

CITY OF SANTA CRUZ
Parks and Recreation Department

TREE GRANT PROGRAM GENERAL INFORMATION

Purpose: Santa Cruz Municipal Code Section 9.56.050 in essence, establishes a duty for property owners to protect and maintain their Heritage Trees. All Heritage Trees within the City limits of the City of Santa Cruz are considered part of the Urban Forest. Maintaining a healthy Urban Forest provides environmental benefits to the general public. This program has been established to assist City of Santa Cruz property owners with the care and maintenance of Heritage Trees on their property or Street Trees for which the property owner is responsible. The City will make matching grants up to 50% of the project cost in amounts from \$250 up to \$5,000 for approved projects.

Grants are intended to preserve Heritage Trees that are at risk rather than to perform routine maintenance, which is the responsibility of the property owner. Generally extensive tree work requires a permit, i.e. pruning more than 25% of the crown. When required, the property owner must first obtain a permit to do the proposed work. Upon staff review of the permit application, the property owner will be informed as to whether the proposed work is eligible for grant funding. Other eligible situations might be where a tree removal application has been denied, and where the City has made recommendations for remediation work for which a permit will not be required or granted.

Upon request, the property owner will be given a Heritage Tree grant application form.

Application Process: The following application materials are required.

- A completed application form available from the Parks and Recreation Department
- A site map identifying the location of the tree(s)
- Two cost estimates from licensed, City-approved Certified Arborists, or as specified by the City Urban Forester (lists available from the Parks & Recreation Department)
- If required by the Heritage Tree Ordinance, a copy of the approved permit for the proposed work

The application is not complete and the grant will not be considered until the Parks and Recreation Department receives all of these documents.

The City Urban Forester, Superintendent of Parks, and the Director of Parks & Recreation will review grant applications. Staff will recommend the percentage allocation of the project costs to be funded. This staff recommendation will be forwarded to the Parks and Recreation Commission who will approve, modify, or deny the grant. The Commission's decision on eligible work (see below), grant percentages and/or amounts, or grant denial is final and cannot be appealed.

In reviewing the application, the City will consider the following criteria:

- Available funding. Applications will be considered on a first come, first serve basis determined by the receipt date of the completed application (see above).
- The eligibility of the proposed project (see below for eligibility guidelines).
- The determination by the City that the project maintains and / or enhances the quality of the Urban Forest.

Eligible Work: Eligible work includes, but is not limited to, the following items.

- Pruning
- Cabling & bracing
- Root pruning, grinding root barriers
- Repairs for root damage to property, such as sidewalks, building foundations, driveways, and irrigation lines, etc. (estimates must be submitted in square feet)
- Utility work, e.g. encroachment on sewer and water lines, electrical, and telephone lines.
- Other preservation work, including but not limited to, soil amendments and top dressing, etc.

If the work program and grant are approved, fees associated with Arborist reports and recommendations may be eligible for grant funding. Permit fees for removal or appeal fees, etc. are **not** eligible for grant funding. The Parks and Recreation Commission is the final authority on eligible work.

If during the course of the project, unforeseen circumstances arise that places the Heritage Tree at risk, the work must be stopped and the project re-evaluated by appropriate professionals.

Disbursement: Disbursement will be made on a reimbursement basis. A Certified Arborist must approve completed work. This approval, along with a receipt from the licensed tree contractor, must be submitted to the Parks and Recreation Department. The Director of Parks and Recreation or this representative will authorize the Finance Department to make disbursement to the grantee.

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HERITAGE TREE GRANT APPLICATION FORM

Name _____ Date _____

Address _____ Telephone _____

City _____ State _____

Tree Address _____ APN _____

Cost Estimates (Attach Copy)

#1 _____

#2 _____

Yes* No

Does the proposed work require a permit under the Heritage Tree Ordinance? _____

* If yes a copy of the permit must be included with the application.

Please give a brief description of the work to be performed. Attach (2) two estimates and recommendations from City approved Certified Arborists.

I/we agree to all terms and conditions set forth in the City of Santa Cruz Tree Grant Program. I understand that my application will not be considered until all required documents are submitted and that the Parks and Recreation Commission's decision on my/our grant application is final.

Print or Type Name

Print or Type Name

Signature

Signature