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December 2012

Dear Urban Forestry Cooperator:

Please find the enclosed 2012 Mountaineer Treeways Application. This program provides trees at no cost for various community projects. Trees for this program were sponsored by generous donations from Toyota Motors Manufacturing and will be distributed early next April.

All trees must be planted on public property in West Virginia. Volunteers and paid employees of municipalities and other entities may conduct the planting. Matching funds are not required. However, a status report will be required by August 10, 2012. Civic organizations, municipalities, businesses and schools are encouraged to participate.

The application and agreement must be returned by March 16, 2012. Please contact me with any questions at (304) 825-6983. Our staff will be available for technical assistance, species selection advice and to suggest planting sites.

Sincerely,

A handwritten signature in black ink that reads "Robert Hannah".

Robert Hannah
Urban Forestry Coordinator

Enclosures

WEST VIRGINIA DIVISION OF FORESTRY

MOUNTAINEER TREEWAYS

2012 APPLICATION GUIDE



WEST VIRGINIA DIVISION OF FORESTRY

P. O. BOX 40

FARMINGTON, WV 26571

(304) 825-6983/FAX (304)825-6987

I. INTRODUCTION

This guide has been developed to assist volunteers representing civic organizations or businesses and units of local government in applying for the Mountaineer Treeways Program. The program is made possible by donations from Toyota Motor Manufacturing of West Virginia and is administered by the West Virginia Division of Forestry.

Mountaineer Treeways provides tree seedlings at no cost for organizations to plant on public land across West Virginia. All trees must be planted on public property with preference given to projects involving: interstates, rest areas, park & rides, highways, public parks, schools, city streets and other municipal property. Trees will be distributed in early April as weather and nursery conditions permit. The West Virginia Division of Forestry can provide project assistance and instructions for proper planting methods.

II. PROGRAM GOALS

1. To encourage volunteers and municipalities to become more involved with community forestry and tree planting projects.
2. To provide a low cost alternative to other grant programs requiring matching funds.
3. To strengthen and support existing comprehensive tree care programs in larger communities and cities.
4. To encourage the initiation and development of comprehensive tree care programs in smaller communities.

III. GENERAL INFORMATION AND REQUIREMENTS

1. Any government entity, civic organization or local business may apply for this program.
2. All trees must be **planted on public land in West Virginia.**
3. **Volunteers** and **paid employees** may plant the trees.
4. Trees may not be sold or given away for other uses.
5. All successful applicants will be required to submit a complete project report by August 10, 2012.
6. All applicants must obtain prior approval for their planting plans from the public entity owning and/or managing the property.
7. All participants must maintain the project in good condition for at least three years after completion at their expense.
8. Applicants who do not adhere to these requirements will be excluded from future participation in Mountaineer Treeways.

IV. APPLICATION PROCEDURES

The enclosed application must be complete, concise and technically sound. A vicinity map must be included to show the location of the project/plantings. Trees should not be planted directly under utility lines. **Maps must include the location of any overhead utility lines.** Technical assistance is available from the West Virginia Division of Forestry.

Application and signed agreement must be delivered no later than March 16, 2012. A complete application must consist of the following: the application forms, vicinity map(s), and signed agreement. Applications should be delivered to:

West Virginia Division of Forestry
Urban and Community Forestry
P.O. Box 40
Farmington, WV 26571
(304) 825-6983

**** See attached application and Appendix C. ****

V. SPECIES DESCRIPTION

The following species are available this spring: American plum, flowering dogwood, silky dogwood, redbud, sugar maple, red maple, red oak, bur oak, sycamore, river birch, black walnut and red pine. **Only American plum, flowering dogwood, silky dogwood and redbud are suitable for planting near overhead utility lines.** Trees will be delivered bare-root and require immediate planting to prevent drying. **Height of seedlings will vary from 1 foot to 3 feet.**

**** See Appendix A for a detailed species description. ****

VI. QUANTITIES

The maximum number of trees that can be requested by an applicant is 300. Applicants may not request more than 50 trees of a single species. Additionally, it is important to make sure the quantity of trees requested is compatible with the size of the planting site and number of planters available. For street plantings, trees should be spaced between 20 feet and 40 feet apart depending on species. The trees will need to be planted within a very few days of delivery. Please order only the number of trees needed. **Quantities will be regulated and species substituted to meet availability.**

**** Orders must be in multiples of ten for each species. ****

VII. DISTRIBUTION

Trees will be delivered to one of six West Virginia Division of Forestry Offices during the first two weeks of April. Applicants will need to make arrangements to pick up their trees at one of these locations. Applicants will be notified of the pickup date in late March.

**** See Appendix B for Delivery Locations. ****

VIII. MAINTENANCE

The trees will require some care and maintenance during and after the planting process.

1. Store in a cool place until planting and do not allow roots to dry out.
2. Do not plant too deeply. Upper roots should be just under ground surface.
3. Dig hole large enough to accommodate entire root system.
4. Back fill and tamp to avoid air spaces.
5. Water trees immediately after planting and at least once a week for the entire growing season.
6. Prune all dead or damaged limbs back to the next branch fork.
7. Staking may be necessary for some trees. Use a wide cloth strip to secure tree to stake. **Do not use wire or string.** Remove stakes and supports after one growing season.
8. Trees must be protected from mowing and trimming. Trees should be mulched at time of planting and every consecutive year. Plastic, flexible drain pipe can be split and placed around trees for additional protection.

IX. REPORTING

Each participant must submit a report no later than August 10, 2012. This report is only required for one year. Applicants will need to keep records during the planting and maintenance phases to provide accurate information. Incomplete reports are not acceptable. The following information will be required:

1. Number of volunteer tree planters.
2. Number of paid-employees planting trees
3. Number of hours donated by all volunteers.
4. Number of hours invested by all paid-employees.
5. Out-of-pocket expenses: staff time, material purchase, fees, etc.
6. Dollar value of in-kind goods and services: loaned tools, equipment, or vehicles; and professional services.
7. Number of trees received.
8. Number of trees surviving.
9. Exact location of trees.
10. Frequency and type of maintenance provided.
11. Any training received.

**** A reporting form will be sent to each applicant upon arrival of trees. ****

X. AWARD AND EXECUTION

Applications will be evaluated and awarded by the West Virginia Division of Forestry and the West Virginia Urban and Community Forestry Council. Only complete proposals will be evaluated. We will strive to provide trees for all complete and technically sound applications. **However, tree quantities are limited and reductions in requested amounts and substitutions may be necessary.**

Each applicant will be bound by the signed agreement to do as follows: plant only on public property as described in their application; submit a project report by August 10, 2012; and maintain the trees in good condition for at least three years.

**** See Appendix C for Agreement. ****

WEST VIRGINIA DIVISION OF FORESTRY
2012 MOUNTAINEER TREEWAYS APPLICATION

1. GENERAL INFORMATION

a. Name of Organization/Group:

d. Total Membership:

b. Address (Organization/Group):

e. Name of Contact Person(s):

c. Type of Organization (nonprofit, city etc.):

Telephone Number

Email Address

Telephone Number

Email Address

2. SPECIES AND QUANTITY

a. Species

b. Quantity*

American plum

Flowering dogwood

Silky dogwood

Redbud

Sugar maple

Black cherry

Red oak

Chestnut oak

Shagbark hickory	_____
River birch	_____
Black walnut	_____
Red pine	_____
Total	_____

*** Must be in multiples of ten. * Maximum of 50 per species and no more than 300 per application.**

3. DELIVERY

Applicant will be responsible for picking up trees at a designated West Virginia Division of Forestry Office (See Appendix B). Each applicant will be notified of the pickup date.

a. Trees will be picked up at the following Forestry Office from Appendix B:

4. TECHNICAL PROPOSAL

***Attach additional sheets if necessary.**

a. Project Location (Be Specific):

b. Owner of Property:

c. Number of Volunteer Planters:

d. Describe Objectives and Goals:

APPENDIX A

SPECIES DESCRIPTION

AMERICAN PLUM

(Delivery Height 1' to 2')

Height:	15' to 30' (20' at age 30)
Width:	15' to 20' (15" at age 30)
Crown:	ovate to globose
Foliage:	alternate, simple 2" to 4" long, dark green, brilliant yellow in the fall
Flowers:	pure white 1" flowers in sessile umbels with a sweet plum odor
Fruit:	1" plums yellow to red in color ripening in July

This is a common small tree or shrub of the eastern U.S. The fruit is prized by wildlife and commonly used for jelly making. Will require pruning to establish single-stem, tree form but otherwise healthy and vigorous.

FLOWERING DOGWOOD

(Delivery Height 1' to 2')

Height:	20' to 30' (15' at age 30)
Width:	20' to 40' (20" at age 30)
Crown:	broad flat topped crown at maturity
Foliage:	opposite, simple 3" to 6" long, dark green oval leaves becoming red in the fall
Flowers:	four showy white, bracts appearing early spring before the leaves
Fruit:	glossy red drupe in a cluster of 3 to 4 favored by birds

This aristocrat of small flowering trees is common to forests across West Virginia. It displays character and color in all four seasons. Sensitivity to urban stress makes good cultural a must. Anthracnose and borer damage can be severe.

SILKY DOGWOOD

(Delivery Height 1' to 2')

Height:	10' to 15' (10' at age 30)
Width:	10' to 15' (10" at age 30)
Crown:	round, multi-stemmed becoming open with maturity
Foliage:	opposite, simple 2" to 4" long, dark green leaves becoming brown or reddish purple in the fall
Flowers:	yellowish white, upright, flat topped, cymes persisting into June
Fruit:	porcelain blue drupe with white blotches favored by birds

This native shrub occurs along streams and on moist soils throughout the state. Will add color and provide wildlife forage while performing well on shaded, riparian planting sites. No serious insect or disease problems with the exception of occasional scale outbreaks.

REDBUD

(Delivery Height 2')

Height:	25' to 30' (20' at age 30)
Width:	25' to 35' (20' at age 30)
Crown:	broadly ovate that can be trained to a single stem with pruning
Foliage:	3" to 4" heart-shaped, green leaves turning yellow in the fall
Flowers:	reddish to purple buds that open to pink emerging before the leaves in early spring
Fruit:	2" to 3" pods, often abundant

This picturesque small tree is native to West Virginia with ascending branches and abundant bright flowers in the early spring. Can be used as a street tree in areas wide enough for the broad crown. Often develops multiple trunks with included bark which will require routine pruning when tree is young. Subject to Verticillium wilt and cankers.

SUGAR MAPLE**(Delivery Height 2' to 3')**

Height:	60' to 80' (45' at age 30)
Width:	40' to 70' (40' at age 30)
Crown:	ovate, regular ascending branches with medium texture
Foliage:	3" to 5" simple leaves, turning brilliant yellow, orange or red in the fall
Flowers:	yellow-green emerging before the leaves
Fruit:	1" samara

West Virginia's state tree provides attractive shade and fall color second to none. Dense shade and pleasing growth habit makes it an ideal tree for parks and open spaces. Avoid compacted and droughty soils and planting areas less than 6' wide. Its serious limitations are environmental and include: deicing salt, excessive heat, compaction and drought.

BLACK CHERRY**(Delivery Height 1' to 2')**

Height:	50' to 100' (40' at age 30)
Width:	30' to 70' (35' at age 30)
Crown:	pyramidal becoming oval with maturity with medium texture
Foliage:	2" to 5" lance-oblong leaves, yellow to red in the fall
Flowers:	showy white pendulous racemes 4" to 6" long
Fruit:	small red cherries changing to black in late summer

This attractive tree is suitable for parks and large open spaces and provides excellent wildlife forage. It is native and abundant in West Virginia and the fruit can be used to make jelly and wine. It is also a valuable timber tree that grows on a wide range of sites, with the best quality being found in the Allegheny highlands.

RED OAK**(Delivery Height 2' to 3')**

Height:	60' to 80' (40' at age 30)
Width:	45' to 65' (30' at age 30)
Crown:	broadly ovate and somewhat open
Foliage:	5" to 8" dark green leaves, bright red to golden brown in the fall
Flowers:	inconspicuous catkins
Fruit:	3/4" to 1" acorns, heavy crops every 3 to 5 years

A fast growing large tree with a stately appearance. Best suited for parks and large lawns and is often free of any serious disease or insect problems. Provides deep shade and is tolerant of urban stresses.

CHESTNUT OAK**(Delivery Height 1" to 2')**

Height:	60' to 90' (35' at age 30)
Width:	50' to 70' (25' at age 30)
Crown:	oval to pyramidal in youth becoming round and dense with age
Foliage:	4" to 8" dark green leaves, course and wavy rounded teeth, turning from glossy green to yellow-brown in the fall
Flowers:	inconspicuous catkins
Fruit:	1" long, egg shaped acorns turning chocolate brown

This large tree should not be planted near over-head utility lines and is best suited for large open spaces. A native tree to West Virginia that is commonly found growing on rocky, dry ridges and southwest slopes. The thick bark has the highest tannin content of any oak species and was favored as a source on tannin by the leather industry. This impressive tree tolerates urban stresses and a wide range of soils and seldom has serious insect and disease problems.

SHAGBARK HICKORY**(Delivery Height 1' to 3')**

Height:	60' to 100' (50' at age 30)
Width:	40' to 75' (30' at age 30)
Crown:	oblong crown typically with a straight trunk
Foliage:	alternate, compound usually with 5 leaflets 4" to 6" long, yellow-green in summer changing to yellow in autumn
Flowers:	tiny green catkins
Fruit:	nearly round 1" to 2" nut with a thick husk, sweet and highly edible

This large tree is our most common hickory, found in every county in West Virginia. The distinctive, shaggy bark makes this an attractive choice for parks and open spaces. Not recommended for street planting due to large size and large nut drop. The nuts are favored by many wildlife species as well as people for their sweet flavor.

RIVER BIRCH**(Delivery Height 2' to 3')**

Height:	40' to 50' (45' at age 30)
Width:	30' to 35' (30" at age 30)
Crown:	conical becoming ovate with maturity
Foliage:	opposite, simple 2" long, glossy dark green leaves becoming briefly yellow in the fall
Flowers:	2" to 3" catkins
Fruit:	small nutlet

This native tree is typically found growing along streams and rivers. The attractive bark exposes salmon-white inner layers as older bark peels away from the trunk. Does not have a long service life as a street tree but is more resistant to bronze birch borer than white-barked birches.

BLACK WALNUT**(Delivery Height 2')**

Height:	50' to 80' (30' at age 30)
Width:	45' to 75' (25' at age 30)
Crown:	oval to rounded and somewhat open
Foliage:	12" to 24" pinnately compound leaves, dark green and fragrant when crushed, yellow in the fall
Flowers:	male catkins and female flowers on spikes
Fruit:	thick-walled, hard shell, with a sweet oily nut prized by wildlife

This large tree should not be planted on tree lawns less than 8' wide or near over-head utility lines. A native tree to West Virginia with highly valuable wood used for veneer, gun stocks and furniture. Makes an excellent addition to parks or other green spaces while supplying wildlife with a valuable food source.

RED PINE**(Delivery Height 1' to 2')**

Height:	50' to 100' (50' at age 30)
Width:	25' to 50' (25' at age 30)
Crown:	open grown specimens are often short and heavily branched; mature trees are oval with tufted foliage
Foliage:	two bundled needles, 5" to 6" long, densely arrange on branches
Flowers:	monoecious, clustered; staminate red, pistillate reddish
Fruit:	cones are 2" long, 1" to 2" broad and light brown at maturity.

This picturesque and large evergreen is native to the northern U.S. and across Canada. A tolerant species that survives on adverse sites and makes attractive groves and windbreaks. Occasional problems with blight stem rust, scales, webworm and sawfly damage.

APPENDIX B

WEST VIRGINIA DIVISION OF FORESTRY

TREE DELIVERY LOCATIONS

Fairmont

West Virginia Division of Forestry
1106 Railroad Street
Farmington, WV 26571
(304) 825-6983

Romney

West Virginia Division of Forestry
1 Depot Street
Romney, WV 26757
(304) 822-4512

French Creek

West Virginia Division of Forestry
French Creek Game Farm
State Route 20
French Creek, WV 26218
(304) 924-6266

Beckley

West Virginia Division of Forestry
330 Harper Park Drive
Suite J
Beckley, WV 25801
(304) 256-6775

Milton

West Virginia Division of Forestry
878 E. Main Street
Milton, WV 25541
(304) 743-6186

Parkersburg

West Virginia Division of Forestry
2309 Gihon Road
Parkersburg, WV 26101
(304) 420-4515

**** Distribution questions should be directed to Robert Hannah, Urban Forestry Coordinator at (304) 825-6983. ****

APPENDIX C

2012 MOUNTAINEER TREEWAYS TREE PLANTING PROGRAM

AGREEMENT

I agree to all terms and conditions of the Mountaineer Treeways Planting Program. All trees will be planted on public property in West Virginia in accordance with my application. I will submit a complete and accurate performance report to the West Virginia Division of Forestry responsive to all information described in the Mountaineer Treeways Tree Planting Application Guide by August 10, 2012.

Furthermore, I will maintain the trees in good condition for at least three years following the planting and allow inspection by West Virginia Division of Forestry personnel. I also understand that a violation of these terms and conditions will prohibit my organization from future participation in Mountaineer Treeways Tree Planting Program.

Signature of Representative

Date

Organization

Address