



# GRAND FORKS PARK DISTRICT

FORESTRY DEPARTMENT  
Policies and Procedures Manual

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## **SECTION 1**

### **FORESTRY DEPARTMENT OVERVIEW**

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#### **1.01 BRIEF HISTORY OF THE FORESTRY DEPARTMENT**

The Grand Forks Park District’s (Park District) jurisdiction of berm street trees was established after the City of Grand Forks (City) adopted North Dakota Century Code (N.D.C.C.) in 1917. *Berm trees are located on the line between the sidewalk and curbs of streets and avenues throughout the City. This area is referred to as a “berm” in this document and trees growing in the berm area will also be referred to as “berm trees.”* N.D.C.C. Powers of the Board of Park Commissioners (*refer to section 10.02 for century code*); granted the Park District Board of Park Commissioner’s powers over the berm trees to maintain the urban forest within the City. The first professional forestry personnel that were assigned exclusively to the tree program that established a separate Forestry Department within the Park District happened in 1950. In 1957 the Park District hired the first professional Urban Forester to manage the Forestry Department, which has continued to the present.

#### **1.02 AUTHORITY TO TRIM AND OR REMOVE TREES**

The Park District and the City are both authorized by City Code, Chapter XVII, Article 1, 17-0203 to trim or remove trees in the public right-of-way (berm) as deemed necessary for their respective maintenance operations located in the public right-of-way. The cost of tree related maintenance operations is borne by the government entity conducting the maintenance.

Along with managing the trees on Park District property, the Park District has also been authorized and empowered to manage the trees in the public right-of-way on the line between the sidewalk and curbs of streets and avenues throughout the city. This area is referred to as a “berm” in this document and trees growing in the berm area will also be referred to as “berm trees”.

#### **1.03 EXCAVATION IN PUBLIC RIGHT OF WAY**

The Park District is authorized and empowered to excavate in the public right-of-way for the purpose of hand planting trees and for grinding tree stumps. The Park District is not authorized or empowered to excavate in the public right-of-way for any other excavation operations. All other excavation must be authorized by the City. In the event the City, or its hired contractors, are excavating in the public right-of-way, the Park District is not obligated to inspect, assess, and evaluate any and all tree and root damage that occurs as result of the City, or its hired contractor’s work, unless the Park District is put on notice of such damage.

#### **1.04 FORESTRY DEPARTMENT ORGANIZATIONAL STRUCTURE**

The following is a rank and order that the Park District uses for the Forestry Department's chain of command and organizational structure.

Chain of Command – Rank Order:

1. Forestry Operations Manager
2. Assistant Forestry Operations Manager
3. Senior Arborist
4. Arborist Specialist
5. Seasonal part-time personnel

#### **1.05 AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI Z133) SAFETY REQUIREMENTS**

The Forestry Department adheres to the American National Safety Standards Institute (ANSI) Z133 Safety Standards requirements for arboriculture operations. For more information on ANSI safety requirements, please visit: <https://www.ansi.org/>

#### **1.06 TREE CARE STANDARDS (ANSI A300)**

The Forestry Department adheres to the ANSI A300 Tree Care Standards for tree care practices.

#### **1.07 TREE PRUNING**

The Park District's goal is to have a healthy sustainable urban forest with a tree canopy that covers as much of the City as possible. To accomplish this goal, the Forestry Department adheres to ANSI A300 Tree Care Standards for pruning trees. The Park District also prunes to ensure that the trees growing along the berm are at an adequate height and shape so as not to interfere with traffic, pedestrians, streetlights, street signs, and visibility of street intersections. When a Park District Arborist prunes a tree, they take the tree's current and long-term health into consideration when making pruning decisions, as well as proper tree canopy clearances required for trees growing along the berm.

#### **1.08 TREE INSPECTIONS**

The Park District uses the International Society of Arborist's (ISA) Tree Risk Assessment Qualification (TRAQ) standardized process when inspecting and evaluating trees. (*refer to section 6.01 for tree removal policy*)

##### **Tree Inspection Cycle**

The Park District inspects park and berm trees whenever a tree is pruned by a Park District Arborist. In conjunction with our regular pruning cycles, the Park District's goal is to conduct a minimum of Level 1 – Limited Visual Assessment inspection of park and berm trees once in a 3-year period.

#### **1.09 TREE PESTICIDE TREATMENTS**

The Park District applies pesticide treatments to trees if it is deemed an appropriate measure to lower the threat to the overall urban forest in the City. The Park District does not apply pesticide treatments for nuisances such as aphids, scales, apple scab, and other similar related diseases, pests, or items.

However, the Park District does require property owners the ability to acquire a free pesticide permit from the Park District in order to have a tree on the property owner's berm professionally treated. *(refer to section 5.02 for pesticide treatment permits and section 12.08 for example form)*

#### **1.10 PRIVATE PROPERTY TREES AFFECTING PUBLIC SPACES**

Trees located on private property remain the responsibility of the property owner, even when branches, foliage, or tree conditions affect adjacent public spaces. The City holds primary responsibility for notifying private property owners of tree conditions affecting public safety, accessibility, or visibility. Additionally, the City is responsible for enforcing municipal codes related to obstruction, clearance and nuisance vegetation, as well as coordinating corrective actions with property owners. *(refer to sections 10.01 and 10.02 for forestry related ordinances)*

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## SECTION 2

### ARBORIST TRAINING AND CERTIFICATIONS

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#### **2.01 INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) CERTIFICATION**

The International Society of Arboriculture (ISA) is an international non-profit organization headquartered in the United States. ISA serves the tree care industry as a paid membership association and credentialing organization that promotes the professional practice in arboriculture. All full-time senior arborists employed by the Park District are required to maintain an ISA Arborist certification. This certification ensures that the Forestry Department's Arborists are professionally trained and qualified to care for trees. To hold an ISA Arborist certification a person must have completed 3 years of training in the field of arboriculture and pass an examination covering all facets of arboriculture. Certification expires after 3 years after which arborists must retake the exam or have completed enough Continuing Education Units (CEU) to be eligible for recertification or as otherwise determined by ISA.

#### **2.02 ISA TREE RISK ASSESSMENT QUALIFICATION (TRAQ)**

The Forestry Department requires all full-time senior arborists to maintain ISA's Tree Risk Assessment Qualification (TRAQ). TRAQ is an instructor-led credential that demonstrates professional knowledge of tree assessment through participation in a training course and passing its accompanying exam. The TRAQ program offers tree care professionals the opportunity to expand their knowledge of the fundamentals of tree risk assessment by learning a standardized, systematic process for assessing tree risk and providing information to the public and risk managers for making informed decisions that will promote the safety of people and property and enhance tree benefits, health, and longevity. After 5 years of TRAQ certification arborists are required to enroll and pass the full TRAQ training course to maintain their qualification for another 5 years.

#### **2.03 ND DEPARTMENT OF AGRICULTURAL PESTICIDE CERTIFICATION**

The Forestry Department requires all full-time arborists to obtain and maintain a North Dakota Pesticide Applicators License within a year after hire or in a timely manner after hire. This license is required by the Environmental Protection Agency (EPA) and the State of North Dakota to use restricted and general-use pesticides.

#### **2.04 ELECTRICAL HAZARD AWARENESS PROGRAM CERTIFICATION (EHAP)**

The Forestry Department requires all full-time arborists and part-time arborists working near any overhead electrical power line to have completed a course in Electrical Hazard Awareness within a year after hire or in a timely manner after hire. This training is required by the American National Standards Institute (ANSI) Z133 for arboriculture operations. This training must be completed on a yearly basis.

## **2.05 FIRST AID AND CPR CERTIFICATION**

The Forestry Department requires all full-time arborists to obtain and maintain a certificate in First Aid and CPR within a year after hire or in a timely manner after hire. First Aid and CPR certifications are required by the Forestry Department. Arborists must recertify every two years to maintain each certification.

## **2.06 COMMERCIAL DRIVER'S LICENSE (CDL)**

The Forestry Department requires all full-time arborists to obtain within a year after hire date or a timely manner of hire date and maintain a minimum of a Class B Commercial License with an airbrake endorsement.

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## SECTION 3

### TREE INVENTORY

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#### 3.01 TREE INVENTORY SOFTWARE

The Park District has an up-to-date tree inventory that is available for public viewing. The tree inventory shows all the trees the Park District maintains. As of December 2025, the current inventory is 31,934 trees. This inventory can be accessed by the public to locate tree species within the City, view ecological benefits, and to place tree service requests. *(refer to section 4 for tree service requests)*

The Tree Inventory can be found here:

<https://www.gfparks.org/trees-flowers/tree-care/treeplotter-interactive-dashboard/>

#### 3.02 BERM TREES

The Park District maintains the trees located along the berm in the public right of way between the public sidewalk and public street otherwise known as the berm. The Park District maintains the berm trees through the tree's entire lifespan. Currently, there are no fees associated with any tree maintenance of berm trees. The Park District reserves the right to assess a fee associated with maintenance of berm trees in the future.

Property owners are prohibited from planting trees on the berm without first securing a planting permit from the Park District. The Park District will require property owners (at property owners' expense) to remove or maintain a tree that was planted in the public right-of-way without Park District's permission and issuance of a planting permit, if the Park District deems the tree an improper tree species, location, or a public hazard. *(refer to section 5.01 for planting permits and section 12.02 for example form)*

#### 3.03 PARK TREES

The Forestry Department maintains all the trees located on Park District owned or leased properties. The Forestry Department does not maintain trees located in City owned or leased properties unless the Park District and the City have a written agreement for tree maintenance.

#### 3.04 OTHER GOVERNMENT OWNED PROPERTY

The Park District does not maintain trees located on City, Grand Forks County, Grand Forks School District, ND State, and US Federal owned lands, unless a written agreement exists between both parties for the Park District to maintain trees located on non-Park District properties. All inquiries regarding tree maintenance on non-Park District owned properties, shall be directed to the appropriate property owner.

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## SECTION 4

### TREE SERVICE REQUESTS

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*Tree Service requests can be made by contacting the Park District. Alternatively, service requests can be made by going to our tree inventory website.*

**Link:** <https://www.gfparks.org/trees-flowers/tree-care/treeplotter-interactive-dashboard/>

#### **4.01 BERM AND PARK TREE PRUNING REQUESTS**

Tree pruning service requests can be made by contacting the Park District, or by submitting a service request through our tree inventory website. Tree pruning requests are scheduled based on hazardous priority. Broken branches, split branches, branches blocking street signs and lights, branches blocking traffic, and pedestrian visibility are prioritized over non-hazardous pruning requests.

#### **4.02 ELM TREE PRUNING REQUESTS**

Pruning elm trees when the leaves are still attached to the tree increases the chances of the tree being infected by Dutch Elm Disease (DED). To lessen the chances of spreading DED to uninfected trees, the Park District schedules elm pruning requests between November – April. The Park District will only prune an elm tree between May - October if the Park District assesses the tree to be a hazard.

#### **4.03 DISTRICT TREE PRUNING**

The Park District has divided the City into 25 districts. During our pruning cycle the Forestry Department will prune areas based on these districts. In the summer, the Forestry Department ground pruning crews will prune districts with smaller trees that don't require an aerial lift. In the winter, the Forestry Department prunes districts with larger trees using aerial lifts. The goal of the Park District is to prune each district at least once every 8 years.

#### **4.04 TREE BRANCH HAUL AWAY REQUESTS**

The Park District will haul away all branches and brush generated from berm trees. When a branch from a berm tree needs to be picked up, contact the Park District and the Forestry Department will schedule a pickup. The Park District does not haul away branches or brush from private property or from trees in the alleyway. *(refer to section 9.02 for private property brush collection)*

#### **4.05 TREE REMOVAL REQUESTS**

The Park District only removes Park District trees or trees on the berm if they are deemed to be a hazard or if it has a disease/infestation that threatens our urban forest, with the exception of a separate procedure for Dutch Elm Disease. After tree removal requests are made, an ISA certified arborist, or arborist under the supervision of an ISA certified arborist, from the Park District will inspect the tree and determine if the tree needs to be removed in accordance with Park District's tree

removal policy. If the tree does not meet the removal criteria the arborist may suggest continuing to monitor the tree, mitigation steps be taken, or to inspect again during our normal pruning and inspection cycles. Tree removals are scheduled based on Tree Risk Rating from the most hazardous to the least hazardous. *(refer to section 6.01 for tree removal policy and section 12.03 for example agreement)*

#### **4.06 NEW NEIGHBORHOOD BERM TREE PLANTING**

The Park District plants trees on the berms in new neighborhoods at the Park District's expense. The Forestry Department plants new berm trees after a street is approximately 80% filled-in with houses and sidewalks, and after the berm has established lawn grass planted by the adjacent property owner. New neighborhood plantings happen in the Spring between May – June. The Park District will not plant trees sporadically while houses are being completed, but the Park District can issue a free Tree Planting Permit to property owners seeking a new tree. *(refer to section 5.01 for tree planting permits and section 12.03 for application and agreement example)*

#### **4.07 BERM TREE REPLACEMENT PLANTING**

The Park District will replace a tree removed from the berm at the Park District's expense, at the discretion of the Forestry Department and if there is adequate space for a new tree to be planted *(refer to section 6.04 for planting policy)*. Replacement tree plantings happen in the Spring between May – June, and at times in the Fall between September – October. Property owners can also request a Tree Planting Permit to plant a tree on the berm. *(refer to section 5.01 for tree planting permits and section 12.03 for application and agreement example)*

#### 4.08 RECOMMENDED TREE SPECIES LIST

This list represents tree species that the Park District has planted in the past and has had reasonable success growing in the berm. Other tree species not listed below can be planted on the berm with a planting permit and approval from the Park District. *(refer to section 5.01 for planting permit)*

<b>Genus</b>	<b>Species</b>
Alder	Prairie Horizon
Buckeye	(Ohio) (Autumn Splendor)
Chokecherry	Amur
Coffeetree	Kentucky, Espresso Kentucky
Elm - American	Prairie Expedition, Princeton, Valley Forge
Elm – Hybrid/Japanese	Accolade, Cathedral, Discovery, Triumph, Freedom
Flowering Crabapple	Red Splendor, Snowdrift, Spring Snow, Pink Spire, Gladiator
Hackberry	Common, Delta
Hawthorne	Toba, Snowbird
Honeylocust	Northern Acclaim
Ironwood	Also called: American Hophornbeam
Lilac – Tree Form	Japanese, Ivory Silk, Snowdance
Linden – American	American, American Sentry, Boulevard, Frontyard, Redmond
Linden – Littleleaf	Littleleaf, Greenspire, Norlin
Linden – Mongolian	Harvest Gold
Maple – Norway	Crimson King, Deborah, Emerald Lustre,
Maple – Sugar	Fall Fiesta, Unity, Commemoration
Maple – Miyabei	State Street
Maple – Dwarf	Amur, Hot Wings, Tatarian
Oak	Bur, Prairie Stature, Heritage, Admiration
Plum – Ornamental	Princess Kay

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## SECTION 5

### FORESTRY DEPARTMENT PERMITS

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#### 5.01 BERM TREE PLANTING PERMIT

A Tree Planting Permit can be requested by property owners to plant a tree themselves or contract with a private service to plant a tree in the berm next to their property. Permits are issued by the Park District at no cost to the property owner. All tree plantings must follow the Park District's Tree Planting Policy (*refer to section 6.04*). After the permit has been issued and the planting is completed, the Park District will inspect the planting to ensure all the required planting guidelines are adhered to correctly. After the inspection is complete, the Park District will reimburse the property owner a staff approved compensation rate per tree planted on their berm, and any cost above and beyond the compensation rate per tree is the property owner's sole responsibility. (*refer to section 12.02 for permit example*)

#### 5.02 BERM TREE PESTICIDE TREATMENT PERMIT

Tree Pesticide Permits can be requested by property owners free of charge and are intended to be used by a property owner that owns property adjacent to a tree growing in the public right-of-way/berm (public tree) for the purpose of properly applying a pesticide treatment. This permit gives the property owner permission to employ a contractor, who possesses a North Dakota Pesticide Applicator License under N.D.C.C. (*refer to section 10.02 for century code*) and a North Dakota Contractor License as defined under N.D.C.C. on Contractors (*refer to section 10.02 for century code*), to apply pesticides to a public tree as defined by the pesticide label. Any pesticide application to a tree on the public right-of-way must follow all product uses and restrictions as found in the product label. (*refer to section 12.08 for permit example*)

#### 5.03 CUL-DE-SAC PLANTING PERMIT

A Cul-De-Sac Planting Permit can be requested by property owners that live in and around the area known as a cul-de-sac. The green space in a cul-de-sac is public right-of-way and property owners must obtain a planting permit to plant new vegetation. This permit/program was created to assist property owners with installing a new landscape or restoring an existing landscape in the green space of culs-de-sac. (*refer to section 6.06 for the Park District cul-de-sac maintenance policy and section 12.05 for permit example*)

#### 5.04 CUL-DE-SAC PLANTING ASSISTANCE PROGRAM

**The following conditions must be met to qualify for the Cul-de-sac Planting Assistance Program:**

- A property owner representative from the cul-de-sac must get signatures from at least one property owner from every property that lives in and around the cul-de-sac to apply for a Park District permit to plant on the public right-of-way to install new, restore, or remove existing landscape materials in the cul-de-sac green space.
- Prior to starting the project, a representative from the cul-de-sac must present a new landscaping plan or design to the Park District to be approved. The Park District will need a copy of the plan for our records.
- The total cost of the new or restoration project must be a minimum of \$500.
- *(refer to sections 12.06 and 12.07 for program information and forms)*

**If the above conditions are met, the Park District will assist in the construction of a new or restoration project in the following manner:**

- The Park District will remove existing dead or dying trees and shrubs and grind the stumps.
- The Park District will maintain and replace any trees after the tree contractor's warranty expires. The Park District will not maintain or replace shrubs, perennials, annual flowers, landscaping or hardscape materials, or mulching materials.
- The Park District would make available chipper mulch to be picked up by the property owners or contractor and used for the project.
- The Park District would contribute 50% of the cost of the project with a maximum contribution of staff approved compensation rate per lot located around the cul-de-sac to the project.
- If property owner(s) hire a contractor, the contractor needs to have a valid ND Contractor License. The Park District would contribute to the project with a payment directly to the contractor after all work has been completed and inspected by the Park District. The property owners are responsible for managing and oversight of the project. The Park District is not responsible for ensuring the North Dakota contractor follows safety standards.
- If the property owners around the cul-de-sac wish to install the landscaping materials themselves, the Park District will agree to compensate a single property owner of the cul-de-sac at the Park District's compensation rate under the following added conditions:
  - The property owner that purchases the materials for the project must present receipts for the total cost of the project after the project is completed.
  - One property owner from each property in the cul-de-sac must sign the Single Compensation Form (provided by the Park District) approving the compensation to the property owner who submitted the receipts for the project.

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## SECTION 6

### FORESTRY DEPARTMENT POLICIES AND AGREEMENTS

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#### 6.01 TREE REMOVAL POLICY

The Park District Forestry Department manages the trees in the City easement between the City street and the public sidewalk (berm) which comprises a large portion of the Park District's urban forest. A goal in managing the urban forest is to have as many healthy trees along the berms as we have adequate space available for trees to mature. Unfortunately, not all trees in our urban forest are found to be healthy and the Forestry Department will remove trees on the berm as necessary on a case-by-case basis such as a tree poses a safety hazard, in poor health or location, and if the tree is diseased or infested and threatens urban forest, as determined in the sole discretion of the Forestry Department. Tree removals are scheduled based on Tree Risk Rating from the most hazardous to the least hazardous.

*This policy is to help clarify when we WILL remove a tree and when we WILL NOT remove a tree from the berm.*

### The Grand Forks Park District WILL remove a tree if:

#### TREE POSES A SAFETY HAZARD:

This section is only applicable to Park District owned trees and trees in the public right-of-way. *(The Park District uses the ISA's Tree Risk Assessment Qualification (TRAQ) standardized process when inspecting and evaluating trees.)*

All removals of trees are subsequent to a notice and a Tree Risk Assessment as provided below.

- **Extreme Risk:** After completion of the Tree Risk Assessment trees deemed Extreme Risk shall have the area considered hazardous marked so the public is aware of the hazard and the goal is to remove the tree within 24 hours or as soon as reasonably possible.
- **High Risk:** After completion of the Tree Risk Assessment, trees deemed High Risk shall have the area considered hazardous marked so the public is aware of the hazard and a goal to have the tree be removed within 72 hours or as soon as reasonably possible.
- **Moderate Risk:** After completion of the Tree Risk Assessment trees deemed Moderate Risk shall have mitigation steps taken, monitored, or removed based on the certified Arborist's recommendation and in accordance with ANSI A300 guidelines.
- **Low Risk:** After completion of the Tree Risk Assessment trees deemed Low Risk shall have mitigation steps taken based on the certified Arborist's recommendation and ANSI A300 guidelines. Unless otherwise recommended by the certified Arborist or requested by the

property owner (adjacent to the public right-of-way tree), Low Risk trees are monitored during regular pruning and inspection cycles.

**TREE IS IN POOR HEALTH OR LOCATION:**

Examples of a tree in poor health include (but not limited to) a tree where:

- Over half (½) the canopy of the tree is dead.
- The main central leader of a young tree is dead.
- The root system has been damaged causing the tree to decline.
- The tree doesn't have adequate space to grow next to other trees and nearby buildings.

**TREE IS DISEASED OR INFESTED AND THREATENS URBAN FOREST WHICH REQUIRES PROACTIVE REMOVAL TO ERADICATE OR SLOW THE SPREAD TO OTHER TREES:**

Examples of diseases and infestations include (but not limited to):

- Dutch Elm Disease (only effects elm trees)
- Emerald Ash Borer (only effects ash trees)

**The Grand Forks Park District WILL NOT remove a tree if:**

**TREE IS AN ANNOYANCE**

Examples of tree annoyances are (but not limited to):

- Fruit, leaves, flowers, insects, dripping sap, provides too much shade, unwanted tree or species, tree roots lifting sidewalk, squirrels, birds, and tree root is plugging sewer line.

**6.02 HOME IMPROVEMENT TREE REMOVAL AGREEMENT**

The purpose of this Agreement is to ensure the Park District is removing a healthy tree for the actual benefit of property owner's property. The Park District agrees to remove a healthy tree to allow property owners to make improvements to property owner's property without cost to the property owner unless a penalty is assessed as provided herein. Since removal of a healthy tree is not standard practice for the Park District and to guarantee a healthy tree is not removed without cause and justification, the property owner agrees the identified improvement must be completed within one (1) year. *(refer to section 12.03 for home improvement tree removal application and agreement example)*

**Extenuating Circumstances**

If property owner's improvement is delayed, property owner may contact the Park District to request an extension. If an extension request is not made before the deadline date, the property owner shall be responsible for the penalty fee and Park District will promptly invoice property owner. The Park District will evaluate a timely extension request, and it is within the Park District's sole discretion to grant or deny a timely extension request.

## **Penalty**

If the improvement is not fully completed by the deadline date, property owner agrees and authorizes the Park District to charge a penalty fee to property owner according to the Diameter at Breast Height (DBH) of the tree removed. The penalty fee will equal \$150.00 per inch according to the DBH scale. For example: a 10-inch tree would incur a fee of \$1,500.00, if a healthy tree is removed and the improvement is not completed by the deadline date. If the property owner fails to complete the improvement by the deadline date, property owner hereby agrees that such penalty fee shall constitute a valid construction lien against property owner's property under N.D.C.C. Construction Lien. *(see section 10.02 for century code)*

### **6.03 TREE ROOT / SIDEWALK DAMAGE POLICY**

The Park District is not authorized, empowered, or qualified to inspect, remove, or install sidewalks in the public right-of-way. Sidewalk-related inspections and work in the public right-of-way are administered and regulated by the City.

Trees that are growing near sidewalks can eventually establish roots that grow under the sidewalk and can cause the sidewalk to lift, this is a very common occurrence with berm trees. If the sidewalk eventually gets to the point where the sidewalk needs to be replaced, the Park District will grind the root(s) down below grade after the sidewalk has been removed, so that a new sidewalk section can be installed. There is no charge for this service, however, the Park District will not remove or replace the sidewalk.

After the sidewalk has been removed and the root system is exposed, the Park District will conduct a TRAQ inspection of the root system. If the number of roots required to be removed would result in the tree being considered a hazard *(refer to sections 1.01 for Authority to Trim and Remove Trees and section 6.01 for the Tree Removal Policy)*, the Park District will authorize the removal of the tree.

### **6.04 TREE PLANTING POLICY**

These tree specifications are to be used when planting on the City easement between the City street and the public sidewalk (berm). All tree planting projects on the berm need to be approved by the Park District before any work commences. The Forestry Operations Manager or its authorized representative will mark all tree planting locations when applicable. Planting locations will be marked with white paint on the curb to reference tree spacing. Trees are to be planted in the center of the berm where possible or in-line with established trees.

#### **Planting Location:**

- New trees planted under any power line shall be selected as to not have the potential to grow (at mature size) within the Minimum Approach Distance (MAD) for Incidental Line Clearance Workers outlined by ANSI Z133. Trees planted under power lines 0.300 KV and less may be planted if the tree can be directionally pruned to avoid the power line for any current and future contact.

- The berm must be at a minimum width of 5 feet.
- Trees must be a minimum of 30 feet away from City street and crosswalks intersections.
- New tree planting locations cannot block visibility of City STOP, YIELD, SPEED LIMIT, PEDESTRIAN, AND RAILROAD CROSSING SIGNS, or any other applicable sign.
- Trees must be half (1/2) of the full mature width (RADIUS) of the tree away from streetlights with a minimum of 12 feet away.
- Trees must be at a minimum of 4 feet away from located and marked underground water lines and 6 feet away from hydrants.

### **Planting Installation:**

- Trees must be planted at a depth where the first major root (that has a visible root flare) protruding from the trunk is even or slightly above final grade.
- Trees must be planted by hand. Use of machinery such as tree spades are NOT allowed.
- Trees must be: Cultivated Nursery stock with a straight trunk and a minimum height of 5 feet with approval of Forestry Operations Manager.
- Trees must be spaced apart at minimum of three fourths ( $\frac{3}{4}$ ) of the tree's mature width from other berm trees and trees located on PRIVATE PROPERTY. Tree spacing will be a minimum of 35 feet apart.
- The planting hole must be twice the size of the diameter of the tree's container or root system.
- All large clumps of soil used for backfilling must be broken up before filling the planting hole.
- The soil used to backfill the planting hole MUST NOT BE COMPACTED before or after planting.
- All burlap, wire, twine, metal baskets, and plastic containers must be removed from the tree, planting hole, and site during planting.

### **Post Planting:**

- Trees must have 2-4 inches of woodchip mulch over the planting area with a minimum diameter of 36 inches. The woodchip mulch must be a minimum of 2 inches away from the tree trunk.
- A minimum of 2 stakes must be used to support the tree. One stake will be located Northwest and 2nd Southeast sides of the tree. Stakes will be placed outside of the tree's canopy.
- All straps used for staking are to be made of fabric that will not damage the tree.
- The planting supports cannot be so tight that it restricts all sway of the tree.

*The use of landscape rock, concrete edging, and retaining around the tree is discouraged. All landscape materials placed around the tree will have to be removed (by the property owner) before the Park District will replace a dead tree or grind a stump from a removed tree location.*

## **6.05 UNDERGROUND LAWN SPRINKLER SYSTEM DAMAGE**

Underground lawn sprinkler systems are allowed to be installed in the public right-of-way by residents after obtaining a permit from the City in accordance with City ordinance on buildings and building regulations (*refer to section 10.01 for ordinance*) Under this ordinance, the City shall not be responsible for maintenance, repairs, or replacing any of such system as may be damaged by any

work, maintenance, or construction operation undertaken by the City within such public right-of-way or easement.

The Park District asks that property owners mark any components of their sprinkler system before the Park District plants a tree, removes a tree, or removes a stump from the berm. If components of the sprinkler system are marked the Park District will try and avoid damaging the system, but if the system gets damaged the Park District is not responsible for repairing any damage.

#### **6.06 CUL-DE-SAC MAINTENANCE POLICY**

The Park District will maintain, remove, grind stumps, and replace any trees located in the Cul-De-Sac area. The Park District will not maintain or replace grass, shrubs, perennials, annual flowers, landscaping or hardscape materials, or mulching materials. *(refer to section 5.03 for cul-de-sac planting permits and section 12.05 for example permit form)*

#### **6.07 SEWER LINE AND TREE ROOT POLICY**

Tree roots rarely damage sewer pipes directly, but roots can enter pipes through cracks or loose connections when the opportunity presents itself. Older pipes are more susceptible to breakage due to age and materials used. Tree roots will enter sewer pipes because it's a moist nutrient-rich environment, but they don't break through a pipe to enter, but they will take advantage if there is already a break in the sewer line. The Park District will not remove a tree because it's causing sewer line blockage. But if the property owner has the sewer line excavated to be replaced, the Park District will inspect the root system surrounding the sewer line. If the inspection reveals that the tree will be a hazard after full excavation of the sewer line, the Park District will authorize the removal of the tree.

#### **6.08 LANDSCAPE MATERIALS AROUND TREE BASE POLICY**

The use of landscape rock, concrete edging, retaining block, etc. around the tree is discouraged but is allowed. But such materials cannot change the original grade that the tree was originally planted, the very top of the main flare root of the tree needs to be at or slightly below the original soil grade. Adding materials that changes the soil grade of the tree will have harmful effects on the tree and can lead to its decline or death. Also, landscape rock is not beneficial to a tree and can lead to tree trunk damage such as sunscald. Organic mulch like wood chips have many benefits for the tree and no harmful effects if properly installed *(refer to section 6.04 tree planting policy)*.

All landscape materials installed by property owners or renters that interfere with the Park District's normal tree maintenance or removal of a tree or stump will need to be removed (by the property owner or renter) before the Park District will work at the tree location site.

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## SECTION 7

### TREE DISEASE AND INFESTATION PROGRAMS

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#### 7.01 DUTCH ELM DISEASE (DED) - HISTORY IN GRAND FORKS

The first elm trees (3 trees) in Grand Forks that were confirmed to have contracted Dutch Elm Disease (DED) were found in 1979. As of December of 2025, a total of 9,908 elm trees have been removed because of DED. During the peak DED years in Grand Forks from 1988 to 1998, the Park District removed an average of 568 trees per year. Since implementation of the Park District current DED program (1999 to 2025) the average number of elms removed per year has dropped to 118 elm trees per year. As of December 2025, 3,067 elm trees remain in the Park District tree inventory.

The City of Grand Forks has declared DED to be a public nuisance under City Code, Chapter X, Article 3, 10-0301, and has empowered the Park District under City Code, Chapter X, Article 3, 10-0302, to inspect trees suspected and reported to be infected with DED, and if determined to be infected to remove the tree.

Dutch Elm Disease (DED) is a highly destructive fungal infection that attacks the vascular system of elm trees, often resulting in tree death. The disease is primarily transmitted through three methods

1. **Elm Bark Beetles:** Elm bark beetles are native insects that typically do not harm healthy elm trees. However, when beetles feed on or emerge from infected trees, fungal spores can attach to their bodies. As the beetles move to healthy elm trees, they transmit the disease.
2. **Root Grafts:** DED can spread between neighboring elm trees through root grafts, which occur when the roots of two trees naturally fuse. This form of transmission is most common when trees are growing within 30 to 50 feet of each other. Once an infected tree is cut down, the remaining roots can no longer transmit the disease through grafted connections.
3. **Firewood:** Elm firewood containing bark from infected trees may harbor elm bark beetles. These beetles can survive within stored firewood and emerge in the spring, at which point they seek out healthy elm trees and spread the disease as described above.

#### 7.02 DUTCH ELM DISEASE (DED) PROGRAM SUMMARY

The Park District uses the sanitation method to slow the spread of DED in the City. The sanitation method works as follows.

- In March of each year, the Park District surveys the City for elm firewood. When the Park District encounters an elm firewood pile, we ask the resident to de-bark the wood which removes the threat to spread DED, or the Park District will haul away and dispose of the wood at no charge.

- In June – October of each year, the Park District surveys the entire City for elm trees that show signs of the disease. When a suspect tree is found, a sample of the tree is taken, and if confirmed to have contracted DED, the tree is declared a public nuisance and the tree is removed and hauled away to the City landfill as provided in sections 7.03-7.05.
- DED tree injections are recommended to property owners to protect elms from DED, but injections must be administered every 1-3 years annually to maintain protection. The Park District does not administer injections on berm or private trees, but the Park District can issue a free berm Tree Pesticide Treatment Permit to property owners who wish to inject a berm tree that's adjacent to their property. *(refer to section 5.02 for permit information)*

### **7.03 DUTCH ELM DISEASE (DED) - PUBLIC TREES**

The Park District removes and hauls away all diseased elm trees found on public property throughout the City. This includes trees on the berm, greenway, City property, school property, and state property. When a tree on public property has been confirmed to have contracted DED, the Park District will declare the tree a public nuisance in accordance with City ordinance on public nuisances *(refer to section 10.01 for ordinance)*. The tree will then be marked, removed, and hauled away as Park District schedule allows.

### **7.04 DUTCH ELM DISEASE (DED) - PUBLIC BERM TREES**

When a berm tree has been confirmed to have contracted DED, the Park District will leave a notice on the door of the property owner who lives next to the tree. After notice is left, the tree is marked, removed, and hauled away to the City Landfill as our schedule allows. The stump is removed later as schedules allow, typically the same year, or the next year. After stump removal, a new tree is planted the following planting season if there is sufficient room is available. *(refer to section 6.04 for tree planting policy)*

### **7.05 DUTCH ELM DISEASE (DED) – PRIVATE PROPERTY TREES**

When a tree on private property has been confirmed to have contracted DED, the Park District will declare the tree a public nuisance in accordance with City ordinance on public nuisances *(refer to section 10.01 for ordinance)*. Notice will be left on the door of the property owner's home, and a notice will be stapled to the tree itself. After five days have expired, the Park District schedules the removal of the tree. We request that the property owner contacts the Park District to arrange removal of the tree and any other arrangements that are necessary to facilitate the removal. The tree will be removed by the Park District or a contractor hired by the Park District and no fee or assessment is levied to the property owner for the removal and haul away of the tree. The Park District does not remove the stump that remains after the removal of a tree or plant a replacement tree on private property.

## **7.06 EMERALD ASH BORER (EAB) - STRATEGIC PLAN SUMMARY**

Currently, EAB hasn't been found in Grand Forks and every year the Park District places approximately 25 EAB traps throughout the City to monitor for the insect. The Forestry Department also investigates all ash trees that are showing signs of possible EAB infestation.

### **History**

Emerald Ash Borer (EAB) is a non-native insect that was first discovered in southeastern Michigan in 2002. The larvae feed on the inner bark of all types of ash trees, disrupting the tree's ability to transport water and nutrients. As of December 2025, EAB has now been found in 37 states in the United States and several provinces in Canada. The closest areas to Grand Forks where EAB has been confirmed are Winnipeg, Manitoba (2017), Sioux Falls, SD (2018), Sauk Center, MN (2019), Moorhead, MN (2023), and LaMoure County, ND (2024).

### **Strategic Plan Synopsis**

The Park District strategic plan was developed to serve as a guideline for adjustments the Forestry Department will need to make to keep up with the added demands of an EAB infestation. EAB will affect all the ash trees that the Park District maintains and over 50% of all the trees in Grand Forks, when adding ash trees located on private, school, state, and city owned properties. As of December 2025, 11,774 ash trees are in the Park District's tree inventory system. The plan is broken down into 3 stages. Each stage outline stresses EAB will put on Park District resources and try to anticipate solutions to meet those challenges. The plan's goal is to avoid a backlog of dead standing ash tree removals that are a hazard to the public. *(contact the Park District for a full copy of the EAB Strategic Plan)*

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## **SECTION 8**

### ***PRIVATE PROPERTY TREE CONSULTING***

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#### **8.01 PRIVATE PROPERTY TREE CONSULTING SERVICE**

The Park District offers free forestry related consulting services to property owners of Grand Forks. However, the Park District will not do any work on trees located on private property. This free consulting service is intended to assist property owners with forestry-related questions and to give them professional guidance.

#### **8.02 TREE RISK ASSESSMENT WAIVER**

The Park District will conduct a basic tree risk assessment of a tree located on private property upon request by the property owner who owns the tree. This is a basic ground-based tree assessment only and is not intended to be an all-encompassing tree risk evaluation. Therefore, the Park District requires all property owners to sign a Tree Risk Assessment Agreement releasing of liability and waiver of claims against the Park District, before a tree risk assessment is performed. *(refer to section 12.01 for example of release of liability waiver)*

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## SECTION 9

### STORM CLEANUP AND BRUSH HAUL AWAY

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#### 9.01 EMERGENCY / AFTER HOURS TREE DAMAGE

The Park District Forestry Department has staff on-call after normal working hours to respond to berm tree damage. If residents require after-hour assistance with a berm tree, property owners should call Grand Forks Police Dispatch and Police Dispatch will contact the on-call Park District Arborist. If damage to the berm tree isn't an emergency, residents can contact the Park District the next business day during the hours of 8:00am – 4:30pm for assistance.

#### 9.02 BRUSH AND STORM CLEANUP PROCEDURES

##### Regular Seasonal Brush and Storm Cleanup

During regular seasonal tree damage, the City collects tree debris from private property and the Park District collects tree debris from berm trees. Property owners need to contact the proper City department for brush collection for regular seasonal storm/branch cleanup. Regular seasonal storm cleanup is based on request calls by property owners and not by area collection.

For **private property tree debris** contact Grand Forks City Public Works

- Phone: (701) 738-8740
- Website: <https://www.grandforksgov.com/government/city-departments/public-works/public-works-sanitation/sanitation-yard-waste/brush-branches-drop-off-sites>

For **berm tree debris** contact the Grand Forks Park District

- Phone: (701) 746-2750
- Website: <https://www.gfparks.org/contact-us/>

##### Major Storm Cleanup

If a major storm hits Grand Forks the City and the Park District will collect all tree debris from the berms to expedite storm tree debris cleanup operations throughout the City. If a storm is considered a major storm by the City, the City and the Park District will put out public statements regarding storm cleanup procedures, and for a limited time both entities will collect all tree debris located on the berms, regardless of its origin. Collection will be based on area collection rather than individual collection. Refer to the public statement for cleanup procedure instructions. If a public statement has not been released by the City, the storm is considered a regular seasonal storm, and residents should follow regular storm cleanup procedures outlined above.

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## **SECTION 10**

### **GRAND FORKS FORESTRY RELATED ORDINANCES**

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#### **10.01 CITY OF GRAND FORKS - FORESTRY RELATED ORDINANCES**

- Parks and Boulevards
  - City Code Part 1, Chapter XVII, Article 1
    - Ordinance 17-0101, 17-0201, 17-0203, 17-0203, 17-0204
- Public Nuisances
  - City Code Part 1, Chapter X, Article 3
    - Ordinance 10-0301, 10-0302
- Buildings and Building Regulations
  - City Code Part 1, Chapter XIX, Article 3
    - Ordinance 19-0337
- Website: <https://www.grandforksgov.com/business/city-code>

#### **10.02 NORTH DAKOTA CENTURY CODE (N.D.C.C.) – FORESTRY RELATED ORDINANCES**

- Powers of the Board of Park Commissioners
  - N.D.C.C. § 40-49-12 (11)
- Commercial and public applicator’s certification
  - N.D.C.C. § 4.1-33-07 – (pg. 12)
- North Dakota Contractors
  - N.D.C.C. § 43-07-01 – (pg. 12)
- Construction Lien -
  - N.D.C.C. § 35-27 – (pg. 16)
- Website: <https://ndlegis.gov/general-information/north-dakota-century-code/index.html>

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## **SECTION 11**

### **VIOLATIONS**

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#### **11.01 PURPOSE**

The purpose of this policy is to establish a consistent framework for addressing violations related to forestry operations. This policy ensures that violations of applicable forestry policies, ordinances, permits, standards, and regulations are evaluated and resolved in a manner that protects forestry resources, public safety, environmental integrity, and regulatory compliance. Violations are assessed on a case-by-case basis and this policy is used as an enforcement guideline only. . This policy is not meant to be inclusive of all remedies the Park District may seek for violations of the Park District's procedures and policies under this Manual. The Park District reserves the right to seek all legal and equitable remedies in accordance with local, state, and federal law.

#### **11.02 ASSESSMENT OF VIOLATIONS**

When a potential violation is identified, an assessment shall be conducted to determine the appropriate response. Factors considered may include, but are not limited to:

- The nature and severity of the violation
- The extent of environmental, operational, or public impact
- Whether the violation was intentional, reckless, negligent, or inadvertent
- The violator's compliance history and prior corrective actions
- Efforts taken to mitigate or remediate impacts
- Applicable legal, regulatory, or policy requirements

#### **11.03 ENFORCEMENT AND CORRECTIVE ACTIONS**

Based on the assessment, enforcement actions may include one or more of the following, as deemed appropriate:

- Verbal or written warnings
- Required corrective actions or remediation measures
- Compliance deadlines and follow-up inspections
- Suspension or modification of permits or approvals
- Administrative penalties or fines, where authorized
- Referral to appropriate regulatory or enforcement authorities

The selected enforcement action(s) shall be proportional to the violation and consistent with applicable laws and ordinances.



**RELEASE OF LIABILITY AND WAIVER OF CLAIMS**  
**TREE RISK ASSESSMENT**

1. I, the undersigned, (hereinafter referred to as "Patron") have requested an Arborist of the Forestry Department of the Park District of the City of Grand Forks to complete a tree risk assessment of a tree(s) located on Patron's property. Patron hereby acknowledges that trees are living organisms subject to attack by disease, insects, fungi, and other forces of nature. Patron understands there exist inherent risks with trees that cannot be predicted with any degree of certainty, even by a skilled and experienced Arborist. Patron acknowledges and understands that Arborists are tree specialists using their specialized knowledge, education, training and experience to examine trees. Further, Patron understands and acknowledges Arborists cannot predict acts of nature including but not limited to and without limitation, weather storms which can cause even a healthy tree to fall and other unforeseeable events, and Arborists cannot guarantee the health and safety of a tree under all circumstances or for a specified period. Patron understands that in assessing Patron's tree(s), the Arborist relies upon the information provided to the Arborist and the Arborist's observations at the time of completing the risk assessment. Patron agrees the Arborist is not responsible for discovery or identification of hidden or non-observable conditions of the tree(s). Any tree risk assessment given by the Arborist is only suitable for that exact point in time.

2. In consideration of the Forestry Department of the Park District of the City of Grand Forks completing a tree risk assessment for Patron, Patron hereby releases, waives, discharges, and covenants not to sue and holds harmless the Park District of the City of Grand Forks and its Arborist, agents, employees, volunteers, directors, officers, commissioners, assigns, and legal representatives, from and against any and all claims, liabilities, causes of action, lawsuits, attorneys' fees, costs, and expenses, related to any act, error or omission or negligence, arising from or related to the Forestry Department of the Park District of the City of Grand Forks' tree risk assessment.

3. Patron agrees that this Release and Waiver shall be construed in accordance with the laws of the State of North Dakota. This Release and Waiver is intended to be as broad and inclusive as permitted by the law. By signing this Release and Waiver Patron expressly intends this Release and Waiver to be effective and binding upon Patron's insurance company, heirs, next of kin, families, relatives, guardians, conservators, executors, administrators, trustees, and assigns.

4. In signing this release and waiver, Patron acknowledges and represents that Patron has read the foregoing Release of Liability and Waiver of All Claims, understands it, and signs it voluntarily as Patron's own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; Patron is at least eighteen (18) years of age and fully competent; and Patron executes this Release and Waiver for full, adequate and complete consideration fully intending to be bound by the same.

\_\_\_\_\_  
Name of Patron

\_\_\_\_\_  
Address of Patron

\_\_\_\_\_  
Signature of Patron

\_\_\_\_\_  
Date



**gf parks**  
GRAND FORKS PARK DISTRICT

# PERMIT TO PLANT TREES

## ON THE PUBLIC STREET RIGHT-OF-WAY

1060 47th Avenue South | PO Box 12429 | Grand Forks, ND 58201-2429 | 701.746.2750 | gfparks.org

### GENERAL INFORMATION

DATE \_\_\_\_\_ 20 \_\_\_\_\_

A permit must be approved by Grand Forks Park District prior to planting. The undersigned hereby makes application for a permit to plant trees on public right-of-way in the City of Grand Forks and hereby agrees to make the proposed planting as described below:

PROPERTY OWNER \_\_\_\_\_ TO BE INSTALLED BY \_\_\_\_\_

### LOCATION & DESCRIPTION OF PROPOSED PLANTING

All trees planted on street boulevards must be **HAND PLANTED** and cultivated nursery stock with a single straight trunk with a minimum caliper of 1 inch or 5 feet in height with a maximum 32 inch balled and burlap root ball container. *The use of any mechanical equipment such as tree spades and backhoes are PROHIBITED under this permit.*

ADDRESS \_\_\_\_\_

BOULEVARD WIDTH \_\_\_\_\_ feet UTILITIES  None  Overhead  Underground  Streetlight  Water Line

LOCATION  Sign  Crosswalk  Intersection SPECIES  Large/Medium Species List  Small Species List  Alternate Tree Genus

TOTAL NUMBER OF TREES \_\_\_\_\_ OTHER \_\_\_\_\_

### PROPER PLANTING IS IMPORTANT - PLEASE SEE ATTACHED SHEET FOR DETAILS

DO NOT CHANGE SPACING OR SPECIES WITHOUT PERMISSION OF THE GRAND FORKS PARK DISTRICT FORESTRY DEPARTMENT

### HAVE UNDERGROUND UTILITIES LOCATED PRIOR TO PLANTING.

THERE IS NO CHARGE TO PRIVATE CITIZENS FOR THIS SERVICE AND UNDERGROUND LOCATING IS REQUIRED BEFORE DIGGING.

NORTH DAKOTA ONE CALL BEFORE YOU DIG NUMBER IS: 1-800-795-0555

THE PERSON TO WHOM THIS PERMIT IS ISSUED agrees to do the work according to the terms of this permit and to be personally and directly responsible for all damages to persons or property arising or growing out of the work hereby permitted or authorized to be done, and agrees to indemnify and hold the Grand Forks Park District and the City of Grand Forks harmless for any loss, claims, damages or expense arising therefrom. The said person further agrees to replace all disturbances of parkway, boulevards, or other public grounds, if removed by said person under this permit, to the satisfaction of the Grand Forks Park District and in case said person fails or neglects to do so, the Grand Forks Park District may have the work of restoration performed and that said person hereby agrees to pay the reasonable cost thereof:

### PERMIT TO PLANT TREES ON PUBLIC STREET RIGHT-OF-WAY (ONLY)

THE PLANTING LOCATION has been duly inspected and the proposed planting conforms to all applicable regulations and standards of the Grand Forks Park District and the City of Grand Forks. The undersigned further agrees to become familiar with the location of all underground utilities before planting.

### ATTACHING DIAGRAM OF LOT & STREET BOULEVARD SHOWS UTILITIES & INSTALLATIONS INCLUDING NEARBY TREES, STREET LIGHTS, DRIVEWAYS, POWER LINES ETC.

(Specific tree species may be listed and located below, installers are required to follow this diagram)



PERMIT SHALL BE IN EFFECT FOR PERIOD FROM: \_\_\_\_\_ to \_\_\_\_\_

PROPERTY OWNER SIGNATURE:  
X \_\_\_\_\_

GF PARK DISTRICT APPROVED & ISSUED BY:  
X \_\_\_\_\_

### FOR OFFICE USE ONLY

Tree planting completed as specified in the above application and inspected by:

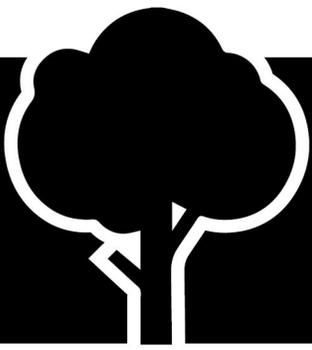
X \_\_\_\_\_

DATE: \_\_\_\_\_

PLANTING IN COMPLIANCE:  Yes  No

(Property owner is entitled to \$50/tree planted)

TOTAL COMPENSATION: \$ \_\_\_\_\_



**gf parks**  
GRAND FORKS PARK DISTRICT

# HOME IMPROVEMENT TREE REMOVAL APPLICATION AND AGREEMENT

1060 47th Avenue South | PO Box 12429 | Grand Forks, ND 58208-2429 | 701.746.2750 | [gfparks.org](http://gfparks.org)

THIS AGREEMENT is entered by and between the undersigned **Property Owner**, and the **Park District of the City of Grand Forks** (hereinafter the "Park District") a municipal corporation, whose mailing address is P.O. Box 12429, Grand Forks, ND 58208-2429, on the date signed by Property Owner below. In consideration of the mutual covenants and promises set forth herein and for other good and valuable consideration, the parties hereto agree as follows:

**PART I - INFORMATION** (The Property Owner shall fill out the below information and certify it is true and correct)

a.) Property Owner \_\_\_\_\_

b.) Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

c.) Description of Project/Improvement \_\_\_\_\_

d.) Reason for Removal of Healthy Tree \_\_\_\_\_

**PART II - PURPOSE OF AGREEMENT**

The purpose of this Agreement is to ensure the Park District is removing a healthy tree for the actual benefit of Property Owner's property. The Park District agrees to remove the healthy tree identified above to allow Property Owner to make the above-described improvement to Property Owner's property. Since removal of a healthy tree is not standard practice for the Park District and to guarantee a healthy tree is not removed without cause and justification, the Property Owner agrees that identified improvement must be completed within one (1) year from the date of this Agreement (hereinafter "deadline date").

**PART III - IMPROVEMENT INFORMATION**

Property Owner shall fill out the below information and shall answer the following questions and warrants and certifies that such answers are true and correct. (Property owner to circle "YES" or "NO".)

Does the improvement described above require a city permit  Yes  No

If the Property Owner answered YES above, the Park District requires proof of the permit and will not remove the tree without such proof.

Permit # \_\_\_\_\_

**PART IV - PENALTY**

If the improvement is not fully completed by the deadline date, Property Owner agrees and authorizes the Park District to charge a penalty fee to Property Owner according to the Diameter at Breast Height (DBH) of the tree removed. The penalty fee will equal \$150.00 per inch according to the DBH scale. For example: a 10-inch tree would incur a fee of \$1,500.00, if a healthy tree is removed and the improvement is not completed by the deadline date. If the Property Owner fails to complete the improvement by the deadline date, Property Owner hereby agrees that such penalty fee shall constitute a valid construction lien against Property Owner's property under N.D.C.C. § 35-27.

Tree ID \_\_\_\_\_ DBH \_\_\_\_\_ Penalty Fee: \_\_\_\_\_ Deadline Date: \_\_\_\_\_

**PART V - EXTENUATING CIRCUMSTANCES**

If Property Owner's improvement is delayed, Property Owner may contact Sean Lee, Forestry Operations Manager, to request a 3-month extension. If an extension request is not made before the deadline date, the Property Owner shall be responsible for the penalty fee and Park District will promptly invoice Property Owner.

**Contact: Sean Lee, Forestry Operations Manager | 701-787-2815 | [slee@gfparks.org](mailto:slee@gfparks.org)**

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Park District Approval Signature \_\_\_\_\_ Date \_\_\_\_\_



## LARGE/MEDIUM SIZED SPECIES LIST

- Alder** | Prairie Horizon (marginally hardy but does grow)
- Buckeye** | Ohio, Autumn Splendor
- Coffeetree** | Kentucky, Espresso Kentucky (marginally hardy but does grow)
- Elm - American** | Prairie Expedition, Princeton, Valley Forge
- Elm - Hybrid/Japanese** | Accolade, Cathedral, Discovery, Triumph
- Hackberry - Common**
- Honeylocust - Thornless** | Northern Acclaim
- Ironwood**
- Linden - American** | American, American Sentry, Boulevard, Frontyard
- Linden - Littleleaf** | Littleleaf, Greenspire, Norlin
- Linden - Mongolian** | Harvest Gold
- Maple - Norway** | Crimson King, Deborah, Emerald Lustre
- Maple - Sugar** | Fall Fiesta, Unity, Commemoration
- Maple - Miyabei** | State Street
- Oak** | Bur, Prairie Stature, Heritage

\_\_\_\_\_ **Alternate with at least 2 different species** (ex. Oak, Maple)

\_\_\_\_\_ **Use different species on front and side(s)**

**Other:** \_\_\_\_\_

## SMALL SIZED SPECIES LIST

- Chokecherry - Amur**
- Crabapple** | Red Splendor, Snowdrift, Spring Snow, Pink Spire
- Hawthorne** | Toba, Snowbird
- Lilac - Japanese Tree** | Japanese, Ivory Silk, Snowdance
- Maple** | Amur, Hot Wings Amur, Tatarian
- Plum** | Princess Kay, Princess Kay Canada Plum
- Redbud** | MN Strain

\_\_\_\_\_ **Alternate with at least 2 different species** (ex. Maple, Plum)

\_\_\_\_\_ **Use different species on front and side(s)**

**Other:** \_\_\_\_\_

## TREE PLANTING SPECIFICATIONS

**THE HOMEOWNER IS RESPONSIBLE FOR HAVING ALL PLANTING LOCATIONS LOCATED FOR UNDERGROUND UTILITIES BEFORE ANY EXCAVATION BEGINS.**

### PLANTING

- Trees **must be** planted at a depth where the first major root (that has a visible root flare) protruding from the trunk is even or slightly above final grade.
- Trees **must be** planted by hand. Use of machinery such as tree spades or backhoes is **NOT** allowed.
- Trees **must be:** Cultivated Nursery stock with a straight trunk and minimum height of 5 feet or per Land Development Code requirements when applicable.
- The planting hole **must be** twice the size of the diameter of the tree's container or root system.
- All large clumps of soil used for backfilling **must be** broken up before filling the planting hole.
- The soil used to backfill the planting hole **must not be compacted** before or after planting. **(Just lightly pack hole enough to remove air pockets)**
- **ALL** burlap, wire, twine, metal baskets and plastic containers must be removed from the tree before planting.

### POST PLANTING

- Trees should have 2 to 4 inches of **organic mulch** over the planting area with a minimum diameter of 36 inches. Mulch must be minimum of **6 inches away** from the tree trunk. **(Organic mulch gives young trees the best chance for survival)**
- A minimum of 2 stakes must be used to support the tree. One stake will be located northwest and a second southeast of the tree. Stakes will be placed outside of the tree's canopy.
- All straps used for staking need to be made of fabric that will not damage the tree.
- Planting supports can't be so tight they restrict ALL sway of tree.

**PLEASE NOTE: Use of landscape rock, concrete edging, and retaining block around the tree is DISCOURAGED. All landscape materials placed around the tree will have to be removed (by Homeowner) before the GF Park District will replace a dead tree or grind a stump from a removed tree location.**





# CUL-DE-SAC PLANTING ASSISTANCE PROGRAM

1060 47th Avenue South | PO Box 12429 | Grand Forks, ND 58201-2429 | 701.746.2750 | [gfparks.org](http://gfparks.org)

## CUL-DE-SAC PLANTING ASSISTANCE PROGRAM

The Forestry Department in the past has been asked to plant trees, shrubs, and plantings along with landscaping in the green space of cul-de-sacs in the City of Grand Forks. This program was created to assist property owners with installing a new landscape or restoring an existing landscape in the green space of cul-de-sacs.

### THE FOLLOWING CONDITIONS MUST BE MET TO QUALIFY FOR THE CUL-DE-SAC PLANTING ASSISTANCE PROGRAM:

- A resident representative from the cul-de-sac must get signatures from all residents that live in and around the cul-de-sac to apply for a Grand Forks Park District permit to plant on the public right-of-way to install new, restore, or remove existing landscape materials in the cul-de-sac green space.
- Prior to starting the project, a representative from the cul-de-sac must present a new landscaping plan or design to the Grand Forks Park District to be approved. *(The Grand Forks Park District will need a copy of the plan for our records.)*
- The total cost of the new or restoration project must be a minimum of \$500.

### IF THE ABOVE CONDITIONS ARE MET, THE GRAND FORKS PARK DISTRICT WILL ASSIST IN THE CONSTRUCTION OF A NEW OR RESTORATION PROJECT IN THE FOLLOWING MANNER:

- The Park District will remove existing dead or dying trees and shrubs and grind the stumps.
- The Park District will maintain and replace any trees after the tree contractor's warranty expires. (The Park District will **not** maintain or replace shrubs, perennials, annual flowers, landscaping or hardscape materials, or mulching materials.)
- The Park District would make available chipper mulch to be picked up and used for the project.
- The Park District would contribute 50% of the cost of the project with a maximum contribution of \$100 per lot located around the cul-de-sac to the project.
- If property owner(s) hire a contractor, the contractor needs to have a valid ND Contractor License. The Park District would contribute to the project with a payment directly to the contractor after all work has been completed and inspected by the Park District. *(The property owners are responsible for managing the project.)*
- If the property owners around the cul-de-sac wish to install the landscaping materials themselves, the Park District will agree to compensate a single property owner of the cul-de-sac under the following added conditions:
  - A. The property owner that purchases the materials for the project must present receipts for the total cost of the project after the project is completed.
  - B. All property owners must sign the Single Compensation Form (provided by the Park District) approving the compensation to the property owner who submitted the receipts for the project.

ONCE A GRAND FORKS PARK DISTRICT PERMIT IS APPROVED, THE APPROPRIATE CONTRACTOR OR PROPERTY OWNERS MAY COMMENCE WORK ON THE PROJECT AS REQUESTED ON THE PERMIT.

APPROVED BY THE BOARD OF PARK COMMISSIONERS THE 6TH DAY OF APRIL, 2021.





# PESTICIDE TREATMENT PERMIT

1060 47th Avenue South | PO Box 12429 | Grand Forks, ND 58201-2429 | 701.746.2750 | gfparks.org

**Pesticide Treatment Permit:** This permit is intended to be used by a property owner that owns property adjacent to a tree growing in the public right-a-way (public tree) for the purpose of properly applying a pesticide treatment. This permit gives the property owner permission to employ a contractor, who possesses a North Dakota Pesticide Applicator License under N.D.C.C. Chapter 4.1-33 and a North Dakota Contractor License as defined under N.D.C.C. Chapter 43-07, to apply pesticides to a public tree as defined by the pesticide label. Any pesticide application to a tree on the public right-a-way must follow all product uses and restrictions as found in the product label.

### GENERAL INFORMATION

PROPERTY OWNER'S NAME: \_\_\_\_\_  
PROPERTY OWNER'S ADDRESS: \_\_\_\_\_  
PROPERTY OWNER'S PHONE: \_\_\_\_\_ BOULEVARD TREE(S) I #: \_\_\_\_\_  
PURPOSE OF THE PESTICIDE TREATMENT: \_\_\_\_\_

### CONTRACTOR INFORMATION

CONTRACTOR NAME: \_\_\_\_\_  
NORTH DAKOTA PESTICIDE APPLICATOR CERTIFICATE NUMBER: \_\_\_\_\_  
NORTH DAKOTA CONTRACTOR LICENSE NUMBER: \_\_\_\_\_

### PERMIT AGREEMENT

**THE PERSON OR ENTITY TO WHOM THIS PERMIT IS ISSUED** agrees to complete the application according to the terms of this permit and to be personally and directly responsible for all damage, bodily injury, injury, severe bodily injury, including death, to persons or real and personal property arising from, relating to, or associated with, application of the pesticide treatment hereby permitted or authorized by issuance of the Permit, and agrees to indemnify and hold harmless the Park District of the City of Grand Forks and the City of Grand Forks from and against any and all losses, claims, damages, cause of action, administrative proceedings, lawsuits, costs, expenses including attorney fees, arising from, relating to, or associated with, application of the pesticide treatment hereby permitted or authorized by issuance of the Permit. The person or entity to whom this permit is issued, further agrees, to replace and restore all disturbances of parkway, boulevards, or other public grounds, if removed by said person, entity or authorized contractor, under this permit, to the satisfaction of the Park District of the City of Grand Forks and in case said person or entity fails or neglects to do so, the Park District of the City of Grand Forks will have the work of restoration performed and that said person or entity hereby agrees to pay the cost thereof. The property owner as noted above shall employ a licensed Contractor under N.D.C.C. Chapter 43-07 who possesses a North Dakota Pesticide Applicator's License under N.D.C.C. Chapter 4.1-33, to complete the application of pesticide as permitted or authorized by issuance of this permit.

By signing this Permit, the person or entity, applying for this permit represents as follows: i) is age eighteen (18) or older; ii) is authorized and permitted to apply for this permit; iii) is the legal property owner of the property for the property described above herein; and iv) has read the foregoing and hereby agrees to be legally bound to the above terms and conditions.

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### FOR OFFICE USE ONLY

GRAND FORKS PARK DISTRICT PERMIT ISSUED BY (SIGNATURE): \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
PERMIT SHALL BE IN EFFECT FOR A PERIOD FROM: \_\_\_\_\_ TO \_\_\_\_\_  
DATE ISSUED BY GRAND FORKS PARK DISTRICT: \_\_\_\_\_