

**City of Scottsbluff Tree Rebate Program  
(to be completed by Property Owner)**

The City of Scottsbluff is sponsoring a Tree Rebate Program in an effort to encourage property owners within the city limits of Scottsbluff to plant trees. The Rebate Program, as developed by the Scottsbluff Park, Cemetery & Tree Board, is available to purchasers of trees under the following conditions:

1. **In order to receive a rebate, the purchaser must follow** the planting guidelines as approved by the Scottsbluff, Park, Cemetery & Tree Board. A copy of this guideline is attached to this form.
2. The purchaser must present a sales slip stating the type, size and cost of the tree to the City Clerk at the Scottsbluff City Offices. Upon presenting the sales slip, the site of the planting will be inspected by a representative of the Tree Board to make sure it was planted in accordance with the guidelines.
3. A fifty percent (50%) rebate up to \$150.00 per tree will be paid upon meeting guidelines 4, 5, 6 and 7 listed below. A maximum of \$4,000.00 will be used to fund the Tree Rebate Program on a first come first served basis. Funds are limited and applications must be submitted no later than sixty days from the date of tree purchase.
4. The trees must be planted in the front yard.
5. Two trees will be rebated per property owner per year.
6. Trees must be a minimum of six feet (6') in height.
7. Trees must be one of the following types:

<u>LARGE TREES</u> Linden (all cultivars) Oak (Bur, White & Chinkapin) Ohio Buckeye Hackberry Honeylocust Kentucky Coffeetree Spruce Pine	<u>SMALL TREES</u> Nannyberry Tree Canada Red Cherry Rocky Mountain Maple Flowering Crab (Fireblight Resistant) Flowering Hawthorne
---	--
8. Trees must be purchased by residents of Scottsbluff from businesses located in the County of Scotts Bluff.

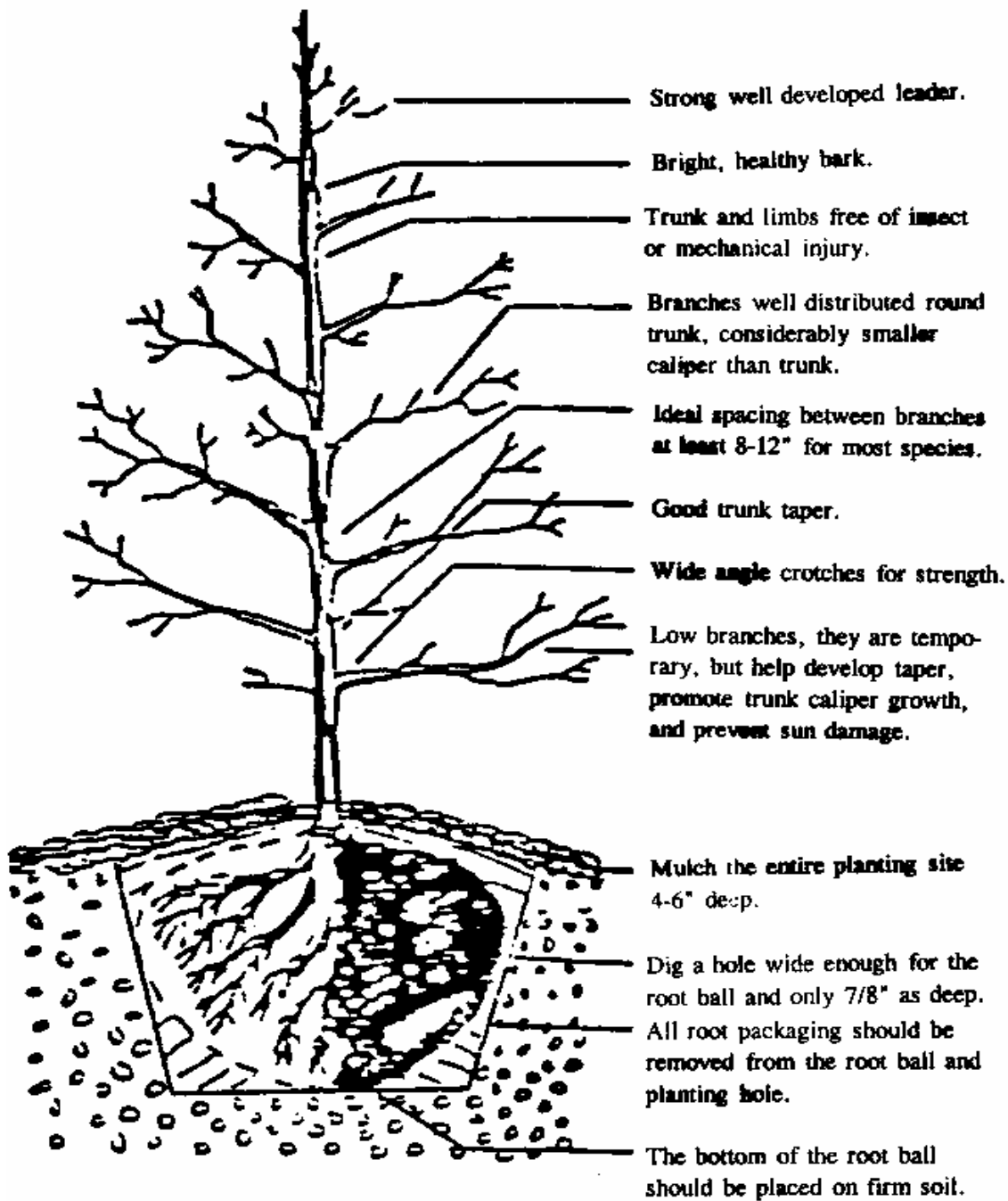
**Scottsbluff Park, Cemetery & Tree Board**  
**Selection of Quality Landscape Trees**  
**And**  
**Proper Planting Methods**

1. Select a tree species that is adapted to the western Nebraska environment (i.e. plant hardiness zones 2, 3 or 4). Consult extension publication, "Landscape Trees for Western Nebraska" (Panhandle forestry newsletter se91-1), available at your county extension office.
2. Select a tree suitable for the planting site. Ask questions about mature height and spread, fruiting habits, potential insect/disease problems, winter hardiness and drought tolerance.
3. Locally grown trees selected and propagated from trees of local origin are best; next best choice are trees whose known origin is from localities having climate, latitude and altitude similar to that of Nebraska. Avoid originating and/or grown in nurseries south of Nebraska.
4. Avoid fast growing tree species whenever possible; they usually have weak, brittle wood and are short lived. Buy desirable, slower growing trees.
5. Select a tree with a healthy, well-developed root system. Trees are available in three forms, with the following guidelines:
6. Avoid a tree with a small, undersized root system; diameter of root system or ball should be 10 or MORE times trunk diameter (measured 6" above ground).
7. Select a tree with a single, straight central leader and symmetrical crown that has not been heavily pruned (i.e. "headed back"); do NOT buy a tree with a double leader or the leader removed.
8. Inspect the trunk closely; trees with discolored, sunken or swollen areas on the bark should be bypassed.
9. Avoid trees showing visible signs of insect bore holes, sun scald, cracks, bark scrapes or improper branch pruning (i.e. stub or flush cuts). Beware of the tree wrap hiding these trunk and bark problems; remove wrap to see what is underneath.
10. LEARN ABOUT TREES! Contact your local extension agent, forester, nurseryman or professional arborist.

## Landscape Tree Planting

1. Locate the proper site in your yard for the size and kind of tree you are going to plant. Do NOT plant large growing trees directly under utility lines.
2. Remove all sod from the planting site in an area 5 times the diameter of the root ball; minimum diameter of the circle should be 5 feet. Spade up the site to a depth of 10-12" and leave in a rough, cloddy condition.
3. Dig a hole in the center of the site wide enough for the root ball and only 7/8" as deep as the root ball. The bottom of the ball should be placed on firm soil such that the top of the root ball is elevated 2-3" ABOVE original soil line.
4. All root packaging (i.e. twine, wire basket, plastic or metal container, paper pot or burlap) should be removed from the root ball and planting hole. Backfill the hole with the original soil. Do NOT add amendments (i.e. fertilizer, peat moss, manure, and clay) to the backfill.
5. Mulch the entire planting site with an organic mulch (i.e. wood/bark chips, lawn clippings, etc.) 4-6" deep.
6. Water the tree thoroughly to settle the backfill around the roots.
7. Stake only when necessary. Most balled/burlapped and container grown trees do not need staking. Evergreens and broadleaf trees that appear top heavy may need staking. NEVER leave trees staked for more than two growing seasons.
8. Use caution when applying herbicides around trees, many herbicides can cause severe damage to trees if not used properly. Read the herbicide label.
9. The REAL cause of many tree problems is PEOPLE! Lawn mowers, weed whips, weed-feed lawn fertilizers and tree topping are common examples. THINK BEFORE YOU DO! Contact your local extension agent, forester, nurseryman or professional arborist.

The above guide was compiled by Doak Nickerson – District Extension Forester, Jim Schild – Scotts Bluff/Morrill County Extension Agent and Tom Wiens – Arborist.



**BARE ROOT:** Root branching should be symmetrical with roots oriented down and out from the main trunk; root system should be moist.

**BALLED & BURLAPPED:** Root ball should have a firm soil with trunk securely tied. Avoid a tree with a broken "ball" or circling root at the base of the trunk. Always cut circling roots if present.

**Container:** Do NOT buy trees that are "root grown bound" (i.e. kinked or circling in the container). Always remove can, basket or pot when planting, make at least four vertical cuts down the root ball when planting.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Purchased From: \_\_\_\_\_ Date: \_\_\_\_\_

Planted By: \_\_\_\_\_ Date: \_\_\_\_\_

**Draw location of the tree in relation to the house and other permanent objects.**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

(Park Board Representative)

# TREE REMOVAL / PLANTING PERMIT

## City of Scottsbluff, Nebraska

(This permit must be applied for before the removal of plant material or within 48 hours of planting.)

DATE: \_\_\_\_\_

1. Address of proposed Planting [  ] Removal [  ] \_\_\_\_\_  
\_\_\_\_\_
2. Name of Property Owner: \_\_\_\_\_
3. Contractor's Name (if any): \_\_\_\_\_  
Is Contractor a Licensed Arborist? Yes [  ] No [  ]
4. Name of Applicant who has requested the work to be done: \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_  
Phone Number of Applicant: \_\_\_\_\_
5. Number of trees to be trimmed or removed: \_\_\_\_\_  
Species: \_\_\_\_\_ Diameter of trunk (approximate) \_\_\_\_\_
6. Number of trees/shrubs to be planted: \_\_\_\_\_ Species: \_\_\_\_\_
7. (FOR TREE REMOVAL) Certificate of Insurance is Attached: YES [  ] NO [  ]

8. The following street will be barricaded: _____ (Street), between _____ (Street) and _____ (Street).
9. The street will be barricaded from: (time and date) _____ To: (time and date) _____.

Please include a site plan on the back of this form which indicates the location of the planting in relation to the street corners, alleys, hydrants and other trees for this property.

**AGREEMENT OF APPLICANT:** I, the applicant above-named, as between myself and the City of Scottsbluff, hereby agree that if the permit herein requested is granted to me, that I shall save the City of Scottsbluff harmless and protect the City and the public at all times in connection with such work under such permit, and shall do such work in compliance with specifications set forth by the City of Scottsbluff tree ordinances.

\_\_\_\_\_  
(Signature of Applicant)

**PERMIT NUMBER** \_\_\_\_\_

Date Issued: \_\_\_\_\_

Lot \_\_\_\_\_, Block \_\_\_\_\_

Addition \_\_\_\_\_

APPROVED

DISAPPROVED

City of Scottsbluff

By \_\_\_\_\_

Trees constituting street trees may be planted no closer together than 15 feet for small trees, 20 feet for medium trees, and 25 feet for large trees; **provided** the Tree Board may approve proposals for alternative spacing as part of an application for a special exception that is proposed to be included in a formal landscape plan, if the Board shall determine that such spacing will not be substantially inconsistent with the purpose of the City Tree Plan.

Shrubs constituting street trees shall be trimmed to a height not greater than 30 inches above the top of the curb (or, if there be no curb, the surface of the street or alley), unless the Tree Board determines that a greater height would not constitute a hazard to pedestrians or vehicular traffic.

Street trees shall be planted not less than 35 feet from any street corner, measured from the point of nearest intersecting curbs or curb lines, and not less than 8 feet from any hydrant. The owner of abutting property shall not allow a street tree to grow in such manner that it shall interfere with any private or public utility line either above or below ground. A public or private utility may trim or remove, if necessary, any street tree which obstructs its lines, wires or pipes, including house service lines, wires or pipes.

---

SITE PLAN: INDICATE LOCATION OF TREES TO BE REMOVED/PLANTED, SPECIES AND DISTANCES FROM STREET CORNER, ALLEYS, FIRE HYDRANTS AND OTHER TREES: