



424 N. Sappington Road Glendale, Missouri 63122 (314) 965-3600 fax (314) 965-4772

## ROW TREE PERMIT

This permit application is to be completed by the property owner (or their designee) to plant, remove, or excavate near a tree on public right-of-way (ROW) located adjacent to the applicant's property, or when the property owner wishes to participate in the 50/50 Tree Planting Reimbursement program. This permit is not required for any planting or removal on private property or for routine pruning or maintenance projects.

### 50/50 Tree Planting Reimbursement Program

Residents who plant trees either in the public ROW or within 10 feet of a street-facing property line may be eligible for reimbursement of 50 percent of the tree purchase and planting costs. You can find more information on the program requirements and conditions [here](#).

### Permits Expire 30 Days After Approval

Submit completed permits to [permits@glendalemo.org](mailto:permits@glendalemo.org).

Please Print Legibly

**Owner's Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Owner's Address (if different):** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Are you requesting permission to: *Place a check next to items that apply.***

Install                       Remove                       Excavate Near - vegetation on R.O.W.

**If you selected "Install" from the options above, are you interested in participating in the 50/50 Tree Planting Reimbursement Program?**

Yes                       No                       Don't Know/Not Sure

Permit # \_\_\_\_\_

**Describe the project and indicate on a drawing or plot survey the location of the project. Provide a list of the specific plants and/or tree species that will be planted, removed, or excavated near.**

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**Are you performing the work yourself?**  Yes  No

**If No, provide the name of the tree contractor that will perform the work.**

Tree service name: \_\_\_\_\_

Tree service address: \_\_\_\_\_

Tree service phone: (Office) \_\_\_\_\_ (Cell) \_\_\_\_\_

**Will you or your contractor need to close any street to complete the project?**  Yes  No

If yes, specify street location: \_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*\*\*\*City Use Only\*\*\*\**

\_\_\_\_\_  
**Application Approved**

\_\_\_\_\_  
**Date**

**Planting Location Inspection:**  Approved  Denied

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Public Works Inspector/Arborist**

**Tree Inspection:**  Approved  Denied

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Public Works Inspector/Arborist**

# 50/50 Tree Planting Reimbursement Program

## Requirements and Conditions

The City of Glendale 50/50 Tree Planting Reimbursement Program is designed to encourage residents to grow and sustain the City's urban tree canopy. Participants are eligible to receive a reimbursement of up to 50 percent of the tree purchase and planting costs, with a maximum allowable reimbursement of \$500 per household, annually.

To be eligible for reimbursement under the program, residents must complete the following steps:

1. Submit a completed ROW Tree Permit application.
2. Following permit approval, purchase the tree and coordinate the planting. This includes contacting Missouri 811 for the identification of underground utilities.
3. Contact the City of Glendale for a planting location inspection. Following planting, contact the City for a second inspection to ensure the tree is properly established.
4. Submit paid receipts to the City of Glendale documenting the tree purchase and planting costs.

In addition, the planted tree must meet the following requirements:

- Be a species from the approved tree list included with this document.
- Have a minimum caliber size of 2.5-inches, balled and burlapped.
- Include a one-year warranty from the tree supplier.
- Planted within the public Right-of-Way or within 10 feet of any street-facing property line.
- Planted in accordance with the International Society of Arboriculture (ISA) tree planting standards.

**Please Note:** Residents are responsible for proper tree care in accordance with ISA standards. This includes staking, watering, mulching and pruning. The City of Glendale is not responsible for the replacement or full cost reimbursement of trees that die.

*For questions or more information, please contact the City of Glendale at 314-965-3600 or by email at [info@glendalemo.org](mailto:info@glendalemo.org).*

## Preferred Native Tree List

The trees below are recommended by the Glendale Tree Board as ideal native Missouri species proven to thrive in our regional climate. Residents seeking reimbursement through the 50/50 program are strongly encouraged to select a species from the list below.

### Common Name

American Smoketree  
American Yellowwood  
Black Gum  
Eastern redbud  
Flowering dogwood  
Hackberry  
Tulip poplar  
Serviceberry  
Sugar Maple  
Swamp White Oak  
Tulip poplar  
White Fringetree  
Willow Oak

### Botanical Name

Cotinus obovatus  
Cladrastis kentukea (C. lutea)  
Nyssa sylvatica  
Cercis canadensis  
Cornus florida  
Celtis  
Liriodendron tulipifera  
Amelanchier  
Acer saccharum  
Quercus bicolor  
Liriodendron tulipifera  
Chionanthus virginicus  
Quercus phellos