



# TOWN POLICY

## ADMINISTRATION POLICY:

# Boulevard Tree Planting Program Policy

**DEPARTMENT:** Parks and Recreation

**POLICY NUMBER:** REC-061

**EFFECTIVE DATE:** August 25, 1998

**SUPERSEDES:** New

**UPDATED:** July 3, 2019

**UP FOR REVIEW:** December 20, 2021

### Policy Statement:

Town Council is supportive of a boulevard tree planting program to help enhance and beautify boulevards within the Town of Cardston.

### The purpose of this policy is to:

Detail procedures by which a homeowner may receive up to \$50.00 per tree towards the purchase of approved trees to be planted in the boulevards adjacent the homeowners house that will help enhance and beautify the boulevards within the Town of Cardston.

#### **Motion 91-165:**

*"That the Town provide a maximum of \$50.00 per tree and that the Town establish policy detailing the procedures by which a home owner may qualify for trees and the types of trees acceptable under this program."*

### Definitions

For purposes of this policy, a boulevard is defined as the area between the sidewalk and curb on each street and avenue within the Town. For those streets that have monolithic sidewalks, that portion of property from the edge of the sidewalk to a point 10 to 13 feet inside the property is designated as the area for qualification under this program for properties without boulevards.

### Regulations regarding the tree planting program:

#### Types of Trees\*

- 1) Flowering Crab variety Big Rive or Strathmore
- 2) Schubert Chokecherry
- 3) May Day





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\*If the homeowner has another choice of tree, arrangements will need to be made prior to approval. As a basic guideline, smaller shade trees must be used (Mature height 25' or less). Under no circumstances will a conifer be approved as a boulevard tree.

## Method of Acquiring Trees:

- 1) The homeowner must make application, upon the required form attached to this policy, to the Town Office.
- 2) A member of the Town staff will survey the site and make recommendations. Owner is responsible to call Alberta One Call for locations.
- 3) Upon receipt of written approval from the Town, the homeowner will purchase the approved tree.
- 4) The homeowner is responsible for the planting and maintenance of the tree.
- 5) Once the tree is planted, the Town must be called for final inspection.
- 6) Once every item is deemed satisfactory, the Town shall reimburse up to a maximum of \$50.00 per tree.

## General Rules:

- 1) One tree shall be allowed for every 50 feet of boulevard.
- 2) Only one tree per home owner per year unless budget allows for more. Application may be made for more than one under special circumstances.
- 3) All applications shall be on a first served basis. Any over subscription will result in a priority list carrying into the next year.
- 4) Trees on corner lots cannot be planted within 40 feet as described in the Land Use By-Law under corner lot restrictions.
- 5) All trees purchased must have a minimum of one year warranty.

## REVISION HISTORY

Date	Description
August 25, 1998	New Policy
July 3, 2019	Update Application Form

**APPROVAL:** *Jeff Shaw* ..... **DATE:** *July 3, 2019*.....  
*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*





# APPLICATION

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## BOULEVARD TREE PLANTING PROGRAM APPLICATION FORM

Applicant: Once this application has been filled in, please return it to the Town Office for further processing. Please note, any trees purchased prior to Town approval, may not qualify for the grant. Also, the height restriction is 25 feet. Any tree that will have a mature height of over 25 feet may not be approved for funding. Where no powerlines exist, a tree with a mature height over 25 feet may be approved.

OWNER/APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

CIVIC ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

### TYPE OF TREE (please check)

Flower Crab (*Big River or Strathmore variety*)

May Day

Schubert Chokecherry

\* Other \_\_\_\_\_

**\* If the homeowner has another choice of tree, prior approval will be required. Basic guideline: smaller shade trees must be used (mature height 25' or less). Coniferous trees will not be approved.**

As a homeowner, I hereby agree to purchase the above-noted tree and plant it in the boulevard and to tend and take care of it. If at such time as I no longer require the tree, I will contact the town to have it moved to another location or for the Town to do as it deems appropriate.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Signature of the Town

Upon final inspection from the Town, a reimbursement cheque of up to \$50.00 will be made to the homeowner.

**NOTE:** After submission of application to the Town Office, *and before digging*, the applicant must call **Alberta One-Call (1-800-242-3447)**



