



## Lewisburg Shade Tree Commission **PROCEDURES**

All permits will be held for review by the Shade Tree Commission at their regularly scheduled meeting held the second Thursday of each month at 6:30 PM in the Borough Council Chambers, 55 South Fifth Street.

In order to be considered, your application must be received by the Borough Secretary at 55 South Fifth Street, Lewisburg, PA 17837 or emailed to [office@lewisburgborough.org](mailto:office@lewisburgborough.org) no later than the last working day of the preceding month.

If you would like assistance from the Shade Tree Commission, including a site visit, please feel free to call the Borough Office or the Shade Tree Commission Chairperson.

LEWISBURG SHADE TREE COMMISSION	
Barbara Kalin, Chairperson	523-3000
Mark Spiro	939-0129
Erin Van Enkevort	980.1496

# Tree Planting Procedures

- **A permit is required before planting or removing a tree in the Borough right-of-way.**
  - Applications for Permit are available at the Borough Building located at 55 South 5th Street and must include the exact location and species of the tree to be planted or removed.
  - Permits are issued by the Shade Tree Commission after consideration at the Commission's monthly meetings and are effective for a length of time as determined by the Commission.
  - Any such permit may be revoked at any time upon proof satisfactory to the Commission that any of the terms or conditions upon which the permit was issued are or have been violated.
  - The Commission may refuse a permit to plant any species of tree which in its opinion is not suited to the location.
  - The Commission, at its discretion, may, as a condition precedent to the issuance of the permit, require the applicant to file a bond satisfactory to the Commission or to deposit security satisfactory to it to guarantee that the applicant will comply with the terms and conditions upon which such permit is issued.
- The mature height of the tree must be considered, ensuring that the lowest branches will allow pedestrian traffic on the sidewalk side and vehicular traffic on the street side and that the highest branches will not obstruct electrical or other wires and poles.
- Does the tree produce flowers or fruit? Is there a fragrance? Are there nuts, seeds or pods? Is there seasonal interest such as flowers in the spring, color in the fall and food for birds in the winter?
- Good street trees should start off with a single straight trunk (strong central leader) at least 8 feet tall at the time of planting.
- A 1-½ to 2 inch caliper is recommended with high branches that are ideally 5 feet off the ground.
- The tree should be the best tree you can afford with no splits in its trunk or other bark damage, no noticeable broken or loose dirt around its roots and no leaf droop (leaf wilt) or signs of stress.
- The new tree should be handled with care, lifted by the root ball with its roots kept moist until planting.
- **Before digging**, the utilities must be informed of any type of work involving the movement of earth with powered equipment:
  - Contact PA One Call (811) before you dig to have underground utilities located a minimum of three business days but not more than ten business days before you plan to dig.
- The planting hole must be 2 to 5 times wider than the diameter of the root ball with sloping sides to allow for proper root growth.
- The soil below the root ball should not be disturbed and the tree must not be planted too deep; the trunk flare should sit slightly above ground level and the top-most roots should only be buried 1 to 2 inches.
- Back fill with native soil.
- Deeply water the newly planted tree often during the first two weeks. Then, the tree should be watered once a week for the first year, while it still has its leaves. The tree should be watered more frequently during hot, dry periods.
- **Watering your street tree in the first few years after planting is essential to its survival.**
- Apply 2 to 3 inches of organic mulch around the tree's drip zone as far as the tree's leaves grow out.
- Keep mulch 1 to 2 inches away from the bark of the tree trunk to avoid "volcano" mulching and to provide proper air circulation.
- For more tree-planting tips and information, visit [arborday.org](http://arborday.org).

## Tree Pruning Procedures

- A permit is not required to prune the branches of a street tree.
- **Street trees must be pruned according to the latest American National Standards Institute (ANSI) A300 Pruning Standards, a copy of which is available in the Borough office or online.**
- Arborists adhering to the ANSI A300 Pruning Standards will not:
  - leave branch stubs
  - make unnecessary heading cuts
  - cut off the branch collar (will not make a flush cut)
  - top of lion's tail trees (stripping a branch from the inside leaving foliage just at the ends)
  - remove more than 25 percent of the foliage of a single branch
  - remove more than 25 percent of the total tree foliage in a single year
  - damage other parts of the tree during pruning
  - use wound paint
  - prune without good reason
  - climb the tree with climbing spikes
- Tchukki Andersen, BCMA, CTSP and staff arborist for the Tree Care Industry Association says, "Most trees can be pruned year-round, if pruned properly. However, certain pruning operations are easier to do in the winter, especially if the ground is frozen or the tree is not actively growing."
- Proper pruning removes damaged, dead or structurally weak limbs.
- Street trees should be pruned as they grow; a street tree's lowest branches must give 8' clearance on the sidewalk side and 15' clearance on the street side to allow people and vehicles clear passage.
- Street trees shall be kept pruned by the property owner. The Borough has the legal right to prune branches without notice; if you prune your street trees yourself you will avoid this surprise.

## Tree Removal Procedures

- **A permit is required before planting or removing a tree in the Borough right-of-way.**
  - Applications for Permit are available at the Borough Building located at 55 South 5th Street and must include the exact location and species of the tree to be planted or removed.
  - Permits are issued by the Shade Tree Commission after consideration at the Commission's monthly meetings and are effective for a length of time as determined by the Commission.
  - Any such permit may be revoked at any time upon proof satisfactory to the Commission that any of the terms or conditions upon which the permit was issued are or have been violated.
  - The Commission may refuse a permit to plant any species of tree which in its opinion is not suited to the location.
  - The Commission, at its discretion, may, as a condition precedent to the issuance of the permit, require the applicant to file a bond satisfactory to the Commission or to deposit security satisfactory to it to guarantee that the applicant will comply with the terms and conditions upon which such permit is issued.
- **If the replacement tree is not planted in the same location as the removed tree, the tree stump must be removed to one (1) inch below ground level.**
- Contact PA One Call (811) before having your street tree's stump ground.

## Borough Ordinance §332. Trees

**§332-2.** A Shade Tree Commission is hereby established in and for the Borough of Lewisburg. The Commission shall be composed of five members who shall be residents of the Borough, shall be appointed by Borough Council to staggered terms so that one term expires every year, and shall serve without compensation. Borough Council shall appoint one member for a term of one year, one member for a term of two years, one member for a term of three years, one member for a term of four years and one member for a term of five years. On the expiration of the term of any commissioner, a successor shall be appointed by Borough Council to serve for a term of five years. Vacancies in the office of commissioner shall be filled by Borough Council for the unexpired term.

**§332-3.** The Commission has exclusive custody and control of the shade trees in the Borough and is authorized to plant, remove, maintain and protect shade trees in or along the public highways.

**§332-6.** The cost of planting, transplanting or removing any shade tree in and along the public highways, of the necessary and suitable guards, curbing or grading for the protection thereof, and of the replacing of any pavement or sidewalk necessarily disturbed in the execution of such work shall be paid by the owner of the real estate abutting which the work is done. The amount each owner is to pay shall be ascertained and certified by the Commission to the Borough Council and to the Borough Treasurer. The cost and expenses of caring for such trees after having been planted shall be paid by the Borough. The needed amount for such care shall each year be certified by the Commission to the Borough Council and shall be drawn against, as required by the Commission, in the same manner as money appropriated for Borough purposes.

**§332-7.** The Commission may upon notice require the property owners to cut and remove diseased shade trees located upon or along their property which threaten to injure or destroy persons, property or other shade trees in the Borough. The notice shall give the owner at least 20 days in which to comply and shall include instructions on how the shade tree is to be cut and removed. The cost of cutting and removing any dead or diseased shade tree shall be borne by the owner of the real estate. Upon failure or refusal of any such owner to comply with such notice, the Commission may cause the work to be done by the Borough and levy and collect the cost thereof from the owner.

**§332-8.** All shade trees planted in and along any of the public highways shall be set so as to form as nearly as possible a straight and uniform line with the other shade trees growing upon the same highway. The said shade trees shall be planted or set from 25 to 30 feet apart where practicable and shall be sound, straight and symmetrical. It is recommended that shade trees of two inches caliper free of defect, wounds, disease and insect infestation be planted, that these trees not have limbs lower than five feet and that they have a straight trunk to at least eight feet at the time of planting. All shade trees shall be of the species approved for planting in the Borough by the Commission for that site.

**§332-9.** All shade trees shall be kept pruned by the owner of the real estate abutting the public highway in or along which the shade tree is located. Pruning shall be done according to the American National Standards Institute ANSI A300 Pruning Standards. No topping or heading cuts shall be made and no more than  $\frac{1}{4}$  of the foliage on a shade tree shall be removed each year.

**§332-12.** No person shall without first having obtained a permit plant any shade tree in or along any public highway. The Commission may refuse a permit to plant any species of tree which in its opinion is not suited to the location. No person shall without first having obtained a permit to cut down, break, injure in any manner or remove any shade tree or cut or interfere in any way with the main roots of any shade tree except in case of immediate necessity for the protection of life and property.

**§332-14.** This chapter shall be enforced by the Commission in conjunction with the Mayor and the Buffalo Valley Regional Police Department.

**§332-15.** Any person, firm or corporation who shall violate any provision of this chapter shall, upon conviction thereof, be sentenced to pay a fine of not more than \$300 and/or imprisonment for a term not to exceed 90 days. Every day that a violation of this chapter continues shall constitute a separate offense.