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Governor

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**DIVISION OF FORESTRY**  
P.O. Box 40  
Farmington, WV 26571  
(304) 825-6983/FAX (304) 825-6987  
Web Address: [www.wvforestry.com](http://www.wvforestry.com)

December 1, 2016

Dear Urban Forestry Cooperator:

Please find the enclosed 2017 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 7, 2017. Civic organizations, municipalities, businesses and schools are encouraged to participate.

The application and agreement must be returned by March 24, 2017. Please contact me with any questions at [Robert.l.hannah@wv.gov](mailto:Robert.l.hannah@wv.gov) or (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**

**2017 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 7, 2017.
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 24, 2017.** A complete application must consist of the following: the application forms, vicinity map(s), and signed agreement. Applications should be delivered to:

[Robert.l.hannah@wv.gov](mailto:Robert.l.hannah@wv.gov)

or

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, grey dogwood, hawthorn, redbud, sugar maple, red maple, red oak, white oak, sawtooth oak, black walnut, yellow poplar, sycamore, European black alder, and white pine. **Only 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 2 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 the West Virginia Division of Forestry Offices, listed in Appendix B, during late March and early 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 7, 2017. 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 7, 2017; and maintain the trees in good condition for at least three years.

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

**WEST VIRGINIA DIVISION OF FORESTRY**  
**2017 MOUNTAINEER TREEWAYS APPLICATION**

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**1. GENERAL INFORMATION**

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a. Name of Organization/Group:

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d. Total Membership:

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b. Address (Organization/Group):

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e. Name of Contact Person(s):

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

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Telephone Number

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Email Address

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Telephone Number

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Email Address

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**2. SPECIES AND QUANTITY**

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a. Species

b. Quantity\*

Silky dogwood

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Redbud

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Sugar maple

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Red oak

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White oak

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Sawtooth oak

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Black walnut

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Yellow poplar

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Sycamore	_____
White pine	_____
<b>Total</b>	_____

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

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### **3. DELIVERY**

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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:

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### **4. TECHNICAL PROPOSAL**

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**\*Attach additional sheets if necessary.**

a. Project Location (Be Specific):

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b. Owner of Property:

c. Number of Volunteer Planters:

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d. Describe Objectives and Goals:

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e. Describe Project (arrangement; spacing; what properties of the trees will be utilized; etc.)

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**5. VICINITY MAP**

a. Include a vicinity map(s) with sufficient detail to show approximate location of buildings, roads, utility lines, trees and other important features. The proposed plantings should be shown in relationship to these features.

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**6. MAINTENANCE**

a. Describe maintenance to be performed and person(s) responsible:

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**7. IN-KIND CONTRIBUTIONS**

a. Describe the types and amounts of local resources involved (material purchase, loaned tools, loaned equipment and vehicles and professional services):

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**\*\* ATTACH VICINITY MAP AND AGREEMENT TO APPLICATION. \*\***

**APPENDIX A  
SPECIES DESCRIPTION**

**SILKY DOGWOOD**

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

**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

**REDBUD**

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

**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')**

**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.

**RED OAK**

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

**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.

**WHITE OAK****(Delivery Height 2')**

- Height:** 50' to 80' (30' at age 30)  
**Width:** 50' to 80' (30' at age 30)  
**Crown:** pyramidal in youth becoming broadly round with wide branches at maturity  
**Foliage:** 4" to 8" dark green leaves, deeply lobed, fall color varies from brown to a rich red  
**Flowers:** inconspicuous catkins  
**Fruit:** ¾" to 1" long, oblong shaped acorns turning a light chestnut 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 not only common but a valuable source of timber products. It is a long-lived and handsome tree and seldom has serious insect and disease problems. It is susceptible to urban stresses and should not be planted where soil compaction is prevalent.

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

- Height:** 40' to 60' (40' at age 30)  
**Width:** 35' to 55' (45' at age 30)  
**Crown:** broadly conical becoming broadly ovate to globose with age with a medium-course texture  
**Foliage:** 4" to 8" slender leaves with serrations resembling sawteeth and little fall color  
**Flowers:** slender, golden male catkins  
**Fruit:** 1" acorn in often heavy crops favored by wildlife

This medium tree is suited for smaller spaces than most oaks, yet should not be planted under utility lines. It tolerates urban conditions and is relatively free from insect and disease problems. Leaves are clean and seldom present a problem in urban areas. This handsome tree is native to China and Japan and is an attractive addition to parks and open spaces.

**BLACK WALNUT****(Delivery Height 1' to 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.

**YELLOW POPLAR****(Delivery Height 1' to 2')**

- Height:** 70' to 90' (60' at age 30)  
**Width:** 35' to 50' (35' at age 30)  
**Crown:** conical to ovate with medium texture  
**Foliage:** 3" to 8" tulip shaped bright green, turning golden yellow in the fall  
**Flowers:** 2" to 3" bright yellowish green and orange  
**Fruit:** cone like cluster of woody samaras

A magnificent, very large tree in nature and on urban sites where ample space permits. This native tree is common in every county in West Virginia. It is subject to occasional severe aphid infestations that lead to black sooty mold problems. Wood is weak and trees will require routine maintenance to achieve a healthy crown.

**SYCAMORE****(Delivery Height 1' to 2')**

**Height:** 75' to 100' (50' at age 30)  
**Width:** 75' to 110' (50' at age 30)  
**Crown:** wide-spreading crown with a massive trunk  
**Foliage:** alternate, simple, 4" to 9" long leaves, with 3 and sometime 5 lobes  
**Flowers:** inconspicuous, monoecious  
**Fruit:** multiple, globose achenes

This huge tree is common along water ways and moist sites in all of West Virginia. The bark has an impressive mottled appearance ranging from grayish to cream to white with a pleasing winter color. Not recommended for street planting due to large size and constant bark and fruit drop. Excellent for large open spaces near water where clean-up is not required. Major health problem is anthracnose which is rarely fatal in health specimens.

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

**Height:** 50' to 100' (50' at age 30)  
**Width:** 25' to 50' (25' at age 30)  
**Crown:** symmetrically pyramidal in youth becoming more open and very distinctive with maturity  
**Foliage:** five bundled needles, 2" to 4" long, soft and pliable  
**Flowers:** monoecious, staminate clustered and yellow  
**Fruit:** cones are 3" to 7" long, 1 1/2" broad and light brown and resinous

This picturesque and large evergreen is native to the northeastern U.S. and much of Canada. It is without equal among other conifers in terms of appearance and landscape value. The species can be severely impacted by White Pine blister rust and weevils. It is very sensitive to de-icing salt and should be planted away from roads and parking lots.

## APPENDIX B

### WEST VIRGINIA DIVISION OF FORESTRY

#### TREE DELIVERY LOCATIONS

##### **Farmington**

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

##### **Buckhannon**

West Virginia Division of Forestry  
61 5<sup>th</sup> Street, Building 1, Suite 201  
Buckhannon, WV 26218  
(304) 712-5158

##### **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

##### **Elizabeth**

West Virginia Division of Forestry  
25 Schoolview Street  
Elizabeth, WV 26143  
(304) 275-0261

**\*\* Distribution questions should be directed to Robert Hannah, Urban Forestry Coordinator at [Robert.l.hannah@wv.gov](mailto:Robert.l.hannah@wv.gov) or (304) 825-6983. \*\***

**APPENDIX C**

**2017 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 7, 2017.

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**