare is properly located.
4. All burlap wrapping, strings, wire baskets and nails must be removed from the upper half of the root ball after the tree has been placed in the planting hole. Of course, the container holding a potted tree should be removed.
5. Place mulch around the tree to help in moisture retention but do not mulch next to the stem (trunk) itself. Sloping the mulch inward toward the stem will help direct water to the roots.



## ***PROPER B&B TREE PLANTING PROCEDURES***

**(STAKING IS GENERALLY NOT NEEDED)**

For planting plastic containerized trees, remove the container and then score the roots with a knife to four sides around the plant. This will ensure no girdling roots will form. Also, when mulching, do not form mulch volcanoes / II \ around the tree trunk. This can restrict available oxygen and water to the plant leading to root rot.