

The City of Olney wishes to enhance the quality of life throughout the community, and as part of this desire, the City can do so by helping to maintain the character of our local neighborhoods.

This program is intended to assist residents who wish to have trees planted along the street in front of or on the sides of their homes. It does not apply to commercial areas or areas on private property.



Tree Planting

The planting of trees on public right-of-way in the City of Olney is regulated by the Street Department and Tree Board. In an effort to promote tree planting, the City has implemented a Cooperative Cost Sharing Program.

Cooperative Cost Share Program

The City will offer a cost-share program to residents (one per household) who wish to have trees planted along the street fronting or siding their property. The City will pay \$75.00 per tree, per household. Residents may choose from a variety of approved trees. Residents who are interested must submit an application to City Hall.

Planting Guidelines

- Trees can be placed on right-of-way areas only along the street
- Residents will mark locations for the trees, but locations will be reviewed by the Street Department or Tree Board for suitability and to avoid utility conflicts
- It is the resident's responsibility to obtain approvals needed by any applicable Homeowners Association
- The property owner must agree to the Maintenance Program outlined in this packet
- Once a tree is planted on City right-of-way, it becomes the property of the City. The City is responsible only for the pruning and removal of street trees, if needed for City work.
- Type of trees allowed will be based on a mixture of tree species within the immediate area and appropriateness for the area. In order to prevent the spread of disease, no more than five (5) of the same species of tree may be located in a row.
- The determination of program participation and time of planting will be based on the following criteria:
 - *Time of Official Contact:* Trees will be approved on a first come, first served basis in terms of the City's receipt of the application and approval of such application except as described as below.
 - *Need:* One of the City's goals is to strive for an equitable distribution of mature and newly planted trees throughout the City. If there are neighborhoods where the City feels the overall need is greater, these requests will be given priority.
 - *Budget:* Amount of City funds available for the program will dictate the number of trees available.
 - *Previous Requests:* First-time requests will receive priority.

Location of Street Trees

The City of Olney strives to have street trees planted along streets that have sufficient width to accommodate them, in accordance with the following guidelines and may vary based on specific site conditions.

Street trees shall be planted a minimum of 25 feet apart (Small Trees) or a minimum of 35 feet apart (Medium Trees).

Street trees shall be sited as follows:

- At least 2 feet back from the back of curb/concrete (Small Trees) or 3 feet back from the curb/concrete (Medium Trees)
- At least 35 feet from any street corner
- At least 10 feet from any fireplug
- At least 10 feet from any utility pole
- At least 5 feet from any underground utility line

Selection of Trees

All street trees must be selected from the approved list.

Application Process

The program is offered in the Spring and Fall seasons. Application and installation dates for each season will be mutually agreed upon by the resident and City.

MAINTENANCE PROGRAM

Maintenance of Trees

The resident shall be responsible for maintenance of street tree(s). This includes watering the tree(s), fertilizing the tree(s), and periodic inspections for insects and disease.

General

Newly planted trees, shrubs, and other plants require special maintenance for 3 growing seasons following planting. All maintenance practices shall follow approved arboricultural standards.

Watering

Ample soil moisture shall be maintained following planting. A thorough watering once in 5 to 10 days, depending on soil type and drainage provisions, is essential during the growing season.

Fertilization

Adequate quantities of the essential nutrient elements should be available after the new root growth starts. However, provision of good drainage and adequate moisture of the backfill, or the soil ball on balled plants, is more important than fertilization immediately following planting.

Insect and Disease Control

Thorough inspections shall be made to determine when measures for the control of insects and diseases shall be taken. Plants are in a weakened condition following transplanting and are more susceptible to insects and disease, especially borers, than are in vigorously growing trees. In the event that the insects or disease are discovered, the homeowner shall contact the Tree Board or Street Department for guidance.

Tree Pruning

The City of Olney Street Department provides maintenance of all street trees as it pertains to pruning and removal in accordance with City need. This includes pruning to remove deadwood and branches affected by disease or insects, to promote a sound tree by removing weakly attached and broken branches, as well as limbs that conflict with each other, to allow for the clear flow of pedestrian and vehicular traffic, to “train” the tree to promote growth which will not conflict with the site. City crews strive to preserve the natural shape of the tree by using “thinning” cuts when pruning. A thinning cut removes a branch at its point of origin, or shortens a branch to a lateral large enough to assume a terminal role.

Tree Removal

Tree removal occurs when a tree is dead or dying, a tree is considered irreparably hazardous, a tree is causing an obstruction that is impossible to correct through pruning, a tree is crowding and causing harm to other trees, a tree is causing damage to infrastructure such as sidewalks, or to allow for new construction.

City of Olney
Street Tree Replacement Program Application

RESIDENT INFORMATION

Date: _____

Resident Name: _____

Address: _____

Home Phone: _____

Cell Phone: _____

E-Mail: _____

RESIDENT MUST CLEARLY MARK REQUESTED LOCATION WITH PAINT OR STAKE.

Will tree be located along a street?

Does street tree meet guidelines?

By signing below, homeowner agrees to guidelines and maintenance requirements as outlined in the program.

Property Owner's Signature: _____ **Date:** _____

Once application is received, the Tree Board or Street Department will do a site visit to review and approve the proposed location of the tree. If the proposed location is determined to not be viable, you will be contacted to establish a suitable alternate location. You may not have the tree planted before approval is received by the City.

Tree Options

Trees are prohibited along streets less than 4 feet wide. In streets between 4 feet and 6 feet wide, the City may prohibit trees if they conflict with underground utility lines.

Please indicate below the quantity of the types of trees requested.

Tree Name	Quantity
American Linden	_____
Armstrong Red Maple	_____
Black Gum	_____
Crape Myrtle	_____
Crimean Linden	_____
European Hornbeam	_____
European Linden Var.	_____

Flowering Crab _____

Goldenrain Tree _____

Hawthorn Cultivars _____
(thornless disease-resistant)

Hophornbeam _____

Little Leaf Linden _____

Shadblow _____

After completing the form, please return it to City Hall, 300 S. Whittle Avenue, Olney, IL 62450,
Phone: (618) 395-7302, Fax (618) 395-7304.

FOLLOWING INFORMATION TO BE COMPLETED BY THE CITY OF OLNEY

Approval to plant tree(s) on said public property has been: _____ Approved _____ Denied

If approval has been denied, please state reason: _____

Supervisor Signature: _____

Date: _____

Tree Purchase Receipt Received (date) : _____

Date of Reimbursement: _____

Check Number: _____

Mailing Address: _____
