



CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Code Administration

February 15, 2010

To : Residents interested in Street Trees
From : Tim Young, Engineering Designer II
Re : Procedure to request a tree through the Chesapeake Bay Trust Grant #10039



Trees that are planted along public streets improve neighborhoods and provide environmental benefits such as shade and clean air. The City of Hagerstown wishes to increase the tree canopy and endeavors to have tree-lined streets throughout the City. We will advertise a contract this month to plant about 250 trees Citywide during the Spring of 2010.

The trees to be planted this year will be funded through an "Urban Greening Grant" that we have obtained from the Chesapeake Bay Trust. Under the conditions of this Grant, there will be two options for planting trees.

Option 1: is to plant approximately 160 trees (Citywide) in the public right-of-way, between the curb and sidewalk, in a grass plot that is at least 3 feet wide. Trees planted between the curb and sidewalk meet the definition of a "street tree", and will be planted by the City and maintained by the City in the future.

Option 2: is to plant about 80 trees (Citywide) behind the sidewalks, but only under certain conditions. Those conditions include that the property owner will be responsible for maintenance including watering, weeding, mulching and protecting the tree. The property owner will be required to sign the attached agreement before a tree can be planted behind the sidewalk. Under this option, the City will dig the hole and provide the tree, but the property owner must make arrangements to plant and maintain the tree.

The purpose of this letter is to seek interest from property owners who would like a tree in front of their home, either between the curb and sidewalk (where the City will maintain the trees), or behind the sidewalk (where the property owner will plant and maintain the trees). You will have the choice of which option you prefer, as long as the funding is available.

If you are interested in having a tree in front of your property please contact me at the following:

Tim Young, engineering Designer II
Dept of Engineering & Code Administration
#1 East Franklin Street
Hagerstown, Md 21740
Phone (301) 739-8577, ext 129
Facs : (301) 733-2214
Email : tyoung@hagerstownmd.org

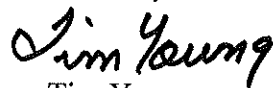
City Hall • One East Franklin Street • Hagerstown, MD 21740-4817

We will be advertising this contract before the end of February, and must finalize the list of tree locations and types by no later than March 22nd. We would appreciate your initial interest as soon as possible. The types of trees we want to plant this year is being reviewed by the Dept of Natural Resources, but we expect to include the following:

October Glory Red Maple	Accolade Flowering Cherry
Northern Red Oak	American Hornbeam
Ivory Silk Japanese Lilac	Thornless Honeylocust
Green Spire Little Leaf Linden	Golden Raintree

When you contact me, let me know if you have a preference on the type of tree, and if it will be between the curb and sidewalk or behind the sidewalk. If it will be behind the sidewalk, we ask that you complete and sign the attached "Maintenance Agreement" whereby you will agree to plant the tree in the hole dug by the City, and then you will water, weed, mulch and protect the tree in the future.

Sincerely,



Tim Young
Engineering Designer II

Attachment : Maintenance Agreement (trees behind the sidewalk)

cc: Kathleen Maher, Director of Planning
Rodney Tissue, City Engineer



CITY OF HAGERSTOWN, MARYLAND

Department of Engineering & Code Administration, One East Franklin Street, #301, Hagerstown, MD 21740
301.739-8577, ext. 125 engineering@hagerstownmd.org

**CITY OF HAGERSTOWN TREE REQUEST FORM AND MAINTENANCE AGREEMENT
FOR TREES PLANTED OUTSIDE OF THE PUBLIC RIGHT-OF-WAY**

1. **Property owner's Name:** _____
Address: _____

Telephone and e-mail: _____

2. **Address of tree pit location:** _____

3. **Where will tree be planted:** _____

4. **Species of tree requested:** _____

(Please see attached list of available species)

AGREEMENT

In exchange for receiving a tree, I/we agree to the following conditions:

- a. I agree to plant tree within twelve (12) hours of receipt per detail by City.
- b. I will water tree at least twice a week during dry weather (during the months of May through October) for the first two (2) years after planting.
- c. I will keep the area around the base of the tree free of weeds.
- d. I will remove dead limbs, as necessary, in an approved manner.
- e. I will protect the tree from harm by mowers, weed whackers, etc.
- f. I will keep a minimum 10 x 10-foot clear area around the tree where I will NOT perform any excavation near the tree, including driving stakes into the ground, as long as the tree remains.
- g. I will mulch around the tree at least one (1) time per year for three (3) years.
- h. I will not remove this tree under any circumstances.
- i. I agree to replace the tree if it dies.

Signature of Property Owner(s)

Date

Property Owner's Name(s) (Printed)



Funds for this tree planting project have been provided by the CHESAPEAKE BAY TRUST.

ADDITIONAL INFORMATION REQUIRED WITH APPLICATION

1. A basic plan of the lot, including location of house, streets and alleys, and public sidewalk.
2. Basic plan of lot must show location of the tree.
3. Return ORIGINAL, SIGNED application form and basic plan to:

Department of Engineering & Code Administration
City of Hagerstown, Maryland
One East Franklin Street, #301
Hagerstown, MD 21740

For Use by City of Hagerstown Only:

Application and Basic Plan received: _____

Application complete? Yes No

Tree at _____ was planted in accordance with the description on this form.

City of Hagerstown

Date