

Name \_\_\_\_\_  
Last name First name

Phone number \_\_\_\_\_ Alternate phone number \_\_\_\_\_

Mailing address \_\_\_\_\_  
Street address City Province Postal code

E-mail address \_\_\_\_\_  
optional

List the proposed location, schedule and any horticultural experience and information that may apply to this application.

**Required Attachments**

- landscape plan showing plant material, location and variety of plants
- map showing the proposed planting area
- utility locates
- letters of consent from all immediately adjacent neighbors

If approved for tree planting or landscaping on public property, I agree to the procedures and conditions below.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

NOTE: Please allow up to six weeks for processing. The approval process requires input from several County Departments. A decision will be provided in writing once the application is reviewed.

**Collection and use of Personal Information**

Personal information is collected in accordance with section 3 of the *Municipal Government Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and is protected by FOIP. It will be used to facilitate and coordinate resident requests for tree planting or landscaping on public property. If you have any questions about the collection and use of the information, contact the Landscape Architect, Planning and Development Services 780-464-8080.

**Office use only**

Legal description Lot \_\_\_\_\_ or Condo unit \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_  
(if applicable) Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian 4

approved  not approved ► reason \_\_\_\_\_

Planning and Development Services Signature \_\_\_\_\_ Date \_\_\_\_\_

## Tree Planting or Landscaping on Public Property Procedures and Conditions

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1. Submit a completed Tree Planting or Landscaping on Public Property – Application to:  
Planning and Development Services  
2001 Sherwood Drive  
Sherwood Park, AB T8A 3W7
2. Submit a map showing the exact location of proposed landscaping along with a landscape plan showing proposed planting scheme, plant materials and proposed maintenance schedule.
3. Submit a letter of consent from all immediately adjacent neighbors.
4. Utility locates are the responsibility of the applicant and a copy of the utility locates, provided by an approved utility locate company, must be submitted with application.
5. All costs associated with plant materials and planting are the responsibility of the applicant.
6. All ongoing maintenance to be provided by applicant.
7. Plant material specifications and planting details from Strathcona County Open Space Development Standards are available upon request. Varieties of plant material proposed will be reviewed upon submission of application. Site conditions will dictate which varieties are acceptable.
  - Deciduous trees will be a minimum of 50mm caliper.
  - Coniferous trees will be a minimum of 1.8m height.
  - Deciduous shrubs will be a minimum of 300mm height and / or spread.
  - Coniferous shrubs will be a minimum of 450mm height and / or spread.
8. All plant material shall be:
  - In a healthy and vigorous growing condition;
  - Well formed;
  - Disease / insect free;
  - Have well developed root systems;
  - Locally grown from an established nursery
  - Name of nursery to be provided with application
  - Transplanting trees from other than an established tree nursery may be allowed but only with the approval of Recreation Parks and Culture; and
  - Planted in groupings, in beds (if more than one tree or shrub is being planted).
9. All planting beds and tree wells are to have 75mm of shredded bark mulch, which during installation, should be kept at least 50mm away from tree trunks and shrubs. Filter / landscape fabric is not permitted.
10. If staking is required, it must be done in accordance with Strathcona County's planting details and must be removed after two years to prevent girdling.
11. Any disturbance to surrounding area will be repaired to original condition by applicant at applicant's expense. A minimum of 150mm of topsoil with seed to be applied to disturbed turf areas.
12. Approved landscaped area is to be maintained in a healthy weed free growing condition and failure to properly maintain the landscaping may result in its removal by Recreation Parks and Culture.
13. Should situations arise where repair or maintenance is required on public land and trees or shrubs have been planted, Strathcona County reserves the right to remove any plant materials preventing the repair or maintenance. If replacements are planted they will be at the applicant's expense.

## Tree Planting or Landscaping on Public Property Definitions and Information

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1. **Caliper** measured on deciduous trees only, shall mean trunk diameter measured no less than 150mm above ground level for trees with a caliper up to 100mm. Trees with 100mm and larger caliper are to be measured 300mm above ground.
2. **Height** will be measured from grade at which plant originally stood at its source, to top of main body of plant, not to top of long leader.
3. **Spread** is the lateral diameter of the main body of the plant at its widest natural dimension, not from branch tip to branch tip,
4. **Maintenance** includes regular fertilization of plant material, watering, pruning and keeping plant material free from pests, disease and weeds.
5. **Pruning** must be done in accordance with International Society of Arboriculture (ISA) Standards to preserve natural character of plant material. Prune to remove dead, diseased, injured, broken, rubbing and crowded limbs. Prune all suckers from the base, trunk and inside crown of tree. Pruning cuts should be located to leave a wound of the smallest diameter. Prune to ensure that there is a central leader on coniferous trees. Prune at the proper times according to the plant requirements as follows:
  - Shade trees from October 15 to April 15 except birch and maple,
  - Birch and maple trees from June 15 to July 15,
  - Fruit trees from March 15 to April 15,
  - Evergreen trees from April 15 to May 15, and
  - Elm trees from October 1 to March 31.

Haul all pruning material off site and dispose of.

6. Do not **fertilize** plant material in first year after planting. Fertilizer for trees to be a slow release formula of 3-1-1 in accordance with the manufacture's directions in the spring of the second year of planting. Fertilize shrubs with 20-20-20 in accordance with manufacture's directions in the spring of the second year.
7. **Water** every week after planting for the first 6 weeks. Water twice a month after the initial six weeks until mid August. Then water three times prior to freeze up to freeze trees and underlying soil in to prevent drying out.
8. **Weed** and shallow cultivate shrub beds and tree wells when required.
9. **Rodent** wire protection to be used around trunk of tree when required. Check to make sure the wire is not causing the tree to girdle.
10. **Girdling** occurs when a tree grows into tree ties or rodent wire because it has not been loosened as the tree grows. This shortens the life of the tree significantly.

## Tree Planting or Landscaping on Public Property Setbacks

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<b>All Species</b>	<b>Minimum Spacing</b>
Distance from light poles	7.5 metres
Distance from fire hydrants	3.5 metres
Distance from stop signs	3.5 metres
Distance from yield signs	3.5 metres
Distance from bus stops	3.5 metres
Distance from other signs	3.5 metres
Distance from driveways	3.5 metres
Distance from sidewalks	3.5 metres
Distance from underground utilities	1.0 metres
Distance from transformer access panels	3.0 metres