

FORESTRY RULES AND REGULATIONS

LICENSED TREE SERVICE PROCEDURES
and
TREE MAINTENANCE STANDARDS AND SPECIFICATIONS

(IN ACCORDANCE WITH CITY CODE §2.3.306)



PARKS, RECREATION & CULTURAL SERVICES
FORESTRY DIVISION

Revised: August, 2006
Approved by Parks and Recreation Advisory Board: October 12, 2006

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PURPOSE

In an effort to foster sound arboricultural practices within the urban forest, these *Forestry Rules and Regulations*, unless otherwise specified, shall apply to all trees and urban forest vegetation within the City on private and public property. The *Forestry Rules and Regulations* supplement the requirements of *the Code of the City of Colorado Springs 2002*, as amended. Authorization in the City Code for these *Rules and Regulations* is cited in parentheses where appropriate. These *Forestry Rules and Regulations* are promulgated in accord *within City Code §2.3.306*.

I. DEFINITIONS

- A. CITY FORESTER'S PERMIT: For any public tree (including right-of-way) a permit form, signed by the City Forester or designee, authorizing pruning, spraying, removal, root pruning, planting, and any other general tree work.
- B. FRONT YARD SETBACK TREES: For purposes of street tree planting, a Front Yard Setback Tree is a tree planted in the area between five (5) and ten (10) feet from an attached sidewalk and eight (8) to ten (10) feet from the curb where there is no sidewalk. A tree planted in the Front Yard Setback is not necessarily in the right-of-way and may be private.
- C. PARK TREES: Trees situated in public parks, cemeteries, golf courses, medians, and all other areas owned by the City to which the public has access.
- D. PARKWAY: A parkway is the area between the sidewalk and curb.
- E. RIGHT-OF-WAY: The area of land designated for streets, sidewalks, and public use. It includes the area between sidewalks and curbs. Where sidewalks are attached to curbs, the right-of-way usually extends a distance into the property. The exact distance varies from street to street.
- F. STREET TREES: Trees situated on the public right-of-way between the curb or edge of road and adjoining property line along public streets, avenues, or ways within the City. This includes trees in the parkway.

II. AREAS OF RESPONSIBILITY

- A. STREET TREES: Generally, street trees are the responsibility of the Parks and Recreation Department to spray, prune, or remove. Watering and fertilizing of street trees is the responsibility of the adjacent property owner.
- B. PRIVATE TREES: Private trees are the responsibility of the landowner.
- C. PARK TREES: Park trees are the responsibility of the Parks and Recreation Department.
- D. FRONT YARD SETBACK TREES: Front Yard Setback trees, which are situated in the public right-of-way, are the responsibility of the Parks and Recreation Department to spray, prune, or remove. Front Yard Setback trees situated on private property are the responsibility of the adjacent property owner. In either situation, watering and fertilization, are the responsibility of the property owner.
- E. HARD SURFACING – STREET TREES IN RIGHTS-OF-WAYS: A permit is required from the City Forester for impervious hard surfacing around trees in the public right-of-way (City Code §4.4.105C). Additionally, a permit is required from City Engineering for all concrete in the right-of-way. No permit is required for pervious materials like pavers, flagstone, or rock mulch.

Hard-Surfacing Specifications (for 4' parkways or greater)

Parkways with trees (cover root zone with mulch)

Parkway Width (feet)	Minimum Opening for Trees (feet)
4	4 x 6
5	5 x 7
6	6 x 8
7	7 x 9
8	8 x 10
9	9 x 11
10	10 x 12

Parkways without trees (leave cut-out for future trees)

Parkway Width (feet)	Minimum Opening for Trees (feet)
4	4 x 6
5	5 x 7
6	6 x 8
7	7 x 9
8	8 x 10
9	9 x 11
10	10 x 12

III. TREE SERVICE LICENSING (City Code §2.3.301 *et. seq.*)

A. LICENSING PROCESS

1. Application and Testing Procedure

- a. Pick up the tree service licensing forms at the City Clerk's Office. A **Tree Service Business License** is required for any individual or business which advertises for and/or engages in the cutting, training, pruning, shaping, or removing of trees fifteen feet (15') or taller for hire. A **Line Clearance License** is required for anyone cutting, training, pruning, shaping or removing trees under or adjacent to electric utility lines pursuant to a contract with Colorado Springs Utilities.
- b. Applicant must complete a tree service business license application obtained from the City Clerk's Office. Evidence of general liability insurance must be furnished prior to paying appropriate fees.
- c. Schedule the written and competency examinations with the City Forester's Office (bring the business license receipt showing proof of payment of application fees).
- d. The owner of the business or employee of the business successfully completing the examinations will be the Licensed Representative of the business.
- e. After passing the written examination, a competency prune and tree identification test are required.

- f. The applicant and the Deputy Licensing Officer will be notified of the City Forester's recommendation.

2. Written Examination and Tree Identification Test

- a. The written examination covers all Forestry Rules and Regulations, appropriate City Ordinances, major insects and diseases of trees, and general information pertaining to tree care.
- b. A passing grade on the exam is seventy-five percent (75%).
- c. A second written examination may be taken by the applicant if the first attempt was unsuccessful.
- d. The applicant must wait six (6) months to retake the exam if a failing grade is received on the first two attempts on the written examination.
- e. A Tree Identification Test will be given after the applicant passes the written examination.

3. Competency Prune

- a. A test tree is selected and shall be of sufficient size and character to test the applicant's pruning skills.
- b. The City Forester or designee must be present when the applicant begins pruning the test tree.
- c. The date and time to prune the test tree will be arranged by mutual agreement between the applicant and the City Forestry Office.
- d. The pruning must adhere to specifications as outlined herein, and includes complete cleanup of the site and disposal of any tree debris.
- e. The test prune must be completed within thirty (30) days after passing the written test.

4. City Forester's Review

- a. The City Forester or designee will review the tree upon completion for technical competence.
- b. Should the City Forester or designee approve the test prune, the applicant will be recommended for license issuance.
- c. Should the City Forester or designee reject the test prune, the applicant may make any corrective pruning necessary after the Forester reviews the reasons for rejection with the applicant.
- d. Should the City Forester or designee reject the corrective pruning of the test tree, the applicant will be asked to prune another tree. The same procedure starting at 3(a) through 4(c) will be followed for the second competency test prune.
- e. Should an applicant fail to satisfy the City Forester or designee on the second test prune, the applicant must wait six (6) months to reapply.

5. City Forester's Approval

The City Forester shall authorize issuance of a tree service business license by the City Clerk's Office after the applicant successfully passes the written and practical exams or furnishes evidence of previous satisfactory experience as the City Forester's professional judgment deems proper. (City Code §2.3.303)

B. RESPONSIBILITIES

1. City Clerk's Office

- a. The Deputy Licensing Officer in the City Clerk's Office verifies and monitors insurance requirements of tree service businesses.
- b. The Deputy Licensing Officer directs each applicant for a tree service business license to the City Forester for review and examination.
- c. The Deputy Licensing Officer issues tree service business licenses, subsequent license renewals, revocation/suspension notices, cease and desist notices and collects all appropriate fees.
- d. The Deputy Licensing Officer is responsible for enforcement of the City Code as set forth in City Code §2.1.201 *et. seq.*

2. City Forester's Office

- a. The City Forester or designee examines each applicant for such license, either orally or in writing, or both, covering the applicants qualifications and competence. A practical demonstration of ability and competence in the tree service business or the furnishing of satisfactory experience is also required before a recommendation for the issuance of a tree service business license is made to the Deputy Licensing Officer.
- b. The City Forester may request the initiation of suspension or revocation proceedings to the Deputy Licensing Officer for violations of the Forestry Rules and Regulations (City Code §2.3.306).
- c. The City Forester may initiate or conduct investigations pertaining to violations of the Forestry Rules and Regulations.

3. Licensee Responsibility

- a. The tree service business shall be responsible for performing all tree work in conformity to the Forestry Rules and Regulations; exceptions must be approved by the City Forester.
- b. The tree service business shall obey any and all applicable Statutes of the State of Colorado and adhere to the Code of the City of Colorado Springs 2001, as amended.
- c. The tree service business must maintain with the City Clerk's Office a current mailing address. Any notice and order, or other related communication, whether delivered by personal service or by certified, registered, or first class mail sent to that address, shall constitute service.

C. CONDUCT OF OPERATIONS FOR TREE PRUNING/REMOVAL

1. Authorization to conduct tree service work in the City neither expresses nor implicitly creates a right to violate any law while in the process of performing tree service work.

2. All work shall be conducted in a manner to cause the least possible interference with, or annoyance to, others.
3. Inadequate or improperly trained personnel shall not be utilized for work on trees beyond the person's known capacity or ability to perform properly or safely.
4. A supervisor shall be present at all times when work is being performed, except the supervisor may be absent for short periods during the day when necessary because of emergencies or other urgent matters.
5. Any injury to persons or damages to any utility, improvement, tree, or structure located upon or underneath any public street or public right-of-way resulting from any permitted work shall be promptly reported to the City Forester and arrangements made to make restitution or repair within a reasonable period of time.
6. Cleanup of branches, logs, or any other debris resulting from any tree operations shall be promptly and properly accomplished. The work area shall be kept safe at all times until the cleanup operation is completed. Under no circumstances shall the accumulation of brush, limbs, logs, or other debris be allowed on a public right-of-way in a manner which results in a hazard to the public.
7. Any use of tools or equipment in an unsafe condition or any application of techniques or methods deemed unsafe to persons or property is prohibited.
8. The use of climbing spurs in the act of pruning trees is prohibited.
9. Tree workers shall not leave the work site if any severed or partially cut limbs remain in the tree.
10. Pedestrian and vehicular traffic shall be allowed to pass through work areas only under conditions of safety and with as little inconvenience and delay as possible.
11. Adequate street and sidewalk barricades, warning devices and personnel shall be placed as specified in the Manual on Uniform Traffic Control Devices which can be reviewed at the City Traffic Engineer's Office.
12. Whenever large tree sections are being cut in a treetop which may endanger persons or property, the sections shall be secured by ropes and lowered safely in a controlled manner.
13. Affixing or installing any metal materials or any other substances foreign to the natural structure of a street or park tree shall be done only after written permission has been secured from the City Forester.
14. Whenever electric or telephone lines, gas lines, water lines, cable lines, or any other improvement, public or private, will be jeopardized by any authorized tree activity, the proper authorities of the utilities involved, or property owner involved shall be consulted prior to performing any tree work activity, and all requested reasonable precautions by any authority or persons shall be complied with.
15. Unless the tree work area is totally barricaded or otherwise kept safe, at least one representative of the licensee shall serve to coordinate safe operations on the ground at all times when permitted work operations are in progress.

16. All street trees shall be removed in a manner so that the remaining stumps will be ground out to at least sixteen inches (16") below the normal ground level, unless special variance is otherwise granted by the City Forester.
17. Stump removals resulting from street tree removals must be promptly filled with clean earth fill not to exceed eight inches (8") in height to allow for settling, properly compacted and free of debris, excepting small wood chips, unless special variance is otherwise granted by the City Forester.
18. Street trees and utility poles, shall not be tied to winch trucks in the process of removing other trees, or otherwise be used for the purpose of securing anchorage or leverage while removing other trees or portions thereof.

IV. TREE MAINTENANCE STANDARDS

(Standards and Specifications for public and private trees as set forth in Chapter 4, Article 4, Parts 1, 2, and 3 of the City Code. References to the enabling authority are provided in parentheses where appropriate.)

A. PLANTING STANDARDS

1. General Requirements: "Rights-of-way"
 - a. Street tree planting in the right-of-way is a privilege allowed by the City to owners of abutting property with the provision that the property owner or owners, thereafter, will be responsible for watering and fertilizing all plantings (City Code §4.4.105A).
 - b. Trees shall be single-stemmed and branched no less than four feet (4') above ground. Ornamental trees with branching less than four feet (4') above the ground may be planted with approval of the City Forester or designee.
 - c. Rights-of-way adjoining private property shall be maintained in an aesthetically pleasing, landscaped condition. Vegetation shall be watered and fertilized to provide optimum growing conditions (City Code §4.4.105A).
 - d. If the adjoining property owner desires hard surfacing of the right-of way, a written permit shall be obtained from the City Forester's Office, Parks and Recreation Department (City Code §4.4.105C).
2. Tree Planting Requirements: "Rights-of-way"
 - a. Approved Street Tree Species: A listing of trees planted in the public right-of-way or with Front Yard Setback City Planting Programs may be obtained from the City Forester's Office.
 - b. Variances for Non-Approved Street Trees: Non-approved street trees may be planted in the right-of-way or Front Yard Setback after site inspection and issuance of a City Forester's Permit. The criteria for a variance shall be as follows:
 1. Adequate space is available for future growth of the tree.
 2. No utility or traffic hazard is or will be created.
 3. Tree selection is in accordance with generally accepted urban forestry practices.

c. Street Tree Spacing:

1. No trees shall be planted in parkways that are less than four feet (4') in width. For detached sidewalk rights-of-way less than eight feet (8'), the tree shall be planted in the center midway between the curb and sidewalk. For detached sidewalk rights-of-way greater than eight feet (8'), the tree may be planted offset from the centerline with approval from the City Forester.
 2. Spacing between large street trees, when designated as such, shall be at least forty feet (40'). Spacing between small trees, when designated as such, shall be approximately thirty feet (30'). Spacing must provide for and conform with the mature growth of the species involved (City Code §4.4.101C). Variances may be granted by the City Forester.
 3. In order to avoid corner visibility obstructions, new trees shall not be planted closer than forty feet (40') from a street corner. On corner lots, no plantings, except trees noted herein, may exceed thirty inches (30") at mature height above the curb across the corner area. The corner area is determined by measuring fifty-five feet (55') from the curb line along each street. The two (2) points are connected by a diagonal line creating a triangle. The triangular space, or "Corner Visibility Triangle", must be kept free of obstructions so traffic visibility is not obscured (City Code §7.4.102G).
 4. Where the sidewalk and curb are one unit (attached), the tree shall be planted in the right-of-way at least five feet (5') from the sidewalk edge adjacent to the property line. Where the sidewalk and curb are attached, street trees planted by Certificate or along public streets where the right-of-way is limited, shall be planted in the Front Yard Setback. Some trees planted in the Front Yard Setback may end up on private property whereas they become private trees. Prior to planting such trees, the property owner must enter into an agreement with the City where all responsibility for the tree is assumed by the property owner and the agreement runs with the land. The tree must not be removed without the permission of the City Forester or designee.
- d. No tree shall be planted closer than five feet (5') to any driveway nor shall it be planted in such a manner that eventual growth cannot be reasonably controlled so as to avert interference with, or obstruction to, any improvements installed for public benefit including, but not limited to, traffic and street signs, fire hydrants, overhead utility wires, street lights, utility poles, or any other public improvements.
- e. Street trees or Front Yard Setback trees must be planted at least twenty feet (20') from existing trees on private property.

3. Planting Specifications: "Rights-of-way"

a. Plant Material.

1. Plant material shall conform to the Rules and Regulations of the Colorado Nursery Act. Plant material shall be of standard quality, true to type, and in all respects be suitable for planting and survival (i.e. hardiness) in Colorado Springs.
2. Plants shall have normal, well-developed tops and vigorous root systems.
3. Plants shall be free of defects, decay, bark/cambium injuries, insects, and diseases.

b. Planting Methods and Techniques

1. Planting pits should be dug no deeper than the depth of the soil ball and be fifty percent (50%) wider to aid in tree establishment.
2. Soil amendments should not exceed thirty percent (30%) by volume, and in most cases are not necessary.
3. Plants should be set with the crown/trunk flare at soil grade.
4. Evergreens in excess of six feet (6') in height or any tree loose in the ground should be staked or guyed securely. Use a method of staking or guying that does not create a safety hazard.
5. Underground electric, telephone, and cable vision lines, as well as gas lines, water lines, irrigation lines, or other improvements, public or private, should be located prior to planting.
6. Plantings should be mulched to a depth of three inches (3") to cover the root system.
7. Watering wells six inches (6") high shall be constructed for plantings in non-irrigated areas to facilitate watering.
8. A four-by-four-foot square (16 square feet) shall be the minimum planting area for trees surrounded by "hard surfacing" (i.e., concrete, asphalt, flagstone, or other impervious substances). In hard surfaced spaces, the larger the opening for planting space, the better. A permit from the City Forester is required for hard surfacing when street trees are present.

c. Tree Handling Standards

1. Plant material should be handled in a manner to prevent the least amount of damage during the planting process.
2. Balled and burlapped trees should always be handled by the soil ball. Under no circumstances should they be dragged, lifted or pulled by the trunk or foliage in a manner that will loosen the soil ball.
3. In cases where the soil ball is loose, the ball shall be re-secured with burlap and twine before transporting to the planting site.
4. Plants in leaf should be covered when transporting so as to prevent desiccation or wind damage. Plants should never be dropped or bounced off a truck or loader to the ground.
5. Root balls should be protected from exposure to sun or drying winds if the trees are not planted in the same day. Bare root plants shall have their root system moistened and covered at all times to prevent desiccation.
6. Tree trunks shall be protected from bruising or scarring in the planting operation.
7. Plants should not be dug in leaf unless the ball is large enough to insure survival.
8. Any twine, rope, flagging, and plant labels shall be removed before planting is completed.
9. At least the top half of wire baskets shall be removed after the plant is placed and centered in the planting pit prior to backfilling.

10. Evergreen trees with excessively bushy growth should have the boughs secured with rope or twine during transport and planting to avoid damage to the foliage and branches. After planting, the rope should be removed.
11. Cleanup of debris, excess soil, wire, and rope resulting from tree planting operations shall be promptly and properly accomplished the same day plants are planted. The work area shall be kept safe at all times until the cleanup operation is completed. Under no circumstances shall the accumulation of debris, excess soil, or wire and rope be allowed on a public right-of-way in such a manner as to result in a hazard to the public.
12. Excavated planting pits that will be left open when work is not in progress or poses an immediate and considerable hazard to the public shall be adequately barricaded with approved warning devices.

B. TREE PRUNING STANDARDS

1. General Requirements

- a. A permit is required to remove, prune, spray, cut roots, or plant any trees in the street right-of-way. Property owners or tree service businesses hired by the property owner, who want to provide street tree maintenance at their own expense must first obtain a permit from the City Forester. Permits are free and are obtained from the City Forester's Office. All tree work must be done by a licensed tree service business (City Code §4.4.101A; City Code §2.3.302).
- b. The City shall provide maintenance (spraying, pruning, and removal) of street trees. Prior to any maintenance, the City shall attempt to notify any contiguous property owner but the City shall not be held liable for failure to give notice (City Code §4.4.105B). The City reserves the right to do pruning, removing, spraying, or otherwise treating any such trees or other plant growth in the right-of-way, as may be deemed necessary in the public interest.
- c. The City shall maintain street tree clearances of eight feet (8') over sidewalks and fourteen feet (14') over road surfaces for trees whose branches may obstruct access for pedestrians and vehicles respectively.

2. Specific Requirements

- a. No tree shall be "topped".
- b. No tree shall be cut back in such a manner that its health or eventual structure will be impaired (i.e. LION TAILING), except in the process of tree removal or emergency relief of an immediate danger to persons or property. Any such emergency procedures must be reported promptly to the City Forester with plans for completion or follow-up work submitted for approval. No more than thirty percent (30%) of the live wood may be removed during pruning.
- c. The cutting of sound, healthy tree limbs in excess of six inches (6") in diameter (outside bark) on street trees is prohibited unless specifically described and written into the City Forester's permit.
- d. When tree-pruning cuts are made to a side limb, the remaining limb should possess a basal diameter of at least one-third (1/3) of the diameter of the pruning cut. Such cuts shall be considered proper only when the remaining limb is vigorous enough to sustain growth and cover the pruning cut in a reasonable amount of time.

- e. All final tree pruning cuts shall be made just outside the branch collar as to favor the earliest possible covering of the pruning cut. Flush cuts shall not be made. The branch collar should not be damaged in any way.
- f. Tree limbs shall be removed and controlled in a manner to cause no damage to other parts of the tree, or to other plants, property, or persons.
- g. All tools used on a tree known to contain an infectious tree disease shall be properly disinfected immediately before and after completing the work on a tree.
- h. It is recommended that maple trees, birch trees, and walnut trees be pruned when in leaf. Elms shall be pruned when dormant so as to prevent bark beetle activity. Crabapples to be pruned during late summer to late winter to prevent the spread of fire blight. Where conditions hazardous to persons or property are involved, trees can be pruned anytime.
- i. All cutting tools and saws used in tree pruning shall be kept adequately sharpened to result in final cuts with a smooth wood surface and secure bark remaining adjacent thereto.
- j. Whenever pruning cuts are to be made while removing limbs too large to hold securely in one hand during the cutting operation, the limbs shall be undercut and removed before making the final cut.
- k. Any cutting of tree roots, other than when in the process of tree removal, shall give due consideration to the future welfare and safety of the tree.

3. Pruning Best Management Practices

- a. Pruning Techniques: All tree work shall be in accordance with latest edition of the ANSI A300 Pruning Standard and ANSI Z 133.1 Safety Standard and Best Management Practices – *Tree Pruning* publication by Ed Gilman and Sharon Lily, Copyright 2002, by the International Society of Arboriculture.
- b. Pruning Objectives – When pruning, know what and how to accomplish your objective.
 - 1. Risk Reduction
 - A. Proper structural pruning to create good structure and branch architecture is foundational;
 - B. Depending on the situation, many different pruning types, like cleaning, thinning, crown reduction, crown raising, or crown restoration can be utilized to manage risk.
 - 2. Clearance Pruning
 - A. Depending on the situation, shortening or removing low branches raises the crown for clearance.
 - B. Plan for the situation in structural pruning (subordinate aggressive low branches) to avoid large cuts that may initiate decay in the tree.
 - C. Remove lower branches when they are small in diameter in relation to the trunk diameter. Don't allow branches to get big in relation to the trunk.
 - 3. Shade and Wind Resistance Reduction
 - A. Depending on the situation, thinning and reduction can increase the sunlight for understory plants.
 - B. The sail effect of trees can be reduced with pruning.

4. Tree Health
 - A. In medium-aged and mature trees, crown cleaning of dead, diseased, and broken branches minimizes decay initiation and reduces risk.
 - B. In young trees, removing crossing, interfering, and dead branches is important.

c. Pruning Types

1. Structural Pruning
 - A. The selective removal of live branches to influence the branching architecture and develop a strong central leader.
 - B. Reduction of side branches for lateral removal to minimize the wound size.
 - C. Growth control of co-dominant stems through reduction cuts.
2. Crown Cleaning
 - A. Removal of dead, diseased, and broken branches.
 - B. Can be done on trees of any age, but typically done on older trees.
3. Thinning
 - A. Selective removal of small live branches, typically at the outside edge of the crown to reduce crown density.
 - B. Thinning results in a crown shape that is more or less the same after thinning and the foliage is evenly distributed throughout the crown.
 - C. Thinning is not to be confused with gutting the inside branches (lion tailing) by excessive branch removal on the lower two-thirds (2/3) of the branch.
 - D. Proper thinning allows for sunlight penetration to the interior of the tree and reduces the sail effect from wind.
 - E. Vigorous water-sprouts production after thinning is a sign of over-thinning or lion tailing.
4. Crown Raising for Clearance
 - A. The selective removal of branches to provide for clearance.
 - B. Structural pruning as a foundational program should reduce the need for large-diameter branch removal that initiates decay.
 - C. Depending on the situation, clearance can sometimes be accomplished by shortening of the branch vs. removal of the branch.
5. Crown Reduction
 - A. The selective removal of branches and stems to decrease the size of the tree.
 - B. Reduction is not to be confused with heading or topping.
 - C. Proper reduction cuts give the tree a natural, unpruned look while accomplishing the objective.
6. Crown Restoration
 - A. To improve the structure, form, or appearance of a tree that had been storm damaged, topped, vandalized, lion tailed, or otherwise damaged.
 - B. The selective removal of branches, sprouts, and stubs to restore the crown.

d. Pruning Cuts

1. Branch Removal Cut
 - A. Identify the collar and make a clean cut as close to the trunk as possible without cutting into the branch bark ridge or branch collar. Do not leave a stub.
 - B. Where no collar is visible, minimize the size of the pruning wound by cutting perpendicular to the top of the branch without leaving a stub.

C. When removing a dead branch or stub, do not cut into live tissue.

2. Reduction Cut

A. Formerly known as “cutting to a lateral” or “drop-crotch” cut.

B. A reduction cut shortens a stem back to a lateral branch.

C. The remaining lateral branch shall be at least one-third (1/3) to one-half (1/2) the diameter of the removed stem and capable of keeping the parent branch alive. If the remaining stems are less than one-third (1/3) size, then the cut is considered a heading cut (i.e. topping).

D. Larger-diameter cuts (greater than three inches (3”)) are likely to initiate decay more than smaller cuts.

3. Heading Cut

A. This is an inter-nodal made between branches, which leaves a stub.

B. Heading cuts made in shade trees are equivalent to topping and are not appropriate on established trees.

4. Requirements for Line Clearance

- a. General Description: Line Clearance Contractors must possess a Line Clearance License as described in City Code §2.3.302. It is unlawful to work under or adjacent to power lines without the Line Clearance License. The line clearance work shall be done in a manner to provide reasonable clearance for Public Utilities Facilities without undue injury to trees that are pruned. All workers shall be competent and experienced in the work described hereunder. The pruning shall preserve the symmetry and appearance of the trees as much as possible. The work shall be done in accordance with all City ordinances and the Forestry Rules and Regulations. All line clearance crews must have a crew leader on the work site at all times, with the exception of breaks, emergency calls, etc.
- b. Line Clearance Certification: All tree workers (excluding apprentices) must have a *Line Clearance Certification Card*, obtainable from the City Forester's Office. An apprentice is defined as, any worker who has passed the written test for certification and is undergoing line clearance tree pruning training under direct supervision of a Certified Utility Arborist.
- c. City Inspectors:
 1. Utilities may appoint inspector (s) as it deems proper to inspect all line clearance work under Public Utility Facilities.
 2. Should any worker object to any order given by the inspector (s), the contractor may make written appeal to Public Utilities as per contract specifications.
- d. Undesirable pruning procedures. There shall be no "topping" of any trees.
- e. Desirable pruning procedures. Drop crotching shall be used to control extended growth affecting line clearance. The general requirements outlined in Section IV-b.-Tree Pruning Standards, shall be applicable unless exceptions are approved in writing by the City Forester. The variations are as follows:
 - i. Natural (Directional Drop Crotch) Prune: This method shall be used to control extended growth, which may endanger overhead utility lines.
 - ii. Side Prune: This method shall be used to control extended growth where the tree is located on either side of power lines.

- iii. Through Prune: This method shall be used to control extended growth where the utility line passes through a tree. This method is only suitable for trees with dense, sound wood like oak, ash, hackberry, honeylocust, etc.

C. PEST CONTROL STANDARDS

1. General Statement. The Colorado Department of Agriculture, Division of Plant Industry, is responsible for Rules and Regulations pertaining to the administration and enforcement of the Pesticide Applicator's Act.
2. Applicators applying chemical products shall follow all federal and state regulations and proper industry practices pertinent to pesticides.

D. TREE PRESERVATION STANDARDS

1. General Requirements
 - a. Any person performing excavations or trenching within twenty feet (20') of a public tree must contact the City Forester's Office forty-eight (48) hours prior to beginning excavation for approval of tree preservation procedures.
 - b. A City Forester's Permit must be obtained prior to any cutting of roots.
 - c. Auguring under the root systems of public trees or other remedies may be required.
2. Tree Preservation Specifications
 - a. Landscape and site plans should reflect all existing trees to be saved or removed. Desirable trees should be protected from construction damage. Any person excavating within twenty feet (20') of a public tree must notify the City Forester's Office forty-eight hours (48) prior to beginning excavation. A permit is required to cut roots.
 - b. Flagging or prominent identification should mark trees to be saved. In traffic areas or places where the bark and cambium may be damaged, snow fence and steel posts should demarcate a safe zone around the tree.
 - c. Avoid compaction, by heavy equipment, of soil in the root zone of trees to be saved.
 - d. Curb cuts should not be closer than five feet (5') from the base of the tree.
 - e. Avoid cutting surface roots wherever possible.
 - f. When roots are cut, a smooth, clean cut should be made. Backfill and water immediately if possible to reduce drying of the roots.
 - g. Where grade changes are required, the same area must be provided either by construction of a dry well where the level is to be raised or by building a retaining wall where the level is to be lowered.
 - h. The use of soil sterilants within the root zone of trees or in areas where leaching of soil sterilants into the root zone of trees may occur, is prohibited.

E. DISEASE AND NUISANCE TREES

1. Diseased, infested, dangerous or nuisance trees that are declared to be a threat or hazard to trees in the City, may constitute a safety hazard to the public health and welfare. If such trees or parts thereof, are found to exist, the owner of the property shall be served with a notice and order by the City Forester to take the necessary remedial action within a specified period of time (City Code §4.4.202A).
2. It shall be unlawful to possess or transport into or within the city all or any part of elm trees infected with either Dutch Elm Disease, (*Ophiostoma ulmi*) or pines infested with Mountain Pine Beetle, (*Dendroctonus ponderosae*) provided, however, that the wood, branches and roots of such trees may be transported to a safe place for burial under a minimum of two feet (2') of earth within ten (10) days following discovery of such infection, or to such sites and under such conditions as are approved by the City Forester for processing and subsequent elimination of the disease hazard (City Code §4.4.202BD).
3. Elm wood trees or parts thereof of the genus *Ulmus* in a dead or dying condition that may serve as a breeding site for the Native elm bark beetle, (*Hylurgopinus rufipes*) Banded elm bark beetle, (*Scolytus schevyrewi*) or the smaller European elm bark beetle, (*Scolytus multistriatus*) are hereby declared to be a threat and hazard to all elm trees in the City. Transportation into or within the City or possession within the City of such trees, or parts thereof, except for immediate burial or processing in a manner approved by the City Forester, shall be unlawful unless the bark has been completely removed.
4. It shall be the duty of the City Forester to order the owner or agent of the owner of any premises in the City whereon are situated any dead trees or overhanging boughs dangerous to life, limb, or property, to remove the same within a reasonable time. In the event the owner or agent of the owner fails to follow the requirements of the notice and order, then it shall be the duty of the City Forester to remove or destroy the trees or boughs or otherwise correct the offending condition at the expense of the owner of the affected property (City Code §4.4.202E).
5. Appeal: Any person aggrieved by any decision or order of the City Forester regarding the condition of trees on private property may appeal said decision or order to the Manager, provided written application therefor is made within five (5) days of service or posting or receipt of such Notice and Order.

F. PRIVATE PROPERTY REQUIREMENTS

1. Trees and shrubs on private property must be maintained so the lowest branch overhanging the street or alley is no less than fourteen feet (14') above the roadway. Sidewalk overhead clearance is eight feet (8'). Additionally, trees on private property must be kept pruned so they do not obstruct illumination of any streetlights or view of traffic signals or signs (City Code §4.4.104).
2. In the corner visibility triangle, no vegetation, except trees branched high enough to permit visibility of traffic, shall exceed thirty inches (30") above the curb at mature height. The corner visibility triangle is formed by measuring fifty-five feet (55') along each of the streets from the point of intersecting curb lines (City Code §7.4.102G; §7.4.405F).
3. The City reserves the right to prune any tree or shrub on private property when it interferes with the safe use of the street or sidewalk or when it interferes with the visibility of any traffic control device or sign. Prior to any pruning, the City shall attempt to notify the contiguous property owner or designee to correct the interference.

V. SIGNIFICANT TREE PROGRAM

A. INTRODUCTION

Colorado Springs has a rich heritage in trees, which can be traced back to the beginnings of our community. In the late 1800's, street tree planting programs were initiated by the City's founder, General William Jackson Palmer. Similar efforts continue today through various community programs.

While all trees in the urban forest improve the City environment, Significant Trees demand particular attention, respect and care. They give special character to the urban forest and provide landmarks around which our community grows. In an effort to recognize and preserve these landmarks, the following Significant Tree policy has been formulated to help perpetuate the heritage begun by General Palmer.

B. APPLICABILITY: The Significant Tree Program policies and procedures shall apply:

1. To trees growing on parklands and properties managed by the City of Colorado Springs.
2. For trees growing on private properties and other properties not owned or managed by the City of Colorado Springs.
 - a. The designation of Significant Trees will be encouraged.
 - b. The nomination of trees for Significant Tree designation must be approved by the property owner. If private property changes ownership, a re-designation of the tree will be required.
 - c. The threatened Significant Tree procedures 2 through 7 shall not apply.

C. SIGNIFICANT TREES ARE THOSE THAT ARE:

1. Associated with events that have made a significant contribution to patterns of the City's history; and/or
2. Associated with the lives of people significant in our City's past; and/or
3. Have a particular and strong sentimental value to a neighborhood; and/or
4. Are on the state or national Big Tree Register; and/or
5. Are of botanical, aesthetic, or ecological significance.

D. SIGNIFICANT TREE DESIGNATION

The following minimum standards, plus at least one (1) of the noted criteria, must be met before a tree will be designated.

1. Minimum Standards:
 - a. life expectancy of more than 10 years.
 - b. must have a sound trunk.
 - c. no more than thirty percent (30%) deadwood should be present.
 - d. no more than minor insect/disease problem.

2. Criteria:

- a. size (e.g. on national Big Tree Register).
- b. rare (e.g. English elm at Leon Young pavilion).
- c. age (e.g. unusual longevity).
- d. memorial/tribute tree (e.g. living tree memorials).
- e. historic (e.g. the 13 colony trees in South Monument Park planted by Daughters of the American Colonists in 1948).
- f. specimen groupings/ecosystems (e.g. the one seed junipers and pinons in the Garden of the Gods).
- g. uniqueness (e.g. the Tree of Life in Acacia Park or a tree which is demonstrated to have a strong sentimental value to a neighborhood).

E. SIGNIFICANT TREE ROSTER--PUBLIC INFORMATION

The City Forester shall maintain a current list of designated trees and shall develop an education program which informs the general public about the Significant Tree Program.

F. SPECIAL CARE AND PROTECTION

Significant Trees growing on parklands and properties owned or managed by the City of Colorado Springs shall receive special care and protection to insure optimum health. Upon the removal of any of these Significant Trees, Department tree replacement policy shall be implemented.

G. DESIGNATION PROCEDURE FOR SIGNIFICANT TREES

1. Anyone may nominate a tree for designation.
2. The Forestry staff will review nominations which will include a field review to determine eligibility according to established criteria.
3. The City Forester will submit nominee(s) to the Director of Parks, Recreation and Cultural Services for formal designation.
4. For trees growing on private property nearby or underneath power lines, the tree may achieve designation if the property owner signs a waiver allowing the public utilities department to trim or remove the tree, if deemed necessary by the Electric Transmission and Distribution Line Clearance Supervisor, without adherence to the threatened Significant Tree procedures.
5. If the tree is designated as a Significant Tree, it will be placed on the Significant Tree Roster, maintained by the City Forester. Thereafter, the tree will be recognized as a prominent landmark in the community. All new designations will be presented and officially announced each year on Arbor Day.

H. THREATENED SIGNIFICANT TREE PROCEDURE

1. When the City Forester determines a Significant Tree on public or private property, threatens the health, safety, or welfare of people and or property, the City must act to safeguard those concerns, but shall act as much as possible to preserve the Significant Trees.
2. Arboricultural practices applied to Significant Trees may include pruning (which may range from minor spot pruning, to moderate pruning), integrated pest management, supplemental fertilization and watering. These practices shall be viewed as routine urban forest maintenance. Heavy pruning and tree removal shall be subject to public review provisions as outlined within the following procedures 3 through 7.

3. Unless the Significant Tree or portions thereof are posing an imminent threat to life, property or to the health of the urban forest as determined by the Director of Parks, Recreation and Cultural Services and appointed designees in which case immediate action to remedy the situation will occur, the proposed removal or heavy pruning shall require public review. Examples of imminent threat would be an elm diagnosed with Dutch Elm Disease or the resulting aftermath of a storm which left major branches hanging in the upper crown of the tree obstructing a designated floodway. Thirty (30) days prior to proposed action, the City shall notify the public of such action. The Notice shall contain a description of the proposed action and a brief statement of why the action is needed. Notification shall also contain an outline for citizen review an appeal of the proposed action. Notification shall be published in the newspaper and also mailed to nearby neighborhood associations and property owners.
4. During the thirty (30) day notice period, the public shall have the opportunity to meet informally with the departmental staff to review the proposed action and/or file a written request to the City Forester for a maximum sixty (60) day stay on the proposed action. Once the City Forester receives the request, a stay not to exceed sixty (60) days could be granted at the discretion of the City Forester.
5. During the stay period, additional study may be conducted by the departmental staff and concerned citizens. The Department shall receive and consider reports from all persons or entities who wish to comment.
6. At the conclusion of the stay period, the City Forester shall present a determination of the course of action.
7. In such cases where disagreement remains between proposed departmental action and citizen concerns, written notice of appeal to the Parks and Recreation Advisory Board may be filed within ten (10) days. Proposed action shall be stayed during the appeal period. The Board shall make appropriate decisions.

Date of Park Board Approval: October 12, 2006



Paul D. Butcher, Director
Parks, Recreation & Cultural Services