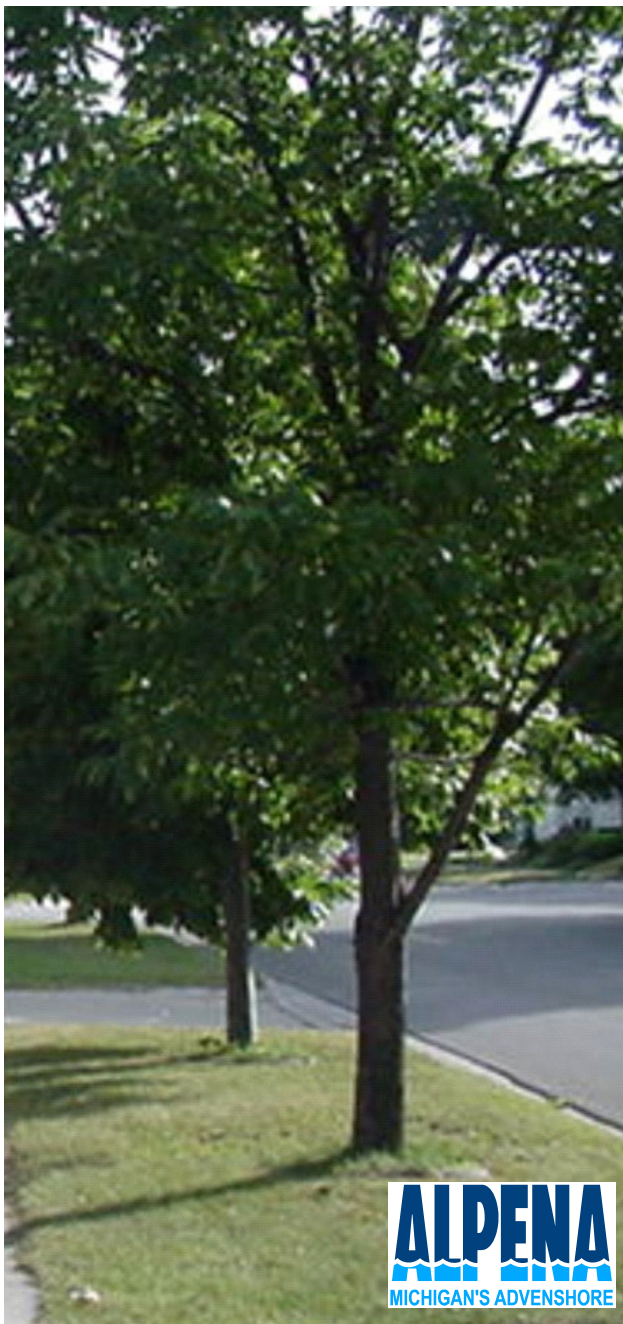


# City of Alpena

## Tree Planting Partnership Program



### Approved Trees and Specifications

**Deciduous/Street Trees**  
(2¼ inch minimum caliper, balled and burlapped)

Sycamore  
Sweetgum  
Little Leaf Linden  
Greenspire Linden  
Redmond  
Thornless Honey Locust  
Gingko  
Callery Pear  
American Liberty Elm  
Norway Maple\*\*  
Red Maple (hard)  
Autumn Breeze Maple  
Other “hard” Varieties  
Pin Oak  
Red Oak  
English Oak  
Japanese Zelkova

\*\* All Varieties Acceptable

### Additional trees allowed in association common areas

**Ornamental** (1½ inch minimum caliper, balled and burlapped - small tree to be planted under overhead wires)

Flowering Cherry  
-Tree Form Variety  
Flowering Crab\*  
-Tree Form Variety  
Bradford Pear  
Mountain Ash  
Amur Maple

\* Non Fruit Bearing Varieties

(Please note that Silver Maples are not permitted)

### Material Specifications

- Size:** **Deciduous/Street Trees-** Minimum 2¼ inch trunk caliper, balled and burlapped.  
**Ornamental-** Minimum 1½ inch caliper, balled and burlapped (small tree to be planted under overhead wires)
- Quality:** Trees shall be nursery certified and tagged as such.
- Installation:**
1. If allowed by utilities, trees shall be planted in the center of the tree lawn (between sidewalk and curb).
  2. Trees shall be placed 25' from other trees.
  3. Trees shall be placed 20' from driveways.
  4. Trees shall be placed 25' from the intersecting curb lines.
  5. Trees shall be placed 10' away from utilities.
- Staking:** As recommended, for specific tree, by installing contractor or nursery.
- Warranty:** One year, 100 percent replacement warranty required.



City of Alpena  
Engineering Department  
208 N. First Avenue  
Alpena, MI 49707  
(989) 356-9203  
www.alpena.mi.us



# City of Alpena

## Tree Planting Partnership Program

### Applications

Applications for tree program vouchers will be processed on a first-come, first-served basis, up to available funding. Applications for vouchers are available from the Engineering Department or can be obtained from the Engineering Department page on the City of Alpena web site. The application form, once approved, is the voucher used by the resident to submit for reimbursement.

### Program Guidelines

Any residential lot or parcel will be eligible for a maximum of **one** voucher, per program year, for up to 3 trees, **planted between the sidewalk and the curb line of the street.**

Homeowner and condominium associations will be eligible for a maximum of **one** voucher, per program year, for up to 5 trees, **planted adjacent to a public street.** City approval required for location of planting.

If funds are still available after September 30 of each program year, homeowners, condominium associations, and commercial properties may apply for a maximum of 1 additional voucher for planting up to 5 trees, as stated above.

### Issuance of the voucher

Once the Engineering Department receives an application and has reviewed and approved the application and proposed tree location a voucher will be sent to the applicant in the mail, if funds are still available. The program participants will also receive a list of approved tree species and planting specifications with the approved voucher. Trees must be purchased after the issuance of the voucher to be eligible for reimbursement.

### Purchasing the tree

The resident may select an appropriate street or ornamental tree from a licensed nursery and/or landscape contractor of their choice. The resident shall purchase the tree and coordinate with the nursery and/or landscape contractor for the installation of the tree. The property owner or contractor shall contact MISS DIG, 1-800-482-7171, for utility locations. The minimum size of the tree shall be 2¼ inches in caliper for street trees and 1½ inches in caliper for ornamental trees. The resident must pay for a one year, 100 percent replacement warranty for the tree.

### Voucher limitations and reimbursements

The vouchers will be valid from the date of issuance, beginning April 1, until November 15 (planting season) of each program year and vouchers must be returned to the Engineering Department no later than November 30 for reimbursement. The receipt shall indicate size, services, and a note that the warranty is included. Please do not submit the voucher until the tree is planted.

The vouchers will be reimbursed as follows:

- Street Trees (individual lots) will be reimbursed 50 percent of the actual cost of a 2¼ inch caliper street tree (up to a maximum of \$150) from the approved list (with the warranty), whichever is less.
- Ornamental Trees (individual lots) will be reimbursed 50 percent of the actual cost of a 1½ inch caliper ornamental tree (up to a maximum of \$100) from the approved list (with the warranty), whichever is less.

Tree removal expense is not eligible for reimbursement. In order for the resident to receive payment, the vouchers must be completed by the resident, indicating size and species of tree planted, with a copy of the paid receipt attached. The voucher must also be signed by the program participant indicating that the tree has been planted where stated and accepted. Once the voucher has been received by the Engineering Department, an inspection will be conducted to ensure that the tree meets all of the required specifications and has been planted in the proper location(s). A check request will be submitted to the City of Alpena's Finance Department for reimbursement of the approved amount. It will take four to six weeks to receive the reimbursement check.

### Warranty

It will be the responsibility of the program participant to maintain the tree and coordinate with the vendor regarding warranty issues.

# Application for Reimbursement Voucher Residential Tree Planting Partnership Program



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### CUSTOMER INFORMATION (print clearly)

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

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

Homeowner or Condo Association Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

CHECK BOX	TYPE OF REQUEST	No. of TREES	NOTES
<input type="checkbox"/>	<b>Individual Lot</b>	(up to 3)	<b><i>Attach types of trees &amp; location map</i></b>
<input type="checkbox"/>	<b>Home or Condo Association</b>	(up to 5)	

I have read and understand the information provided describing the Residential Tree Planting Program Guidelines and agree to the terms and conditions set forth in these guidelines. I understand that this program has a limited budget and applications will be accepted on a first-come, first-served basis.

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

***Tree(s) must be purchased after issuance of voucher.***

### OFFICE USE ONLY:

#### VOUCHER APPROVAL AREA:

The following Engineering Department Representative has reviewed and approved the planting site and authorized reimbursement for the tree species planted at the above stated address.

\_\_\_\_\_  
Engineering Department Representative

\_\_\_\_\_  
Date

This application becomes a reimbursement voucher **only upon signature** by an authorized Engineering Department Representative. (Tree(s) must be purchased after issuance of voucher.)

Voucher No: \_\_\_\_\_ No. of Trees. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Voucher Reimburse Date: \_\_\_\_\_ Program Yr: \_\_\_\_\_

# Approved Trees and Specifications

## Street Trees (2¼ inch minimum caliper):

Sycamore	Norway Maple**
Sweetgum	Red Maple (hard)
Little Leaf Linden	Autumn Breeze Maple
Greenspire Linden	Other “hard” Varieties
Redmond	Pin Oak
Thornless Honey Locust	Red Oak
Gingko	English Oak
Callery Pear	Japanese Zelkova
American Liberty Elm	

\*\* All Varieties Acceptable

## Additional Trees allowed in Association Common Areas:

**Ornamental** - 1½ inch minimum caliper (small tree to be planted under overhead wires)

Flowering Cherry - Tree Form Variety	Bradford Pear
Flowering Crab* - Tree Form Variety	Mountain Ash
Amur Maple	

\* Non-Fruit Bearing Varieties

## Material Specifications:

**Size:** Street Trees - Minimum 2¼ inch trunk caliper, balled and burlapped (\$150.00 Maximum). Ornamental Trees - Minimum 1½ inch trunk caliper, balled and burlapped (\$100.00 Maximum).

**Quality:** Tree Nursery, certified and tagged, as such will only be approved.

### **Installation:**

1. If allowed by utilities, trees shall be planted in the center of the tree lawn (between sidewalk and curb).
2. Trees shall be placed 25' from other trees.
3. Trees shall be placed 20' from driveways.
4. Trees shall be placed 25' from the intersecting curb lines.
5. Trees shall be placed 10' away from utilities.

**Staking:** As recommended, for specific tree, by installing contractor or nursery.

**Warranty:** One year, 100% replacement warranty required.