

Urban & Community Forestry Program

Tree Maintenance & Removal Plan Guidelines for Leafing Out Grants

June 1, 2024



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1. Introduction

The following are guidelines for the development and implementation of a Tree Maintenance & Removal Plan in conjunction with an awarded NJ Forest Service Urban and Community Forestry (NJUCF) program Leafing Out Grant (LOG). All maintenance and removal activities must be based on a community tree inventory. All tree removal and maintenance activities shall confirm to local ordinances and requirements.

All LOG recipients must submit a Tree Maintenance & Removal Plan in accordance with these guidelines and receive NJUCF approval of that plan prior to implementing any actions in the plan. Grantees may use up to \$10,000 of the grant for professional services including the design of the tree maintenance and removal plan. Supervision of the tree maintenance & removal contract and work performed to implement the plan may also be applied to this grant.

2. Tree Maintenance & Removal Plan Components

All Tree Maintenance & Removal Plans must be developed in accordance with the most recent tree care industry standards (e.g., TRAQ Procedure - Tree Risk Assessment Qualification, [ANSI Z60.1 – American Standard of Nursery Stock](#), A300 – Tree Care Standards, Z133 - Arboricultural Safety Standards) and International Society of Arboriculture Best Management Practices or equivalent. *All trees to be removed must have a TRAQ assessment completed by a qualified professional, see section 3 for more detail.

The Tree Maintenance & Removal Plan must have the following components:

I. Project Location Maps

The project location map(s) should clearly represent the project site to scale, delineating boundaries of the grantee’s jurisdiction and the planned maintenance and removal areas. Acceptable formats include but are not limited to:

- A. USGS Quad Map (1:24,000).
- B. Street Map – ensure that street names are clearly indicated.
- C. Municipal tax map.

II. Landscape Plan

All trees to be managed within the Plan should be located as shown on the example supplied (See Appendix A). Additionally, “before” photos should be included to document work. “After” photos will be required to be submitted for documentation of work completed. These photos

should include a comment point of reference to show location. All landscape plans should be detailed enough that someone could find the locations without a guide.

In addition, grantees are required to track this work and submit evidence of work to NJUCF. This should be photographs, documenting the work performed that are geo-referenced with at minimum, the address and ordinal direction from which they were taken. NJUCF staff may request to see this documentation prior to or during an inspection.

A. Work Schedule

Each plan should include a table detailing the address, scientific name, common name (including cultivar name if applicable) Diameter at Breast Height, TRAQ risk rating for each tree species to be maintained or removed, maintenance/pruning activity(ies)* to be performed, and mitigation option/recommendation.

III. Tree Maintenance and Removal Specifications

Tree Pruning

Tree pruning is an essential function of a productive municipal forestry program. Pruning can be administered for various objectives such as:

- **Risk Mitigation:** Reducing risk of tree failure via thinning or removing dead/declining branches
- **Public Safety:** Ensuring proper clearance of roads, signage etc.
- **Tree Health:** Removing diseased branches

Timing of the pruning cuts may differ depending on the objective and species. The pruning objective and timing shall be included in the maintenance plan. All pruning activities must follow the latest industry standards (ANSI Z60.1 and ANSI A300 Part 1)

Tree Removal

Tree removal is prohibited if trees are providing substantial benefits and minimal risk to public safety and urban forest health. Trees will only be removed if they are in a condition that causes more harm than good to the community, as determined by a Tree Risk Assessment qualified professional.

Examples of unacceptable tree removals:

- Invasive species unless they are dead or present a high risk to public safety or urban forest health.
- Large-canopied trees not meeting the risk threshold approved by the Forest Service grant monitor.

Removal of trees is allowed only when one or more of the following conditions are met:

- Removal of the tree increases public safety.

- Removal of the tree benefits the health of the urban forest (for example, the tree has a condition which can negatively affect nearby trees).
- The tree is a dead, standing tree.
- The tree is rated as hazardous, or extreme or high risk of failure. Trees so rated are those documented by a Tree Risk Assessment Qualified professional who clearly documents the only acceptable mitigation option for reducing tree risk to an acceptable level is whole tree removal. The threshold for determining tree removal eligibility must be clearly detailed in your plan.

Tree removal would otherwise improve conditions in the community (must be explained in the plan). Trees removed are replaced at a rate of at least 1:1. A statement acknowledging that any tree removed will be replaced within the municipality must be included in your plan, though this replacement does not need to take place during the grant work period. All tree removal replacements shall also confirm to local ordinances and requirements.

3. Professional Plan Development Requirement

All Tree Maintenance & Removal Plans should be prepared by a TRAQ trained individual with a NJ Certified/Approved Forester, Licensed Tree Expert, Certified Arborist, licensed Landscape Architect, or other professional as appropriate. The professional's qualifications must be included with the plan submission.

As a reminder: All LOG Grant recipients must submit a Tree Maintenance & Removal Plan in accordance with these guidelines and receive NJUCF approval of that plan. Grantees may use up to \$10,000 of the grant for professional services including the design of the tree maintenance and removal plan. Supervision of the tree maintenance & removal contract and work may also be applied to this grant.

4. Tree Maintenance and Removal Inspections

The purpose of NJUCF inspections is to ensure that the implementation of tree maintenance and removal activities are done in accordance with your approved plan, and work is completed as stated. NJUCF will perform inspections as needed to monitor the grantee's compliance with the approved tree maintenance and removal plan.

In addition, grantees are required to track this work and submit evidence of work to NJUCF. This should be photographs, documenting the work performed that are geo-referenced with at minimum, the address and ordinal direction from which they were taken. NJUCF staff may request to see this documentation prior to or during an inspection.

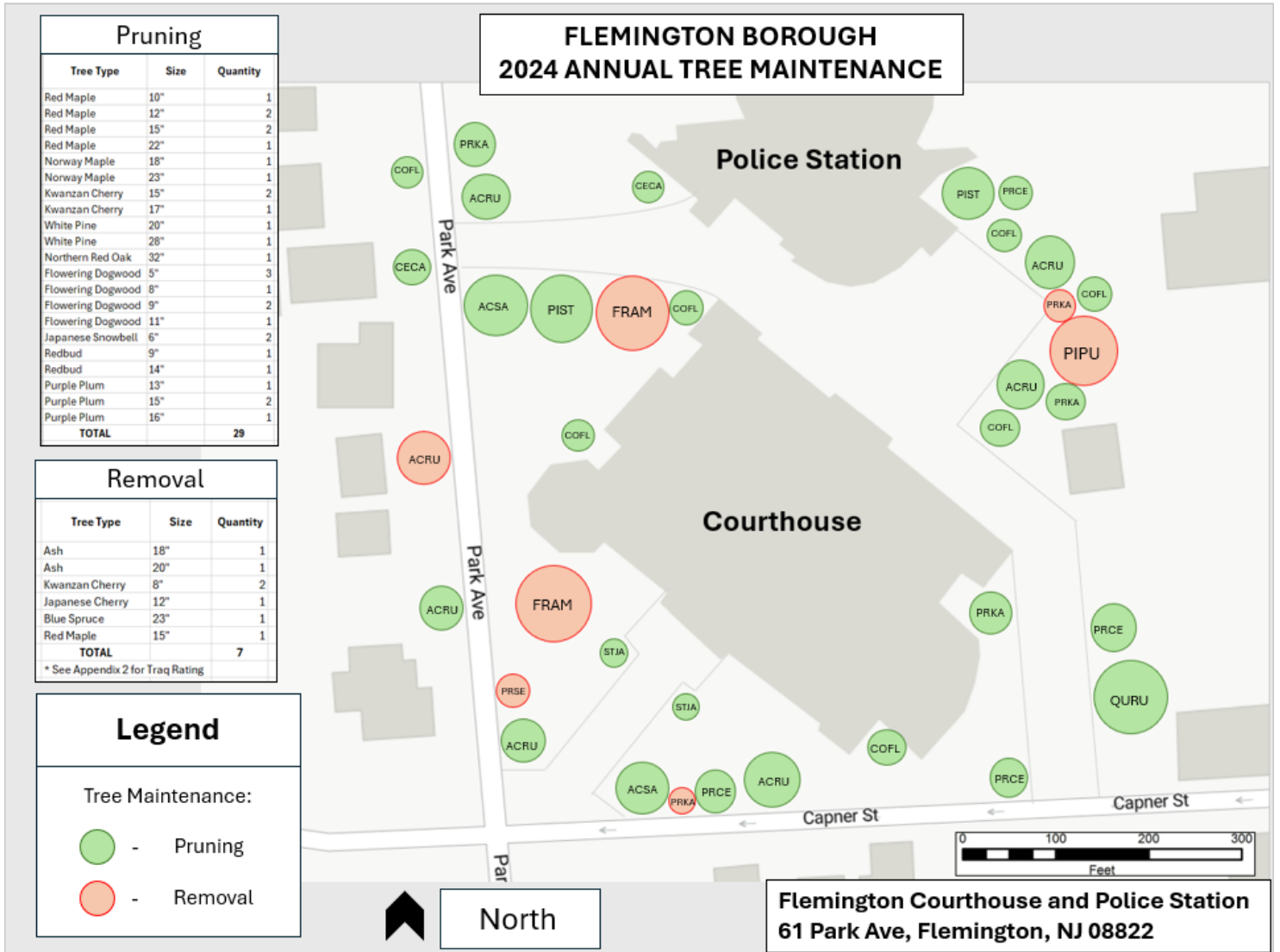
5. Tree Maintenance & Removal Plan Submission Instructions

Tree Maintenance & Removal Plans must be submitted and approved by NJUCF, prior to work beginning, as defined in the RFP. Applicants should submit a complete plan, including all of the elements in Section 2, at least 30 days in advance of work beginning, to allow NJUCF to review and comment. All adjustments to the plan must be authorized by the NJUCF prior to implementation.

An electronic copy of the Tree Maintenance and Removal plan should be submitted to:

Leafingoutgrant@dep.nj.gov

Appendix A – Sample Maintenance Plans



Sample Plan 1: Pruning/Removal Landscape Drawing

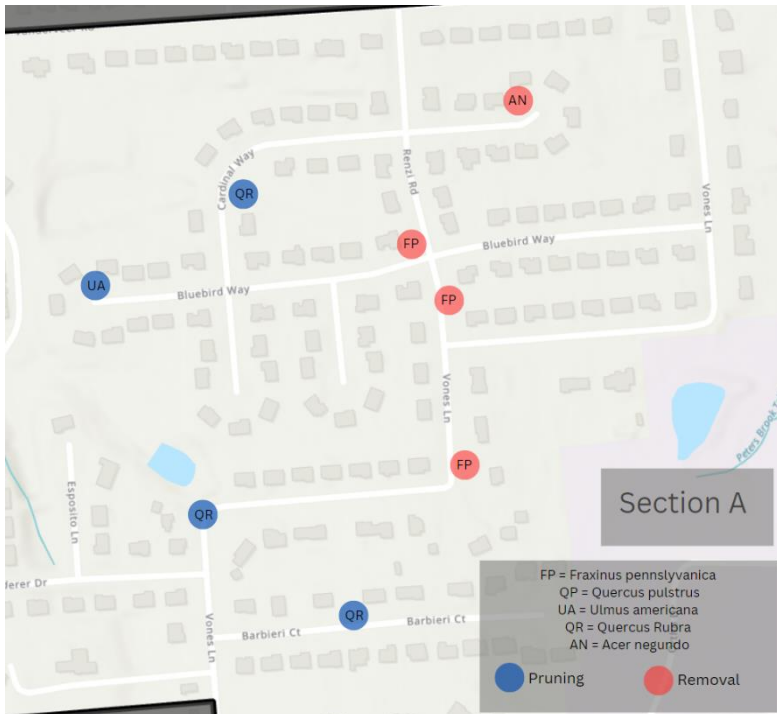
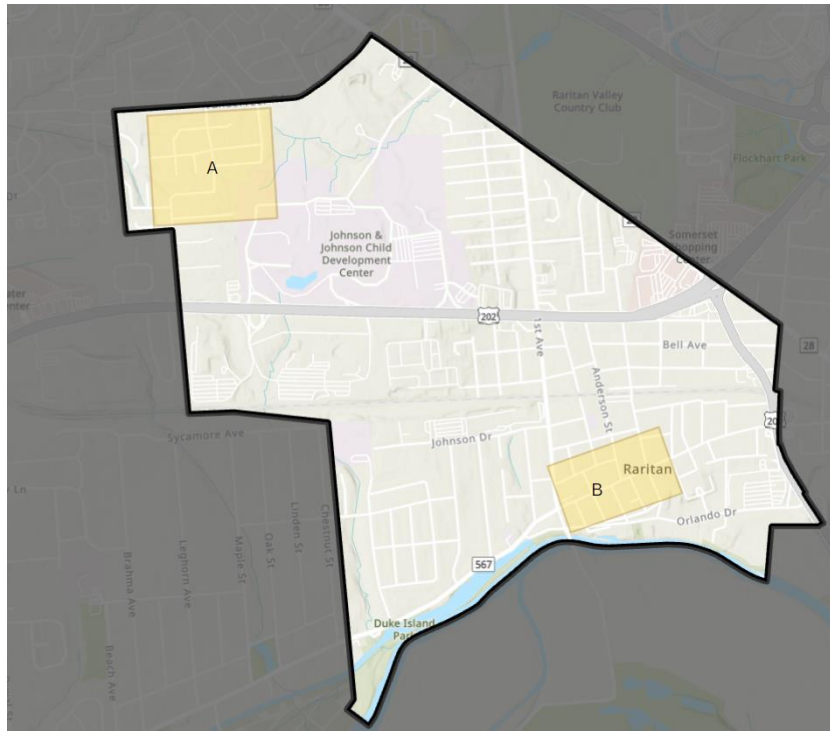
Woodbine: Lincoln Park Planting Plan Example

In Accordance with our NJFS Approved 2020-2024 Community Forest Management Plan



| Common Name | Genus-Species | Longitude | Latitude |
|--------------------|---------------------|-------------|-------------|
| Flowering dogwood | Cornus florida | 74.8075559W | 39.2397072N |
| Cherry plum | Prunus cersifera | 74.8072494W | 39.2400076N |
| Yoshino cherry | Prunus yedoensis | 74.8069333W | 39.2403451N |
| Apple | Malus sp. | 74.8065933W | 39.2407086N |
| Sweet Bay Magnolia | Magnolia virginiana | 74.8066699W | 39.2413465N |
| Flowering dogwood | Cornus florida | 74.8072590W | 39.2416507N |
| Cherry plum | Prunus cersifera | 74.8078145W | 39.2419659N |
| Apple | Malus sp. | 74.8085903W | 39.2419437N |
| Japanese maple | Acer japonica | 74.8088824W | 39.2416061N |
| Sweet Bay Magnolia | Magnolia virginiana | 74.8092174W | 39.2412649N |
| Flowering dogwood | Cornus florida | 74.8095768W | 39.2408718N |

Sample Plan 3: Streetscape Plan Landscape Drawing



Appendix B – Sample Maintenance Schedule

| Section | Address | Species Code | Scientific Name | Common Name | DBH | TRAQ Rating | Maintenance Activity |
|---------|----------------------|--------------|------------------------|------------------|-----|-------------|----------------------|
| A | 30 Cardinal Way | AN | Acer negundo | Boxelder | 16 | High | Removal |
| A | 10 Cardinal Way | QR | Quercus rubra | Northern Red Oak | 23 | Moderate | Prune Dead Branches |
| A | 50 Bluebird Way | UA | Ulmus Americana | American Elm | 19 | Low | Prune Dead Branches |
| A | 16 Renzi Rd | FP | Fraxinus pennsylvanica | Green Ash | 20 | High | Removal |
| A | 23 Renzi Rd | FP | Fraxinus pennsylvanica | Green Ash | 19 | High | Removal |
| A | 50 Vones Ln | FP | Fraxinus pennsylvanica | Green Ash | 24 | High | Removal |
| A | 67 Vones Ln | QR | Quercus rubra | Northern Red Oak | 31 | Moderate | Prune Dead Branches |
| A | 11 Barbieri Ct | QR | Quercus rubra | Northern Red Oak | 40 | Low | Prune Dead Branches |
| B | 14 Church St | FP | Fraxinus pennsylvanica | Green Ash | 26 | High | Removal |
| B | 81 2nd St | FP | Fraxinus pennsylvanica | Green Ash | 23 | High | Removal |
| B | 258 Thompson St | AP | Acer platanoides | Norway Maple | 15 | Moderate | Removal |
| B | 115 West Somerset St | ZS | Zelkova serrata | Japanese Zelkova | 19 | Moderate | Prune Dead Branches |
| B | 120 West Somerset St | ZS | Zelkova serrata | Japanese Zelkova | 22 | Low | Prune Dead Branches |
| B | 129 West Somerset St | ZS | Zelkova serrata | Japanese Zelkova | 18 | Moderate | Prune Dead Branches |
| B | 143 West Somerset St | ZS | Zelkova serrata | Japanese Zelkova | 19 | Low | Prune Dead Branches |
| B | 3 Nevius St | AP | Acer platanoides | Norway Maple | 16 | Low | Prune Dead Branches |

Additional Resources

ANSI A300 (Parts 1-9). Available from the Tree Care Industry Association.
[Link currently unavailable – Standards under revision]

ANSI Z60.1 – American Standard for Nursery Stock. 2014. American Nursery and Landscape Association.
Available electronically at:
[American Nursery Stock Standards - AmericanHort](#)

Do I remove root ball packing materials? What do the experts say? by Michael Kuhns, Extension Forestry Specialist, Utah State University and Brook Lee, Community Forester, Utah Division of Forestry, Fire & State Lands
[Do I Remove Root Ball Packing Materials? | Forestry | Extension | USU](#)

New Jersey Forestry and Wetlands Best Management Practices Manual. New Jersey Forest Service.
http://www.state.nj.us/dep/parksandforests/forest/nj_bmp_manual1995.pdf

New Jersey Tree Foundation
[Nitrees.org](http://nitrees.org)

Urban Tolerant & Utility Friendly Tree List
[Printable Resources – New Jersey Tree Foundation](#)