



CITY OF COLLEGE PARK TREE CANOPY ENHANCEMENT PROGRAM (TCEP)

Beginning in 2017 City of College Park property owners can apply for reimbursement of up to \$150.00 annually for approved tree(s) planted on their residential lot.

Guidelines

- TCEP application may be submitted at any time. However, tree planting should occur in either the spring or fall.
- TCEP applications will be considered on a first-come-first-serve basis. A waiting listing may be created if there is significant interest in the TCEP.
- TCEP funding is subject to annual appropriation by the City Council.
- Approval of TCEP applications shall be made by the City Horticulturist or designee; the intent of the program is to increase the tree canopy in The City, however if the requested planting location and/or requested tree type to be planted is unacceptable, the application may not be approved.
- Following a site inspection, the applicant (property owner) will be contacted to review the TCEP details and tree type selection.
- A recommended tree planting list will be provided to the TCEP applicant; however the applicant can make a request for a tree not on the recommended list. Requested approval for a non-recommended tree shall be at the sole discretion of the City Horticulturist.
- Underground utilities should be marked by a qualified/ recognized utility marking company prior to selection of final tree planting location.
- The minimum tree size to be planted is as follows: 1.5" caliper for a deciduous tree as measured at 6" above ground level, or 5' - 6' for an evergreen tree or a tree that is branched to the ground.
- The City will provide care and maintenance instructions to the property owner.
- The property owner or his/her designee shall be responsible for all future maintenance of the tree as long as he/she owns the property, which can include, but is not limited to watering, pruning, mulching, weeding and pest control. Upon sale or transfer of the property, tree maintenance will become the responsibility of the new property owner.
- The annual maximum TCEP value at an applicant's property address is \$150.00 or \$750.00 in a 5 year period, provided the TCEP program is annually funded.
- To receive TCEP reimbursement, send photo of the purchased tree(s) planted on your property and a copy of the sales receipt to the City Horticulturist. Within 2 – 4 weeks of receiving the tree photo and receipt, the City will verify reimbursement request and send the reimbursement to the mailing address provided on the application
- Property owner shall allow the City Horticulturist or designated representative access to the tree planting site.
- If a TCEP recipient is found to be negligent with care and/or maintenance of a tree, subsequent applications to the TCEP may not be approved.
- A hold harmless agreement acceptable to the City must be submitted with each TCEP application.
- The TCEP guidelines are subject to review and change at any time by the City.



CITY OF COLLEGE PARK TREE CANOPY ENHANCEMENT PROGRAM (TCEP) RELEASE AND HOLD HARMLESS AGREEMENT

In consideration for participation in the City of College Park Tree Canopy Enhancement Program (TCEP), and other good and valuable services, the receipt and sufficiency of which is hereby acknowledged, I, the undersigned, on behalf of myself, and my heirs, executors and assigns, do hereby agree to release and forever discharge the City of College Park, its agents, officials, servants and employees, from any liability for, and shall indemnify and hold the City of College Park, its agents, servants and employees, harmless from and against, any and all claims, demands, actions, causes of action, suits, and any proceedings by others, and all liability for damages, including attorneys fees, incurred by reason of or arising from my participation in the City of College Park Tree Canopy Enhancement Program (TCEP).

By: _____
Signature

Name: _____
Printed Name

Date: _____



CITY OF COLLEGE PARK TREE CANOPY ENHANCEMENT PROGRAM (TCEP) APPLICATION

Name: _____

Address: _____
College Park, MD 20740

Phone: _____ Email: _____

Desired tree planting location: _____

A sample site diagram is included on the back page

Desired tree type: _____

The City Horticulturist can assist with tree and/or site selection

I hereby agree to:

Allow the City Horticulturist or the designated representative access to the property to inspect the desired tree planting location.

Provide care and maintenance for the new tree to aid in establishment and development.

Signature (Property Owner must sign application)

Date: _____

Please return signed application to:

City of College Park Department of Public Works

Attn: City Horticulturist

9217 51st Avenue

College Park, MD 20740

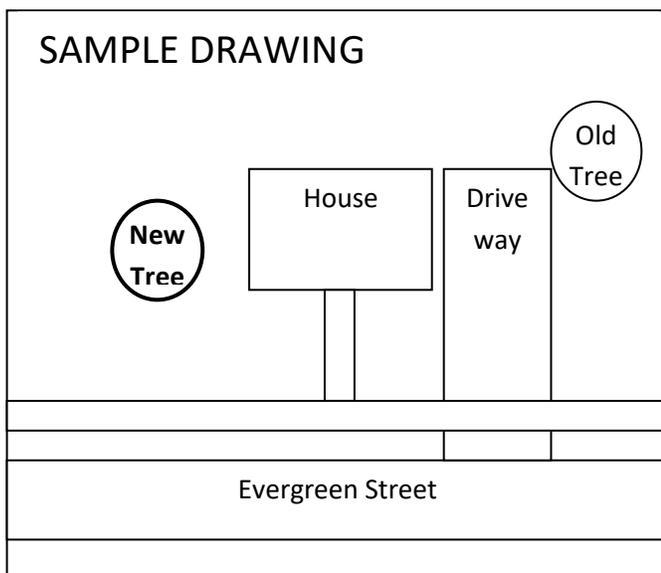
balexander@collegetparkmd.gov

(301) 474-0825 fax





CITY OF COLLEGE PARK TREE CANOPY ENHANCEMENT PROGRAM (TCEP) DIAGRAMS



PLEASE DRAW YOUR PROPOSED TREE SITE BELOW

A large, empty rectangular box intended for the user to draw their proposed tree site. The text "PLEASE DRAW YOUR PROPOSED TREE SITE BELOW" is written at the top of the box.

Visit <http://trees.maryland.gov/plant-your-tree/> and <http://www.princegeorgescountymd.gov/512/Plant-Trees> for more tree planting information.