Tree Planting Cost-Share Program Guidelines

The Town of Smithfield has lost many of its large canopy trees due to age, disease and storm damage. To that end, the Gwaltney Beautification Committee unanimously voted to establish a tree planting cost-share program for the town with $5,000 allocated from the Julius Gwaltney Beautification Fund.

- Funds are available on a first come, first served basis as long as funds are available to any residential or business property owner within the Smithfield corporate limits on a 50/50 cost-share basis, with a maximum individual payment of $500. Participants must complete application, town staff or an appropriate representative of the Gwaltney Beautification Committee will review the proposed planting location, and applicant will receive written notification of approval prior to any purchase of tree(s). Work cannot proceed until the applicant is notified in writing of approval by town staff. Any unapproved requests or purchases will not be reimbursed.
- Limit two (2) trees per address per program year.
- Trees must be professionally installed and have a warranty of at least one (1) year.
- Trees must be selected from the attached approved list of appropriate species and the planting site must be approved by town staff or an appropriate representative of the Gwaltney Beautification Committee. Preference is given to sites within public view.
- Newly installed trees should be a minimum caliber of 1-1/2 inches, but not more than a 2 inch caliber (if nursery does not have that caliber size exactly as long as the trees are 15 gallon container or larger and on the approved tree list it would be acceptable). Participants must install mulch around the planting area. Mulch may be self-installed and is not eligible for reimbursement.
- Participants will be accepted and approved on a first come, first served basis while funds remain available prior to the beginning of the planting season of October 15th to December 31st. Participants planting trees after the end of the designated planting season, without prior approval or trees not from the approved list will not be reimbursed for any associated costs.
- Participants must submit planting invoice and warranty not later than January 15th in order to receive reimbursement. Participants not supplying proper documentation (nursery bill with warranty) will not be reimbursed for any costs.

Tree Planting Cost-Share Program Application Form

Tree species and site ***MUST*** be approved prior to purchase or start of work.

SITE ADDRESS: _____
NAME OF APPLICANT: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____ PHONE: _____

Estimated Planting Date: _____
Species to be planted (must be from approved list): _____

Planting location description with attached map, photo or sketch (i.e. street tree, front yard, Home Owners Association common area)

_____
_____
_____

I understand that I will be responsible for ensuring the long-term health and survival of this tree, which includes mulching and watering, as well as protection from pet, wildlife and mechanical damage.

_____ _____
Signature of Applicant Date

_____
Printed Name of Applicant

Property owner will be responsible for contacting Miss Utility (1-800-552-7001) prior to digging to ensure the safety of you and your contractor.

Return this completed application to:
By mail: Attention: Town Clerk, P.O. Box 246, Smithfield VA 23431
By Person: Town Manager/Town Clerk's Office, 315 Main Street, Smithfield VA 23430

Questions may be directed to:
Peter Stephenson, Town Manager or Lesley Greer, Town Clerk at 365-9505 or
Email: pstephenson@smithfieldva.gov or lgreer@smithfieldva.gov

OFFICE USE ONLY:

Person Inspecting Location: _____

Date Inspected: _____

Location Approved _____ Denied _____

Reason Denied:

_____

_____

_____

_____

Other Comments:

_____

_____

_____

_____

Date written notice sent back to applicant by Town Clerk: _____

Tree Planting Cost-Share Program Approved Species

Below are the approved tree species:

Common Name	Scientific Name
White oak	Quercus alba
Post oak	Quercus stellata
Sand post oak	Quercus margarettae
Overcup oak	Quercus lyrata
Swamp white oak	Quercus bicolor
Swamp chestnut oak	Quercus michauxii
Rock chestnut oak	Quercus montana
Chinquapin oak	Quercus muehlenbergii
Live oak	Quercus virginiana
Northern red oak	Quercus rubra
Turkey oak	Quercus laevis
Black oak	Quercus velutina
Scarlet oak	Quercus coccinea
Southern red oak	Quercus falcata
Cherrybark oak	Quercus pagoda
Black jack oak	Quercus marilandica
Water oak	Quercus nigra
Blue-jack oak	Quercus incana
Willow oak	Quercus phellos
Laurel oak	Quercus laurifolia
Village Green Zelkova	Zelkova serrata "Village Green"
Chinese Pistache	Pistacia chinensis
Jamestown Red Maple	Acer rubrum Jamestown
October Glory Red Maple	Acer rubrum October Glory
Red Sunset Red Maple	Acer rubrum Red Sunset "Franksred"