

TREE PLANTING GRANT PROGRAM APPLICATION

Town of Apex, North Carolina



This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

For more information on the Tree Planting Grant Program or for assistance in completing this application, please contact the Apex Planning Department at 919-249-3426.

The Tree Planting Grant Program is designed to provide incentive funds to tenants/property owners to install trees on residential private properties within Apex's corporate limits. The grant can provide up to 100% of the cost of the tree purchase and installation, up to a maximum of \$750 per property. Grant applications will be accepted starting September 1. After grant approval, trees must be installed between October 1 and February 28.

1. Application requirements:

- a. Completed application form signed by the property owner.
- b. Photo(s) of the proposed planting location showing the current condition.
- c. 11" x 17" plot plan, plat, or aerial photograph (Google) showing property boundaries, location of utility easements, and proposed location of tree on site.
- d. Selection of proposed tree from Apex Design and Development Manual Large, Medium or Small Native Tree List. Abbreviated list is below.
- e. Tree container size shall be between 15 gallon and 30 gallon, while balled and burlapped (B&B) trees shall have a caliber 2.5" or less.
- f. Cost estimate from a qualified landscape professional. Cost estimates must be detailed in a line by line format.
- g. Trees shall be planted 5' away from underground utilities and 10' away from existing structures.
- h. Underground utilities shall be marked by contacting North Carolina 811 (<https://nc811.org/>). A North Carolina 811 ticket number must be included in the Tree Planting Grant Program Application.

2. Applications must be approved before work begins or no funds will be disbursed.

3. The Planning Staff has been granted authority to administer the Tree Planting Grant Program process by Town Council. Town Council allocates the funding for the grant through the yearly budgeting process.

4. Grant amount shall be paid only when installation is completed and receipts are submitted to the Planning Department. If the actual costs are less than the cost estimates, the maximum amount shall not exceed 100% of the actual costs or the \$750 limit, whichever is less. In no case shall a grant be issued higher than the original approved grant amount.

5. Eligibility Criteria:

- a. If the tenant is proposing the tree planting, the tenant must obtain the property owner's signature on the application.
- b. Tree Planting Grant Program applications will be reviewed for completeness, appropriateness of planting location, and appropriateness of species of tree proposed for that location. No funds will be awarded for trees that are not in keeping with the appropriate planting standards of the Town, as deemed by Planning Staff.
- c. Tree Planting Grant Program locations must be within Apex's corporate limits and must comply with all state and local regulations, including staying out of easements and/or gaining appropriate encroachment agreements from the Town of Apex.

TREE PLANTING GRANT PROGRAM APPLICATION

Town of Apex, North Carolina



This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Abbreviated Native Tree List			
LARGE TREES		MEDIUM TREES	SMALL TREES
Red Maple	Black Gum	American yellowwood	Downy Serviceberry
Sugar Maple	Longleaf Pine	Sourwood	Eastern Redbud
River Birch	Loblolly Pine	Virginia Pine	White Fringe Tree
Pignut Hickory	White Oak	Eastern arborvitae	Flowering Dogwood
Shagbark Hickory	Scarlet Oak		Washington Hawthorn
American Persimmon	Swamp Chestnut Oak		Green Hawthorn
American Beech	Nuttall Oak		Dahoon Holly
White Ash	Willow Oak		Yaupon Holly
American Holly	Shumard Oak		Little Gem Magnolia
Eastern Red Cedar	Baldcypress		Sweetbay Magnolia
Tulip Poplar	Basswood		American Red Plum
Southern Magnolia	Princeton Elm		

I have read the Tree Planting Grant Program information:

Applicant Signature

Date

Application #: _____

Submittal Date: _____

TREE PLANTING GRANT PROGRAM APPLICATION

Town of Apex, North Carolina



This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Hard Copy Submittal Requirements: (Submit to Planning Department)

- One (1) copy of Tree Planting Program Application
- Photo(s) of the proposed planting location
- 11" x 17" plot plan, plat, or aerial photograph (Google) showing proposed planting location
- Cost estimates from a qualified landscape professional
- North Carolina 811 ticket number

Applicant Information:

Applicant: _____ Tax ID: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

Owner Information:

Owner: _____ Tax ID: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

Location Information:

Address: _____
Property PIN: _____ Owner or Tenant Occupied? _____
Current Building or Site Use: _____
Cost of Overall Proposal: _____ Tree Planting Grant Program Funds Requested: _____
North Carolina 811 Ticket Number: _____

Tree Selection:

1. Please provide the native tree species selected from the Apex Design and Development Manual including planting size below.

TREE PLANTING GRANT PROGRAM APPLICATION

Town of Apex, North Carolina



This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

2. On a separate sheet, please provide a detailed cost estimate from a qualified landscape professional. Cost estimates must be detailed in a line by line format. Once the work is completed, please provide the Planning Department with a copy of the receipt(s) for all labor and supplies. Tree Planting Grant Program funds will not be released without receipt(s).

Owner/Applicant Signatures

I understand the limits and requirements of this program and if approved, agree to complete the project according to plan. In addition, I shall indemnify and hold harmless, the Town of Apex from and against any and all claims, actions, causes of action, demands, damages, losses, costs, expenses, and compensation of whatsoever kind and nature which may hereafter accrue on account of or in any way growing out of any and all known or unknown, foreseen and unforeseen bodily and personal injuries and property damage and consequences thereof, which might result from any occurrence in connection with this program.

_____	_____
Applicant Signature	Date
_____	_____
Owner Signature	Date
_____	_____
Staff Approval	Date

Conditions of Approval: