



### The Bridgeport Tree Board encourages you to plant Free Trees for Fall trees on the City right-of-way.

- To plant a tree, a free street right-of-way tree permit must be obtained from the Bridgeport City Hall Office, place stake at planting site (within 15.5' from back of curb), call for approval at 308.262.1623.
- The type of tree must be on the City of Bridgeport approved street tree list and be a minimum one inch (1") caliper measured six inches from ground level.
- **Street tree planting locations must be reviewed by the Bridgeport Tree Board and approved by the Bridgeport City Council.**
- If there is not adequate space to plant and accommodate the mature size of a street tree on the city right-of-way, then consideration shall be given to planting on private property. Insufficient space on the city right-of-way and/or private property shall mean that no free street tree shall be planted. This determination shall be made by the Bridgeport Tree Board.
- In order to avoid underground utility conflicts, after we have marked the location for the proposed tree, please call Diggers' Hotline at 1-800-331-5666. They require a 48-hour advance notice.
- If there are overhead wires, plant a tree that will not interfere with them at its mature height.
- Avoid the 30' x 30' visibility triangle at intersections. (Corner lots only.)
- Street tree pruning standards require 14' of clearance on the street side and 7' over the sidewalk; due to this requirement conifers (evergreens) of all species should be avoided.
- Do not stake the tree unless it really needs to be staked and even then leave the ties lightly loose. Remove the staking after the first year.
- Water newly planted trees thoroughly once a week during dry periods.
- Trees less than 5 years old need at least 15 gallons of water at a time.
- It's easy to water your trees: Put your hose under the crown of the tree and run water slowly for 1 hour for every 1 inch of trunk diameter.
- Check the soil moisture an inch below the mulch (addressed below) once a week. If the soil is moist, the tree does not need to be watered.
- Avoid over watering newly planted trees, especially in poorly drained soils, since this can kill the young tree.
- Water in the early part of the day to avoid evaporation.
- **Watering of street right-of-way trees is the responsibility of each property owner.**
- Avoid planting flowers or other competing vegetation under the tree during its establishment period (5 yrs). Also avoid trying to grow turf right up to the tree's trunk.
- Avoid "weed-whipping" and/or scarring the young tree's tender bark with "mower blight". These mistakes kill and put severe stress on a lot of young trees. Mulching can help you to avoid this problem.
- Establish and maintain a 3" to 4" layer of shredded bark or wood chip mulch around your trees.
- Do not heap the mulch around the tree trunk; keep the mulch a few inches away from the trunk of the tree. This will help prevent damage to your tree from excessive moisture and rodent damage.
- As your tree grows older, the mulched area should be maintained and expanded with the tree.
- Mulch is helpful to the tree by holding moisture, reducing weeds, and preventing damage from weed whips and lawn mowers.
- Remove nursery tags and all other items hanging from the tree. As the tree grows, plastic tags, wires, string, etc. can constrict it.
- Avoid the urge to hang a birdhouse, bird feeder, or other items from the tree until after it is established and sturdy enough to support these. A post-mounted house or feeder nearby may be one solution to this problem.
- Periodically check public trees adjacent to your property to help prevent or correct problems.

*If you have questions, feel free to call the City of Bridgeport. Enjoy your tree!*

# APPLICATION FOR PERMIT

To PLANT or REMOVE TREES or SHRUBBERY in or adjacent to PUBLIC RIGHT-OF-WAYS within CITY of BRIDGEPORT



**\* You must contact diggers hotline for utility clearance before we approve the site.**

1. Address of proposed planting or removal: (planting address)

2. Name and address of applicant:

3. Applicant's telephone number:

4. Name and Address of person, firm or corporation who will perform planting or removal, if different from applicant:

5. Type of Work:

Plant  Remove  Tree  Shrub  Right-of-Way  Adjacent to ROW private property

Species or Kind: \_\_\_\_\_

Utilities Checked: Yes  No  Overhead: Yes  No  Underground: Yes  No

6. Are planting location(s) marked or flagged? Yes  No  Note: Property owner must mark the location where the tree(s) will be planted before submitting tree planting application.

7. Watched How to Plant a Container Tree video (at Public Library) Yes  Librarian Initials

**CONSENT OF PROPERTY OWNER:** I/We, \_\_\_\_\_ hereby state that I am/we are the owner(s) of the property located at: \_\_\_\_\_ and that my/our property is adjacent to and abuts the public property in or upon which the above described planting or removal is proposed and I/we hereby give my/our consent to such planting or removal. I acknowledge that all care, including watering, trimming, disease control and removal, is the property owner's responsibility.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Mailing Address

**AGREEMENT OF APPLICATION:** I/We, the applicant(s) above named, hereby agree that if the permit herein requested is granted to me/us, I/we agree to indemnify and hold the City of Bridgeport and its employees free and harmless from and against any loss, costs, charges or other expenses or liabilities of every kind resulting from the work performed under said permit, and shall do said work in conformance with specifications set forth by the City of Bridgeport. It is understood that the City of Bridgeport, or any of its agencies, will not hold harmless or indemnify any respondent for any liability whatsoever.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

**RETURN COMPLETED APPLICATION TO:**

Bridgeport Tree Board,  
809 Main Street, Bridgeport NE 69336  
Telephone: (308) 262-1623

**Tree Board/City of Bridgeport Use Only:**

Approved  Denied  By: \_\_\_\_\_

Reason: \_\_\_\_\_

**NOTE: ALL DESIGNATED TREES SHALL NOT BE LESS THAN ONE (1) INCH IN TRUNK DIAMETER WHEN PLANTED. NO WHIPS SHALL BE PLANTED.**

## Free tree application process:

1. Submit your application request.
2. Call 811 to have your underground utilities marked. Your permit request will not be accepted until after you have called 811.
3. We will process your request and let you know within a week whether you will receive a free tree.
4. A Bridgeport Tree Board Member will stop by to check out the site, mark where a tree can be planted, and make a recommendation for what non-ash tree will thrive in the spot.
5. Watch the following video at Bridgeport Public Library. Librarian will sign off.  
How to Video – **Planting Container Trees** by NE Community Forester, Chrissy Land  
<https://www.facebook.com/watch/?v=536730423878561> (Video is 9.5 minutes in length.)
6. Upon approval of your application, you may pick up your tree at the Prairie Winds Community Center (428 Main Street) by providing your **approved** application to the front desk worker.
7. Plant your tree in the flagged location at your property.
8. Advice on the short-term and long-term care of the new tree is being provided in this packet.

## Is there room in your right-of-way for a free tree?

There must be adequate space in your right-of-way to request a free tree. That space must be:

- 30 feet from outside edge of intersecting curbs for sight triangle (see corresponding photo)
- 35 feet from large shade trees
- 25 feet from ornamental trees
- 20 feet from street lights
- 20 feet from stop signs
- 10 feet from alleys, driveways, and fire hydrants
- 7 feet behind attached sidewalks
- 5 feet from water meters/pits

