

BOULEVARD TREE INFORMATION INFORMATION SHEET

If you have additional questions:

Email: chad.stradtman@ci.stjames.mn.us **Phone:** 507-375-1227 **Fax** 507-375-4376

Read the information below and then submit the Letter of Agreement to City of St. James – City Hall, 124 Armstrong Blvd. S. St. James, MN 56081

TERMS AND CONDITIONS

I understand that CITY OF ST. JAMES does not warrant that any tree(s) planted as part of this project will thrive or survive. I also acknowledge that even if CITY OF ST. JAMES's recommendations regarding tree species, advice regarding root development, and guidance regarding tree care and maintenance are followed, the tree(s) and activities associated with their planting may nonetheless result in injury or damage to persons or property. I hereby agree to release, hold harmless, and indemnify CITY OF ST. JAMES, its employees, officers, contractors, sub-contractors, volunteers, agents, successors, and assigns from all liability arising or resulting from the project, and I agree voluntarily to assume all risks associated therewith.

PARTICIPATION

To participate in a CITY OF ST. JAMES tree planting project, you (the property owner) must sign the CITY OF ST. JAMES Letter of Agreement and return it to the CITY OF ST. JAMES. On planting day, one person per tree is needed to help distribute materials and plant the tree. CITY OF ST. JAMES will incur expenses and costs prior to planting day through your participation in the process. These include permit processing, administrative expenses, underground utility identification, digging of holes, ordering of trees and supplies and coordination of volunteers and planting logistics. If you withdraw from this planting less than two weeks before the scheduled planting day, you agree to reimburse CITY OF ST. JAMES for any expenses and costs incurred by CITY OF ST. JAMES (not exceeding \$250 per tree).

LOCATION

Use white paint, chalk, or crayon to mark an "X" on the sidewalk where you would like your tree or trees to go by the date given to you on your planting schedule. Maintain the "X" until the utility companies have marked where underground lines are and until CITY OF ST. JAMES staff approves tree locations with a pink "X", usually within 2 weeks. Notify CITY OF ST. JAMES immediately if the pink "X" appears where you do not want a tree. Note that this sidewalk marking process is the only way to determine underground utilities.

DIGGING OF HOLES

CITY OF ST. JAMES will dig the tree basin prior to planting day to loosen the soil. Sometimes this is not possible due to obstructions and the hole will have to be hand-dug on planting day. CITY OF ST. JAMES follows all standard DPW guidelines for avoiding utilities and will not cut or dig tree basins that conflict with these guidelines. In the unlikely event that a water pipe or other utility line is broken while a hole is being dug, it is the responsibility of you (the property owner) to arrange and pay for the repair unless it is determined that the breakage is due to a marking error made by a public utility company, such as those firms contacted by Gopher One Call. If you, the property owner, are aware of any relocated lines, underground oil tanks or basements you must let CITY OF ST. JAMES know prior to any digging. You agree that CITY OF ST. JAMES is not responsible if damage to underground lines occurs during or subsequent to the planting process.

MAINTENANCE

You are responsible for your tree's ongoing maintenance, using CITY OF ST. JAMES's guidelines and following the International Society of Arboriculture (ISA) standards. The basin should be kept free of weeds and debris and full of soil. You agree to water the tree a minimum of 15 gallons per week. You may wish to delegate this responsibility to your tenants; you can add this responsibility to their lease. If you sell or transfer the property, the new owner legally assumes responsibility for care of the tree. Although maintenance is the sole responsibility of the property owner, CITY OF ST. JAMES staff or volunteers at any time may, at their discretion, prune the tree or adjust or remove stakes or hardware to promote public safety and healthy development of the tree. Proper maintenance and pruning in the early formative years of a tree can reduce or prevent future problems. CITY OF ST. JAMES has a preventative maintenance program that is included with your planting. A qualified person will visit your tree(s) 12-18 months after it has been planted and again around the 3-year mark. The visits will include (as needed) any pruning, checking basin for toxic materials, adjusting or removing screen, stakes, and ties, and inspecting for insects and diseases. You will be given a card at the time of the visit, indicating what was done.

Please keep the Boulevard Tree Information Sheet for your records

On the following pages, please fill out and sign:

City of St. James Letter of Agreement

We will forward your Letter of Agreement for Tree Planting to the City of St. James Street/Park Department.

- CITY OF ST. JAMES will conduct the inspection to evaluate and confirm the proposed tree location.
- CITY OF ST. JAMES will conduct the pre-site inspection to locate infrastructure and traffic elements that have a bearing on street tree planting per Americans with Disabilities Act Accessibility Guidelines and other relevant regulatory codes and guidelines.
- CITY OF ST. JAMES will do a Gopher One Call to check for the location of your underground utilities.

Letter of Agreement

ADDRESS OF PROPOSED TREE(S)

NUMBER OF TREES REQUESTED: ____ BETWEEN CROSS STREETS:

_____ And _____

SPECIAL INSTRUCTIONS FOR LOCATING TREE:

Is this a Replacement Tree (Where a tree once existed):

___ No – this is a new site ___ Yes – the basin is clear and ready for planting

___ Yes – but there is still a stump in basin ___ Other Situation:

If you **removed** a tree, be sure to grind the stump 2 feet below the surface

OWNER INFORMATION

Only the property owner or legal representative can request a tree and is authorized to enter the below information

FIRST NAME _____ LAST NAME _____

MAILING ADDRESS _____

BEST PHONE NUMBER _____

EMAIL _____

CARETAKER INFORMATION

A local "Caretaker" is required if the owner does not live in the building.

Please fill out the below information for the tenant or neighbor who will care for the trees and who will be the main contact for City of St. James.

FIRST NAME _____ LAST NAME _____

MAILING ADDRESS _____

BEST PHONE NUMBER _____

EMAIL _____

Please indicate the contact for this planting: ___ OWNER ___ TENANT

I have read the Letter of Agreement and Boulevard Tree Information Sheet. I agree to the Terms and Conditions. I also certify that I am the owner or legal representative. Property Owner or Legal Representative Must Sign.

SIGNATURE _____ DATE _____

MUST BE RETURNED TO CITY HALL BY September 20th