

Tree Maintenance Plan Template for Newly Planted Trees

City or Town:

Year and Season of Planting:

Grantee:

Grantee Contact for Maintenance:

Email:

of Trees to be Planted:

Size (caliper for deciduous, height for conifers):

Type of Stock to be Planted (B & B, etc.):

Describe how the activities below will be completed.

1. Tree Maintenance Personnel

- a. Describe who will do what, and what areas they are responsible for.
- b. If volunteers, homeowners, or inexperienced staff will provide maintenance, they should receive basic training and literature on proper maintenance techniques. Is training needed and how will you do it?
- c. If planting on private property, property owners should sign an agreement to confirm that they will maintain the tree. If applicable, what steps have you taken to ensure maintenance of private property?
- d. How will you inspect tree maintenance work periodically to make sure it is being done correctly?

2. Tree Watering Process

Describe in detail how trees will be watered, the time period and frequency of watering, and the source of the water at the planting locations (or how it will be delivered). For the first year, trees should be watered from planting date through September on a weekly basis. Watering may be reduced the 2nd and 3rd years.

3. Mulching Trees

Maintain 2 – 4 inches of bark mulch. Describe how trees will be mulched.

4. Staking and Tying Trees

Explain if staking is necessary due to mowing, vandalism, or wind conditions, and describe plans for inspection and removal.

5. Checking Tree Health

The grantee will check trees every 6 – 12 months to identify and address problems. Describe inspection process and follow-up.

6. Tree Protection

Young trees in busy urban areas may be easily damaged by human activity, animals, and equipment. Describe how planted trees will be protected.

7. Pruning

Newly planted trees should need little pruning, if they were properly cared for in the nursery. In the first year after planting, remove only dead or broken branches. In later years, weakly attached limbs can be removed, and corrective pruning can be done if needed. Describe how pruning will be done.

8. Tree Warranty

Tree planting should include a warranty from the nursery for replacement (due to poor condition or mortality). The grantee should be prepared to fully replace all trees that are in poor condition or die prior to inspection at the end of the project grant agreement, unless loss was due to natural disaster beyond the control of the project manager. Describe your warranty or how trees will be replaced.