

**City of Berea**  
**TREE REIMBURSEMENT PROGRAM**

Reimbursements are available to homeowners that are interested in planting a tree (up to a maximum of two trees) in the tree lawn or front yard. Upon approval, applicants are eligible to receive a reimbursement limited to up to half of the cost of purchasing and planting the tree, not to exceed a maximum of \$100.00 per tree. **Tree size for the tree lawn must be a minimum of one and a half (1.5) inches measured at a point six (6) inches above grade level.**

**INSTRUCTIONS:**

1. Complete the application and return it to the Service Director's office, or email [servicedept@cityofberea.org](mailto:servicedept@cityofberea.org).  
Please be sure to mark the ground at the exact spot you wish to plant (must be either in the tree lawn or front yard).
2. Application will be sent to members of the Shade Tree Commission to make an on-site survey to consider the request.
3. Upon receipt of the Commission's recommendation, the Service Department will notify applicant of approval for the planting.
4. Resident is responsible for calling OUPS (8-1-1) before digging, to ensure all utility markings have been made before planting starts.
5. After planting, applicant should notify the Service Department so that a follow up inspection can be made to ensure the planting conforms to City requirements. A copy of the receipt for purchasing tree(s) should also be provided.
6. When final inspection is complete and approved, application will be submitted for reimbursement.

RESIDENT NAME:	
PROPERTY ADDRESS:	
Phone Number:	
Email Address:	

**TREE INFORMATION:**

LOCATION OF TREE TO BE PLANTED (TREE LAWN OR FRONT YARD)	PREFERRED SPECIES OF TREE TO BE PLANTED	ESTIMATED COST OF TREE
		\$
		\$

Applicant understands that this application is not considered complete unless all applicable questions have been answered as required by the City of Berea. Submission of the application does not guarantee approval. Final approval is granted by the Director of Public Works.

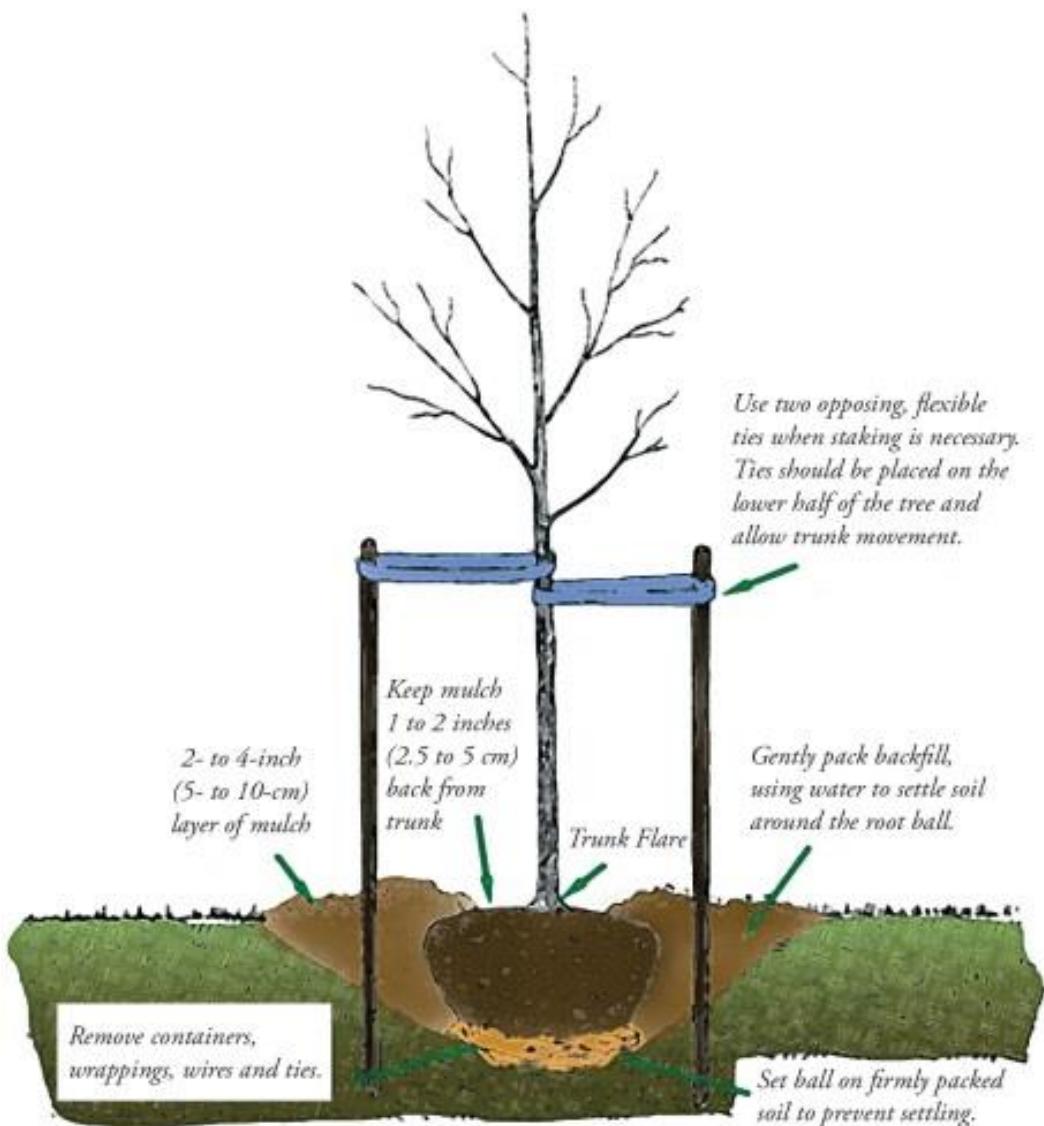
Applicant has read [C.O. Chapter 327](#) and [Ord. 2023-30](#), and agrees that the above tree(s) will be planted in accordance to both Ordinances, if approved.

Applicant also understands it is his or her responsibility to plant the tree(s), and for its maintenance if planted in the front yard.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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## PROPER PLANTING



### Helpful hints:

- There are a number of trees that do not transplant well when dug in the fall. Please see the list of **FALL TREE DIGGING RISKS** on the City website.
- For help selecting a tree to plant, See the City of Cleveland's Tree Selection Guide. [!\[\]\(cf5be311f7b2821912d8009884508fa2\_img.jpg\) Cleveland-Tree-Plan-Appendix-A-Tree-Selection-G...](#)

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**For City Use Only**

Shade Tree Commission Recommendation

Property Address \_\_\_\_\_

**Initial Survey**

**Final Inspection**

Location		Location	
Size		Size	
Species		Species	
Surveyed by/Date		Inspected by/Date	
Comments		Comments	

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Reimbursement Approved by:

\_\_\_\_\_  
Director of Public Works

\_\_\_\_\_  
Date

Total Cost of Tree(s) and Installation (receipts provided)	
Number of Trees Planted	
50% of Total Cost	
Total Reimbursement, 50% or up to \$100 per tree	