

Mature Tree Pilot Program Guidelines

Phase 2 Revision 3

This is a prototype program to encourage homeowners to plan mature trees. Cost of trees are under \$600.

If the homeowner pays a \$100, the City will provide an incentive of up to \$500 per tree.

Tree landscape vendor will deliver, plant, pull permits, and provide advice.

List of Approved Trees

Canopy Trees (not allowed under power lines)

Live Oak	\$540
Magnolia	\$540
Slash Pine	\$500
'Shady Lady' Black Olive	\$540
Gumbo Limbo (deciduous)	\$540
Royal Poinciana (deciduous)	\$590

Understory Trees (smaller trees)

Silver Buttonwood – tree form	\$540
Loquat	\$510
Holly – tree form	\$540
Pink Tabebuia (deciduous)	\$550
Yellow Silver Trumpet tree (deciduous)	\$590

Understory Trees (for limited sunlight)

Magnolia	\$540
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Program Overview

The city will provide an incentive to encourage homeowners to plant and maintain mature trees.

Homeowners will purchase and own the trees. They are responsible for watering and maintenance.

If the homeowner pays \$100, the City will provide an incentive of up to \$500 dollars per tree.

Program Details

- a) Homeowners will purchase (via a licensed vendor) and own the tree.

Homeowners are responsible for watering and pruning maintenance. Snowbirds must provide alternatives for watering.

- b) Selections will be limited to the list of approved canopy trees and understory (smaller) trees. Palms are not included.

Tree size is 2" caliper (grade 1). In unusual situations, 1.5" caliper is allowed to maintain tree cost. Caliper measurement is 6" above ground level.

- c) Planting location must be in right-of-way **or within 15' of the right-of-way** in accordance with right tree, right location philosophy.

Planting in the right-of-way with underground utilities will not be allowed (in most cases).

- d) The Homeowner is limited to two trees per lot per year (pending budget availability).

City Reimbursement

The vendor will bill the homeowner after services are rendered. City reimbursement will be to the homeowner. Homeowner transfers the payment to the vendor.

To initiate reimbursement, the vendor (or homeowner) must contact the City Arborist **Mark.Miller@sarasotaFL.gov**

Requirements –the Vendor Verification/City Reimbursement form (page 6), a copy of the vendor invoice, a hand drawn diagram of the tree location.

Right of Way Planting (if applicable)

If planting is in the right-of way, a city permit is required (city fee is waived). Vendor will contact Wesley Stuckey (Wesley.Stuckey@sarasotaFL.gov) for permit application.

Frequently Asked Questions

- 1. Who will select and purchase the tree?***

The homeowner will select, purchase (via vendor) and own the tree. The city is only providing seed money to encourage tree planting.

2. *Who is responsible for the care/maintenance of the trees?*

The homeowner owns the tree and is responsible.

3. *Selection of Landscape Companies or Nurseries?*

Homeowner has the option to select a vendor or from a price list provided by Apex Tree and Landscape Company.

4. *Can the homeowner purchase and plant the tree himself?*

A licensed and insured vendor must be used.

5. *What is the vendor payment process?*

The homeowner deposits \$100 with vendor. Vendor will bill the homeowner after tree installation. The **vendor will** then contact the City for reimbursement. Reimbursement will be sent to the homeowner who transfers payment to the vendor.

6. *What is required for a city reimbursement?*

The Vendor Verification/City Reimbursement Form (pg. 7), a copy of the vendor invoice, hand drawn diagram of the tree location & type.

7. *Will planting be in the right-of-way or on private property?*

Planting can be either in the right-of-way **or within 15' of the right-of-way.**

8. *How do I determine the location of a right-of-way planting?*

The vendor will assist in the location.

9. *What is the survival requirement?*

If a tree dies, the homeowner is responsible to replace it without further assistance from the city.

10. *If root barriers are required, who pays for it?*

Program will not plant in ROW if a root barrier is required.

11. *If the tree requires future removal by the city to address underground utility issues, will the tree be replaced and who pays for it?*

The city has the responsibility if the city approved a right-of-way permit to plant, otherwise the homeowner has the responsibility.

Watering & Fertilizing Requirements

General

Watering is the key to tree survivability. A watering volunteer is required if you are a snowbird or go on vacation.

It is critical to assure the root ball & soil two feet below the surface does not dry out and remains moist. **A soaker hose is not recommended.**

Caution: If the root ball dries out, the damage to the tree is irreversible.
The ground is like a dry sponge; it removes the moisture from the root ball.

Caution: Lawn irrigation does not take the place of watering.
It only penetrates several inches into the surface.

For assistance contact Lou Costa (loucosta1000@aol.com) 941-373-5553

Watering Requirements

Weeks 1 and 2 – deep water once a day (if using a hose, count to 45)

Weeks 3 thru 6 – water three times a week

Weeks 7 thru 12 – water two times a week

Weeks 13 thru 52 - water once every two weeks (more if we are in a dry period)

Thereafter – *water occasionally if you want the tree to thrive.*

Mulching Requirements

2"-4" of mulch (not touching the tree trunk)

Fertilizing Requirements

After 3 months – quarterly with 8-10-10 fertilizer

The following form is filled out by the Vendor.

Vendor Verification / Reimbursement Request Form

Vendor Verification

Homeowner's Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Type of tree(s) purchased: _____

Vendor/Nursery purchased from: _____

Cost of tree(s): _____

Location of where tree(s) planted: _____

Attachment: Map of tree locations

Vendor certifies that:

_____ (initial) Has contacted Sunshine 811 for utility locates # _____

_____ (initial) If applicable, has applied for a City Right-of-Way Use Permit (no cost).

Permit # _____

Contact at City Engineering, wesley.stuckey@sarasotafl.gov (941) 363-6532

_____ (initial) Has successfully planted a tree in accordance with the Tree Pilot Program

Reimbursement Request by Homeowner

Homeowner will receive this form with the above information completed by the Vendor plus all attachments. Next step, fill-in the correct amount below that you are requesting for reimbursement based on the cost of the tree, complete a W-9 form, then forward this completed for with all attachments, including W-9, to Mark Miller, City Arborist, at mark.miller@sarasotafl.gov

Reimbursement Request \$: _____ [Homeowner must pay \$100 per tree; City will reimburse up to \$500 per tree]

City Reimbursement will be to the homeowner. Homeowner is responsible for Vendor payment.

FOR CITY USE ONLY

_____ City Arborist has verified the tree(s) has/have been planted in accordance with the Tree Pilot Program and has recorded trees in file for Tree Pilot Program _____ [date].

_____ Finance staff has received the Reimbursement Request on _____ [date].