



Culture, Parks and Recreation Department

Department of Parks/Forestry Program, Administrative Rule

Share the Shade Planting Program

I. OBJECTIVE

To assist residents of the City of Greeley with a low-cost tree planting program. This program seeks to plant 100 trees on private residential properties annually and will extend into the future based on ongoing budget availability.

II. DEFINITIONS

Participant means an individual who owns property located in the City of Greeley and who has submitted an application for participation in the Program.

Program means the City of Greeley's Share the Shade Program wherein Forestry staff and volunteers organized by the City of Greeley will professionally plant trees located on private properties.

Program Specifications means a property must meet an existing standard of care minimum as determined by City of Greeley staff.

Volunteer means a participant or proxy ages 5 and over who volunteers their time or labor for a minimum of four (4) hours to help staff plant trees that are a part of this program. Volunteers under the age of 18 must be accompanied by an adult legal guardian.

III. PROGRAM

A. APPLICATION

- i. City will accept applications for trees to be planted on private property from City of Greeley residents (the Program).
 1. Applications for the Program will close November 1st.
 2. Applications received after November 1st will be placed in the queue for the Program for the following year.

- ii. Applications for the Program will only be accepted for residential properties regardless of occupancy and located in the City. Applications may be only submitted by the property owner, Homeowner's Association (HOA) or property management company (Participant).
- iii. A participant can re-apply for the planting program multiple years. City of Greeley staff will review available planting space on the property for repeat applications and manage those case-by-case.
- iv. Only right-of-way, common open space, front yard or side yard locations will be accepted in the application.
- v. In the event more than 100 requests for trees are received in a given year, properties with planting locations that provide the greatest public benefit will be given priority and the remaining applications will be saved for processing the following program year.
- vi. Participants can indicate in the application if they have an ability to volunteer time and labor to help staff plant trees. Volunteerism in the Program is encouraged but not required.
- vii. Participants may withdraw their application until November 1st and receive a refund of their payment. No refunds will be given for applications withdrawn after November 1st.

B. INSPECTION

- i. After an application is received the City will arrange for an inspection of the proposed planting location(s) on the property of the participant.
 - 1. Planting location inspections will take place between September 1st and November 1st.
 - 2. Inspections will be performed by City of Greeley staff or City of Greeley contractors.
- ii. Desired planting locations must meet Program Specifications.
 - 1. Program Specifications - Planting locations must allow ample space at maturity (height and crown) for desired species, free from conflicts with overhead or underground utility service lines and with adequate distance from structures, traffic signs and existing trees regardless of ownership. Property landscapes must have an active irrigation system or be adequately cared for that will provide the best chance of long-term survivability of tree(s).
- iii. Locations that have been inspected will be marked by a white X spray painted on the ground by the inspector.
- iv. An inspection report will be sent electronically to the participant.

C. PAYMENT

- i. Participants will be billed with an electronic payment prompt by the City when the initial inspection is completed. The payment amount is \$50 for one (1) tree and \$100 for two (2) trees plus any transaction fees.
- ii. Participants or their proxies who volunteer to help staff plant trees can receive a refund of their tree purchase for either one (1) or two (2) trees after the plantings have been completed not to exceed \$50 for one tree or \$100 for two. Volunteers must provide at least four (4) hours of time and/or labor to the Program.
- iii. Invoices must be paid prior to November 1st.
- iv. If an invoice is not paid prior to November 1st, the tree(s) applied for in the application will not be ordered and planting will not take place the following spring on the property.

D. PLANTING AND CARE

- i. Planting of trees will occur between April 15th and May 31st of every year until the program is discontinued or funding sources have been depleted.
- ii. Individual residential properties can qualify for up to two (2) trees per property. Homeowners associations are considered one (1) property and can qualify for up to ten (10) trees per year. Homeowners associations must contact our office at (970) 351-5150 in order to apply for more than two (2) trees.
- iii. Planting locations must meet Program Specifications.
- iv. The City and the homeowner will choose the species of the tree and location of the planting(s) in a way best suited for long-term survival of the tree(s) and which complies with all municipal ordinances related to planting trees, taking into consideration the characteristics of the property.
- v. The tree(s) will be planted with the most up to date technical knowledge of proper tree planting. We will do our best to fulfill your order for the tree(s) selected. Availability of tree quantities can vary from season to season. If we determine at some point before planting that we cannot provide the desired tree selections you will be contacted to choose an available alternate species for your desired planting location(s).
- vi. All items incidental to the tree planting will be provided and installed by the City including one soil watering berm, mulch in watering berm, soil amendments, root stimulators, and any other items deemed necessary for proper tree installation.

- vii. The tree will be thoroughly watered after initial installation. Maintenance and watering after initial installation becomes the sole responsibility of the applicant. An informational card with care instructions will be distributed to all participants based on recommendations through the Colorado Tree Coalition. Best management practices for proper tree care for newly planted trees can also be found directly at treesaregood.org or the [National Arbor Day Foundation](http://NationalArborDayFoundation.org).
- viii. City of Greeley staff will perform utility locates for the planting locations on your property prior to trees being planted. Identification of underground utility conflicts may require the final planting location to shift.

E. CONSENT AND WAIVER OF LIABILITY

- i. Each Participant must sign a consent and waiver of liability at the time the application is submitted. Each volunteer must sign a consent and waiver of liability before assisting with planting operations.
- ii. By submitting an application, each Participant agrees that he/she has read and accepted these regulations.
- iii. By submitting an application, each Participant authorizes the representatives of the City of Greeley or its designated contractor to enter onto their property for the purpose of identifying planting locations and subsequently planting up to two (2) trees per residential properties or up to (10) trees per HOA the following spring.
- iv. Each Participant acknowledges that there is no warranty provided for tree replacements as a part of this program.
- v. The City is not responsible for damage to trees, property, or persons as the result of participation in the Program.
- vi. Each Participant specifically waives all claims that he/she may have now or in the future against the City of Greeley or its designated contractor in relation to planting trees on private property through this program.
- vii. The participant shall provide adequate care to ensure the survival of the tree(s). This includes, but is not limited to, proper watering of tree, proper weeding of tree planting area and protection from inadvertent damage to the tree. The City shall be held harmless for tree death or failure that causes damage to persons or property due to inadequate or improper care of the tree(s) planted in this program.
- viii. The participant shall provide location identification of all existing underground irrigation pipes and devices prior to planting so that staff can avoid damage to any buried facility.