

TOWN OF MUNSTER  
50/50 RESIDENTIAL TREE REPLACEMENT PROGRAM

PROCEDURES AND REQUIREMENTS

An application must be filled out and returned to the Public Works Office at 508 Fisher Street or it can be FAXED to 836-8379 or you can visit the Town's website at [www.munster.org](http://www.munster.org) to print an application. In order to receive reimbursement under this program, the application must be approved BEFORE the purchase of the tree(s). This is a residential program not for businesses.

An Inspection of the requested location(s) will be made to determine its priority and appropriateness. One (1) or (2) trees may be requested for reimbursement but no more than six (6) trees in the parkway. All trees must be placed on public property, in the parkway, in order to qualify for the program with a 2-tree maximum for reimbursement.

Once approved, the applicant should then visit a local nursery and purchase the tree(s) specified on the application 1+1/2" diameter or larger, from the list provided of trees that are acceptable for parkways. The list of species is prepared to minimize sewer problems and to promote healthy, low maintenance, hardy trees which can survive our air pollution problems and climate. The applicant must obtain in writing, a one-year guarantee from the nursery for 100% replacement for one (1) year from the date of purchase.

The applicant should then pay the full amount of the invoice and plant the tree or have the tree planted by the nursery. The Town prefers the nursery plant the tree to ensure proper planting, if the resident plants the tree, the one (1) year guarantee *may* be voided. Please check first with your nursery.

Once the tree has been planted and paid in full, the resident should bring in or send to the Public Works Department the paid invoice and a copy of the one (1) year guarantee. The invoice should be detailed as to what kind of tree has been planted and the amount for each tree, delivery and planting, plus the receipt must show the invoice has been paid in full. A charge card receipt is not acceptable.

The Town will then inspect to certify the following:

1. the tree was planted
2. the species selected was one of those listed as acceptable
3. the tree is 1+1/2 inch diameter or larger
4. the tree is planted in the approved location(s)

Once the town inspects the parkway and certifies the four (4) requirements have been met, the resident will be reimbursed for 50% of the cost of the tree, including planting and delivery, up to a maximum of \$125 per tree with a (2) tree maximum of \$250. The resident will receive a check in the mail four to six weeks after the inspection has been performed.

APPLICATION FOR TOWN OF MUNSTER  
TREE REPLACEMENT PROGRAM

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Number of Trees \_\_\_\_\_

Type of Species \_\_\_\_\_

Describe or draw location of tree(s) to be planted

---

---

---

-----  
OFFICE USE

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

Signed \_\_\_\_\_

Date \_\_\_\_\_

## NORTHWEST INDIANA STREET TREE SPECIES LIST

The following tables shall constitute the recommended Street Tree Species for northwest Indiana communities. These are the tree species with growth characteristics that do well on urban sites. All trees are suited for USDA cold hardiness Zone 5. The tables also include specifications for the minimum distances to be maintained between trees and other infrastructure when planting new trees within the public way. Native tree species are indicated in bold.

**TABLE 1**

### SMALL TREE SPECIES FOR SMALL SPACES

*Small trees are defined as those trees attaining a height of twenty (20) to thirty (30) feet at maturity.*

#### **DISTANCE FROM INFRASTRUCTURE:**

- Plant no closer than two feet from street, sidewalk, or curb.
  - Minimum grow space of four feet of tree lawn.
  - Small trees to be planted under overhead utility lines.
  - Do not plant within five feet of any underground utility (phone, sewer, water, cable, electric).
  - Do not plant within ten feet of any utility pole or fire hydrant.
  - Do not plant within three feet of a parking area unless vehicle wheel stops are provided.
  - Trees should not be planted where traffic line-of-sight is compromised at intersections.
- Tree pruning may be required as the tree matures to maintain adequate street and sidewalk clearance.

#### **MINIMUM SIZE**

Trees planted in the public street tree lawn must be a minimum one and one-half inch (1 1/2) diameter caliper. (Caliper is measured six inches above ground level.)

<u>COMMON NAME</u>	<u>SCIENTIFIC NAME</u>	<u>RECOMMENDED CULTIVARS</u>
	<i>Acer ginnala</i>	
Shadowblow Serviceberry	<i>Amelanchier canadensis</i>	
Apple Serviceberry hybrids	<i>Amelanchier x grandiflora</i>	'Princess Diana', 'Autumn Brilliance'
Allegheny Serviceberry	<i>Amelanchier laevis</i>	
American Hornbeam	<i>Carpinus caroliniana</i>	
Eastern Redbud	<i>Cercis canadensis</i>	(use single-trunk tree form on streets)
Flowering Dogwood	<i>Cornus florida</i>	(plant only on sheltered sites, tree form)
Kousa Dogwood	<i>Comus kousa chinensis</i>	
Thornless Cockspur Hawthorn	<i>Crataegus crus-galli 'Inermis'</i>	
Washington Hawthorn	<i>Crataegus phaenopyrum</i>	(only where thorns not problematic)
Winter King Hawthorn	<i>Crataegus viridis 'Winter King'</i>	
Rose of Sharon	<i>Hibiscus syriacus</i>	(a shrub, but tree form is available)
Royal Star Magnolia	<i>Magnolia stellata 'Royal Star'</i>	(a shrub, but tree form is available)
Dr. Merrill Magnolia	<i>Magnolia x loebneri</i>	'Merrill' or 'Leonard Messel'
Flowering Crabapple	<i>Malus cv.</i>	(Choose disease resistant only)
Japanese Tree Lilac	<i>Syringa reticulata</i>	'Ivory Silk'

**TABLE 2**

**MEDIUM TREE SPECIES FOR MEDIUM SPACES**

*Medium trees are defined as those trees attaining a height of thirty (30) feet to forty-five (45) feet at maturity.*

**DISTANCE FROM INFRASTRUCTURE:**

- Plant no closer than three feet from street, sidewalk, or curb.
- Minimum grow space of five to six feet of tree lawn.
- Do not plant under or within ten lateral feet of any overhead utility lines.
- Do not plant within five feet of any underground utility (phone, sewer, water, cable, electric).
- Do not plant within ten feet of any utility pole or fire hydrant.
- Do not plant within three feet of a parking area unless vehicle wheel stops are provided.
- Trees should not be planted where traffic line-of-sight is compromised at intersections.

**MINIMUM SIZE**

Trees planted in the public street tree lawn must be a minimum one and three-quarters (1 3/4) diameter caliper. (Tree diameter is measured six inches above ground level.)

<u>COMMON NAME</u>	<u>SCIENTIFIC NAME</u>	<u>RECOMMENDED CULTIVARS</u>
Autumn Flame Red Maple	Acer campestre	
River Birch	Acer rubrum	'Autumn Flame'
Whitespire Birch	Betula nigra	(relatively short lived)
European Hornbeam	Bitola platyphlla japonica	'Whitespire'
American Hornbeam/Blue Beech	Carinas betulus	'Fastigata'
Katsura Tree	Carpinus caroliniana	
Yellowwood	Cercidiphyllum japonicum	
Turkish Filbert	Cladrastis lutea	
Golden Raintree	Corylus columa	
American Hopbroomrape	Koeleruteria paniculata	
	Ostrya virginiana	

**NO LONGER ALLOWED:** Species is now considered invasive.

Flowering Callery Pear	Pyrus calleryana	'Aristocrat', 'Chanticleer', 'Cleveland Select'
------------------------	------------------	--

**Note:** Norway Maple, while an attractive and hardy urban tree, is now considered invasive because its species regenerates prolifically through heavy seed drops.

\*Golden Raintree should come from northern seed sources and nurseries. Extreme cold may damage the tree.

## **Indiana DNR, Division of Forestry, Community & Urban Forestry**

### **MINIMUM STANDARDS FOR TREE PLANTING**

The following are minimum standards for trees planted as a part of the C&UF Grant program. These standards are based on *American National Standards Institute (ANSI A-300) 2005 Transplanting*, which are supported by the International Society of Arboriculture. Where local ordinances or guidelines require more stringent standards, the local standard must be followed.

#### **SPECIES SELECTION**

1. A qualified professional will do site and species selection.
2. Species will be selected to fit the planting sites, taking into consideration soils, and rooting space, overhead space, adjacent utilities and buildings, drainage, pollution problems, and other site conditions.
3. All species will be appropriate for hardiness zone appropriate to your area based on the USDA Plant Hardiness Zone Map. Link to it: <http://www.usna.usda.gov/Hardzone/hzm-ne1.html>
4. All trees used will be true to name. Size and grading standards will conform to the American Standard for Nursery Stock as established by the American Nurserymen's Association. Link to it: <http://agri.nv.gov/Brochures/ANLStandard2004.pdf>
5. All precautions necessary will be taken to protect the trees during shipping and storage.

#### **SITE SELECTION**

1. No tree will be planted in an area with less than four feet of rooting space.
2. Trees will not be planted within 30 feet of an intersection or 15 feet of driveways and alleys.
3. Trees will not be planted within 10 ft. of utility poles or fire hydrants.
4. Large street trees (mature height greater than 40 ft.) should be planted a minimum of 45 ft. apart.
5. Medium street trees (mature height between 25 ft. and 40 ft.) should be planted a minimum of 30 ft. apart.
6. Small street trees (mature height less than 25 ft.) should be planted a minimum of 20 feet apart.
7. Only trees with mature heights of less than 25 feet can be planted under or within 20 feet of overhead power lines with any urban forestry grant. *Contact your local utility provider for their recommendations regarding planting under power lines.*

## **PLANTING STANDARDS-SEE DIAGRAM**

The following criteria will be used as a minimum in carrying out and inspecting the projects.

1. Holes dug for planting trees will be a minimum of 12 inches larger than the diameter of the root system or root ball. A hole twice the diameter of the root ball is recommended. It is usually better to dig holes more shallow and wide than deep.
2. . Trees will be planted at ground level with the trunk flare clearly visible at ground level. This may mean removing some of the soil on top of the root ball. In poorly drained sites, the flare can be two inches above grade.
3. Strings and twine will be removed from trunk of tree and burlap will be rolled down into hole. The top half of the wire basket will be cut off.
4. . Backfill with existing soil if suitable. Use amendments only if needed in extremely poor soil.
5. Trunk wrap is not necessary. However it may be used when sensitive species are exposed to direct sun. Remove wrap after first growing season.
6. Two to three inches of bark mulch will be applied around the tree in a circle at least three feet in diameter. Mulch must be pulled back from the trunk.
7. Dead, damaged or poorly located branches will be removed using proper pruning techniques.
8. Bare root trees, and balled and burlap trees in exposed, windy areas, will be staked, or guyed to keep them upright. Use commonly accepted staking techniques.
9. Trees will be watered with water spread evenly over the hole. The root ball and backfill will maintain a moist level but not saturated. Water to supplement natural rainfall.

## **TREE MAINTENANCE**

1. Trees should be maintained for a minimum of three years to insure survival. Trees will be inspected every six months to evaluate general health and disease and insect problems.
2. Treat disease and insect problems as needed to maintain tree health.
3. Water during growing season as needed. Supplement rainfall during the growing season watering 1 1/2 gallon per inch of tree diameter in cool climates to 3 gallons in warmer climates daily for 1 – 2 weeks; every other day for 2 months; and then weekly until established. Irrigation can cease after leaf drop in the fall.
4. Trees will be pruned as needed to remove dead, damaged or poorly located limbs using accepted practices.
5. Trees will be fertilized after the first year of planting as needed.

**TABLE 3**

**TREE PLANTING GUIDELINES FOR DNR, DIVISION OF FORESTRY GRANTS**

IDNR, DIVISION OF FORESTRY  
COMMUNITY & URBAN FORESTRY  
TREE PLANTING SPECIFICATIONS RECOMMENDED BY  
THE INTERNATIONAL SOCIETY OF ARBORICULTURE

**Tree Planting Guidelines For Balled - Burlapped**

Limit pruning at time of planting. Prune only crossover limbs, co-dominant leaders, and broken or dead branches.

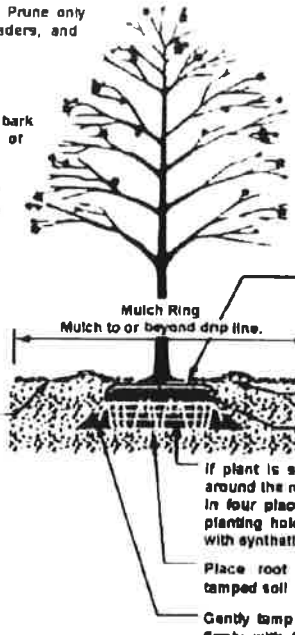
Stake trees only if in a windy site.

Wrap tree trunks only if it is a thin bark species. Remove wraps at end of winter.

If possible - mark the north side of the tree in the nursery, and rotate tree to face north at the site when ever possible.

In wet or slowly draining areas - position the (flare) 1-2 inches above grade.

2 in. mulch. Do not place mulch in contact with tree trunk. Maintain the mulch weed-free for a minimum of three years after planting.



Each tree must be planted so that the trunk flare is at grade level. Do not cover the top of the root ball with soil.

Mulch Ring  
Mulch to or beyond drip line.


4 in. high earth saucer beyond edge of root ball.  
Remove all twine, rope and wire, and burlap from top half of root ball.

If plant is shipped with a wire basket around the root ball, cut the wire basket in four places and fold halfway down planting hole. Follow same procedure with synthetic baskets.

Place root ball on unexcavated or tamped soil.

Gently tamp soil around root ball base firmly with foot pressure so that root ball does not shift.

For containerized or bagged stock, cut the container or bag, remove the bottom, place tree in hole, and then remove the rest of the container or bag. Then proceed with these instructions.



April 2007

*American National Standards Institute (ANSI) A300 (Part 0): 2005 Transplanting for Tree Care Operations - Tree, Shrub, and other Woody Plant Maintenance - Standard Practices (Transplanting)*

**For information regarding these standards or questions for planting other types of stock, please call: Urban Forestry at 317-591-1170 or email [urbanforestry@dnr.IN.gov](mailto:urbanforestry@dnr.IN.gov)**

**TABLE 4**

**UNDESIREABLE TREE SPECIES FOR STREET TREES**

*These trees shall not be planted along public streets. Undesirable characteristics are listed. Evergreens are acceptable on public sites only where visibility is not a problem.*

<u>COMMON NAME</u>	<u>SCIENTIFIC NAME</u>	<u>PROBLEMS</u>
Fir	Abies sp.	visibility obstruction
Boxelder	Acer negundo	weak wood, poor form, invasive seed
Silver Maple	Acer saccharinum	weak wood, poor form
Norway Maple	Acer platanoides	invasive seed
Tree of Heaven	Ailanthus altissima	invasive seed, weak wood
White Paper Birch	Betula papyrifera	borer insects, short lived
Catalpa	Catalpa speciosa	messy fruit
Persimmon	Diospyros virginiana	messy fruit
Russian Olive	Eleagnus angustifolia	disease prone
Ash, White and Green	Fraxinus sp.	Emerald Ash borer prone
Black Walnut, Butternut	Juglans sp.	messy fruit, alleotrophy
Juniper	Juniper sp.	visibility obstruction
Tulip Poplar	Liriodendron tulipifera	weak wood
Common Crabapple	Malus sp. (unimproved)	messy fruit, disease prone
Osage Orange	Maclura pomifera	messy fruit
White Mulberry	Morus alba	messy fruit, somewhat invasive
Spruce	Picea sp.	visibility problems
Pine	Pinus sp.	visibility problems
Cottonwood	Populus deltoides	weak wood, messy seed
Lombardy Poplar	Populus sp. 'Lombardy'	canker disease, weak wood
Aspen	Populus tremuloides	weak wood
Common Cherry, Black Cherry	Prunus sp.	messy fruit, insect problems
Black Locust	Robinia psuedoacacia	cankers, borers, breakage prone
Willow	Salix sp.	weak wood, invasive roots, messy
Mountain Ash	Sorbus sp.	Thrives poorly here
Arborvitae	Thuja sp.	visibility problems
American Elm (common)	Ulmus americana	disease prone
Red, Slippery Elm	Ulmus rubra	disease problems
Siberian Elm	Ulmus pumila	disease prone, weak wood, messy

**PLEASE NOTE:**

- *Weak wooded trees are susceptible to storm damage.*
- *Most fast growing tree species are weak wooded.*
- *Do not plant an unknown seedling, which is very likely an undesirable species.*
- *Avoid buying and planting cheap trees that have poor form or are partially dead.*
- *Norway Maple was recently added to this list. It is considered potentially invasive due to prolific seeding.*

---

**\*\*\*A good web link to view trees:**

**<http://www.ohiodnr.com/forestry/trees>**

PREPARED BY: Gina A. Darnell, Professional Forester, Forest Resource Planning