



# **TOWN OF BERWYN HEIGHTS SHADE TREE PLANTING REBATE PROGRAM (STPRP)**

## **DESCRIPTION**

Beginning in 2021 Town of Berwyn Heights property owners can apply for reimbursement of up to the \$150.00 for approved tree(s) planted on their residential lot.

### **Guidelines**

- Applications are due by October 30<sup>th</sup> and will be considered on a first come, first served basis: **Deadline EXTENDED as long as weather is conducive to planting.**
- A hold harmless agreement acceptable to the Town must be submitted with each application.
- Tree planting should occur in either the spring or fall.
- STPRP Funding is subject to annual appropriation by the Town Council.
- Approval of the STPRP applications shall be made by the Public Works Director or designee. The intent of the program is to increase the tree canopy in The Town, 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 by the Public Works Director or designee, the applicant (property owner) will be contacted to review the STPRP details and tree type selection
- A recommended tree planting list will be provided to the STPRP applicant.
- The property owner is responsible for having underground utilities marked by a qualified/recognized utility marking company prior to the selection of the 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 that is branched to the ground.
- The Town will provide care and maintenance instructions to the property owner.
- The property owner or his/her designee shall be responsible for planting and all future maintenance of the tree as long as the applicant owns the property, which can include but is not limited to watering, pruning, mulching, weeding, and pest control.
  - Residential property owners who are disabled or over 65 years of age can request the Public Works Department to plant the tree on their behalf.



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- The annual maximum STPRP value at an applicant's property address is \$150.
- To receive STPRP reimbursement, approved applicants must send the reimbursement request form along with a copy of the sales receipt and a photo of the purchased tree(s) planted on the property to Town Hall (5700 Berwyn Road) attention: Director of Public Works. Within 2-4 weeks of receiving the complete reimbursement request, the Town will verify the reimbursement and send the reimbursement amount based on the receipt and capped at \$150 to the mailing address provided on the reimbursement request form.
- Property owner shall allow the Public Works Director or designated representative access to the planted tree to inspect the planting location and to check on the health of the tree. If a STPRP recipient is found to be negligent with care and/or maintenance of a tree, subsequent applications to the program may not be approved.
- The STPRP guidelines are subject to review and may change at any time by the Town.



# **TOWN OF BERWYN HEIGHTS**

## **SHADE TREE PLANTING REBATE PROGRAM (STPRP)**

### **RELEASE AND HOLD HARMLESS AGREEMENT**

In consideration for participation in the Town of Berwyn Heights Shade Tree Planting Rebate Program, 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 Town of Berwyn Heights, its agents, officials, servants and employees, from any liability for, and shall indemnify and hold the Town of Berwyn Heights, 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 attorney's fees, incurred by reason of or arising from my participation in the Town of Berwyn Heights Shade Tree Planting Rebate Program.

By:

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Signature

Name:

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Printed Name

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



# **TOWN OF BERWYN HEIGHTS**

## **SHADE TREE PLANTING REBATE PROGRAM (STPRP)**

### **APPLICATION**

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

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

Berwyn Heights, MD 20740

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

Desired tree planting location: \_\_\_\_\_

\_\_\_\_\_

*A sample site diagram is on the next page. Please provide this with your application.*

Desired tree type: \_\_\_\_\_

\_\_\_\_\_

I hereby agree to:

Allow the Town's Public Works Director or the designated representative access to the property to inspect the desired tree planting location and check on the health of the tree.

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

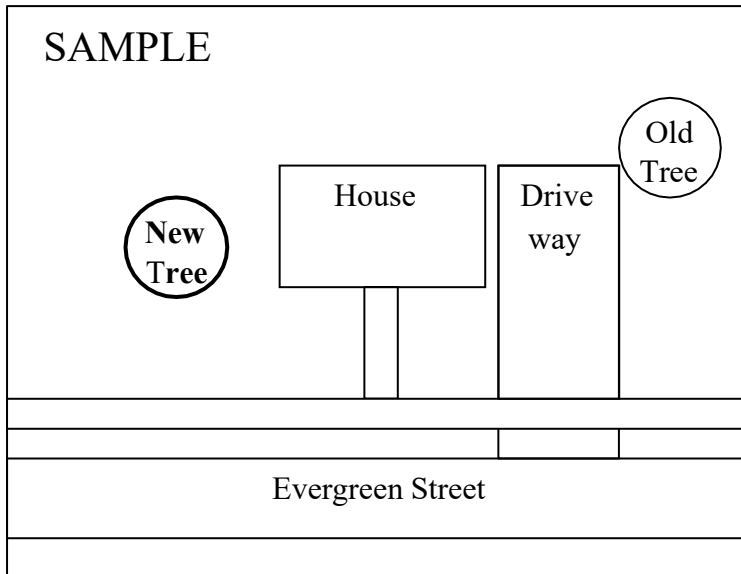
\_\_\_\_\_ Date: \_\_\_\_\_

*Signature (Property Owner must sign application)*



# TOWN OF BERWYN HEIGHTS SHADE TREE PLANTING REBATE PROGRAM (STPRP)

## DIAGRAMS



**PLEASE DRAW YOUR PROPOSED TREE  
SITE BELOW**

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



## **TOWN OF BERWYN HEIGHTS SHADE TREE PLANTING REBATE PROGRAM (STPRP)**

### **RECOMMENDED SHADE TREE SPECIES**

American Beech  
Common Baldcypress  
River Birch  
American Elm  
Eastern Hemlock  
Honey Locust  
Southern Magnolia  
Red Maple  
Chestnut Oak  
Pin Oak  
Willow Oak  
Eastern White Pine  
Virginia Pine



**TOWN OF BERWYN HEIGHTS**  
**SHADE TREE PLANTING REBATE**  
**PROGRAM**  
**(STPRP)**

**REIMBURSEMENT REQUEST FORM**

Drop off or mail form to Berwyn Heights Town Hall,  
5700 Berwyn Road, Berwyn Heights, MD 20740  
Attn: Shade Tree Rebate Program

Date of request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reimbursement amount requested \$\_\_\_\_\_  
(Please attach a photo of the tree and your receipt.)

Make check payable to: \_\_\_\_\_

Mail check to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval (*signature & date*)

Public Works Director: \_\_\_\_\_

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