

## **Planting Public Street Trees in the State Right of Way (ROW): Process**

\*Concept proposals may be submitted at any time. Proposals shall be evaluated on a case-by-case basis. The timeframe to complete the process will vary based on the complexity of the proposal. **The process for planting public street trees in the State ROW follows three (3) steps:**

### ● **PHASE 1: CONCEPT PROPOSAL**

- a. Purpose: Information gathering and interactive communication between VTrans and Applicant. Initial review of project and eligibility. A site visit may be required.
- b. Materials required: **Concept Proposal** for Planting Public Street Trees in the State ROW.
- c. Facilitated by: VTrans Landscape Architect

### ● **PHASE 2: TECHNICAL REVIEW**

- a. Purpose: VTrans will conduct a technical review of the proposal. Any necessary comments and questions will be shared with the Applicant to respond to. A site visit may be required.
- b. Materials required: **Landscaping Plan**. Other information may be requested as needed.
- c. Process: The VTrans Landscape Architect will share the proposal with representatives from: VTrans Permitting Services, VTrans Highway Maintenance District, and others as needed<sup>1</sup>.
- d. Facilitated by: VTrans Landscape Architect

### ● **PHASE 3: 1111 PERMIT**

- a. Purpose: Applicant submits completed Application Package to VTrans. If approved, VTrans issues Section 1111 Permit.
- b. Materials required: **Application Package** (Includes: [Section 1111 Permit Application](#) and Landscaping Plan (updated to address any comments from the technical review)).
- c. Timeframe: Section 1111 permit will be completed within 30 days of receipt of the approved Application Package.
- d. Facilitated by: VTrans Permitting Services

**\*\*Have questions?** Please reach out to the [VTrans Landscape Architect](#)

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<sup>1</sup> Other subject matter experts that may be included in the technical review include: Planning, Traffic Operations/Mobility, Active Transportation, Project Delivery (ROW, Environmental, Design, Highway Safety & Design, Structures), Construction and Materials, Rail, Aviation, FHWA.



**Planting Public Street Trees in the State Right of Way (ROW):  
Concept Proposal**

*\*Please contact the [VTrans Landscape Architect](#) to submit your proposal or if you have any questions*

**Applicant Information:**

Applicant Name(s): \_\_\_\_\_

Town: \_\_\_\_\_ Date: \_\_\_\_\_

Is the applicant a municipality?<sup>1</sup>

Address of proposed planting location(s):

What is the purpose and goal of the project? *(If you know that the proposed tree plantings are in alignment with Town planning documents, please include that here.)*

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<sup>1</sup> See Policy Exclusions on page 3: [Planting Public Street Trees in State Highway Rights of Way Policy](#)

**Policy Questions:**

The [Planting Public Street Trees in State Highway Rights of Way Policy](#) establishes the criteria for planting public street trees in the State ROW. Please review the policy prior to submitting a concept proposal. The questions below relate to this policy:

Are you seeking a conversion of State Highway to Class 1 Town Highway?<sup>2</sup>

Are you seeking to plant trees within the State Highway Right of Way (ROW)?<sup>3</sup>

(1) Is your project located in a [Downtown Development District, Growth Center, New Town Center, or Village Center](#)?<sup>4</sup> If yes, which type?

(2) Does your municipality have an active tree board (or a similar entity such as a Natural Resources Committee or Conservation Committee) with the duty and authority to manage public street trees?<sup>5</sup> If needed, please explain:

(3) Does your municipality have a Tree Warden?

(4) Is your municipality committed to providing maintenance for the trees that are being proposed through an adequate maintenance budget and demonstrated capacity? Please explain:

**\*NOTE:** If the answer to any of questions 1-4 is NO, see Policy Statement B.4 in [Planting Public Street Trees in State Highway Rights of Way Policy](#) for restrictions on tree locations. If all answers to 1-4 are YES, the restrictions (B.4) do not apply.

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<sup>2</sup> See: Policy Statement A in [Planting Public Street Trees in State Highway Rights of Way Policy](#)  
<sup>3</sup> See: Policy Statement B in [Planting Public Street Trees in State Highway Rights of Way Policy](#)  
<sup>4</sup> See: Policy Statement B.3 in [Planting Public Street Trees in State Highway Rights of Way Policy](#)  
<sup>5</sup> See: Policy Statement B.3.a in [Planting Public Street Trees in State Highway Rights of Way Policy](#)

**Design questions:**

Are there overhead and/or underground utilities near your proposed planting locations?

If so, please describe the utilities and your plan for coordinating with utility companies prior to planting trees:

What tree species are proposed? Please include the scientific name, common name, and expected mature height and spread:

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**Concept sketch:**

Please include a concept sketch with your Concept Proposal. A concept sketch shall include:

- An aerial image of the area
- Proposed tree location(s)
- Right-of-Way (ROW) line<sup>6</sup>

**\*\*Have questions?** Please reach out to the [VTrans Landscape Architect](#)

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<sup>6</sup> If unknown, the size of the ROW can be found in the [Vermont Right of Way Spatial Data Hub](#). If no data can be found, fill out the ROW Request Form on the [website](#) to request the ROW size.



## Planting Public Street Trees in the State Right of Way (ROW): Landscaping Plan

### What is a Landscaping Plan?

\*A Landscaping Plan is a visual depiction of the proposed project. This plan can take multiple forms, depending on the scale of the proposal and the capacity of the applicant or municipality. Below are some acceptable examples:

- An aerial image with annotations
- A hand-sketched plan with reference photographs
- A technical, scaled plan
- Have another idea? Reach out to the [VTrans Landscape Architect](#) with questions.

### Required information on a Landscaping Plan:

\*Please include the following information on your Landscaping Plan:

- Proposed tree location(s)
- Distance from center of tree(s) to edge of pavement or curb
- Distance between trees (if applicable)
- Location of above-ground and below-ground utilities
- Distance of the tree(s) to nearby elements (sidewalk edge, buildings, etc.)
- Species name, cultivar, mature height and spread, container size & type, and quantity
- Right-of-Way (ROW) line<sup>1</sup>
- Parcel lines<sup>2</sup>

**\*\*Have questions?** Please reach out to the [VTrans Landscape Architect](#)

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<sup>1</sup> If unknown, the approximate size of the ROW can be found in the [Vermont Right of Way Spatial Data Hub](#). If no data can be found, fill out the ROW Request Form on the [website](#) to request the ROW size.

<sup>2</sup> Approximate location of parcel lines can be found on the [ANR Natural Resources Atlas](#).

**EXAMPLE  
LANDSCAPING PLAN  
FOR 1111 PERMIT  
APPLICATION**  
3/19/2024

**Tree species proposed:**

Sargent Crabapple  
(*Malus sargentii*)

Mature height: 15'  
Mature spread: 12'  
Quantity: 4  
Container: B&B  
Size: 1.5" caliper

Right of Way (ROW) size  
from [Vermont Right of Way  
Spatial Data Hub](#)

Aerial image & parcel  
boundaries from [ANR  
Natural Resources Atlas](#)

Proposed tree  
locations. Trees to be  
planted in lawn, within  
ROW.

Aerial utility lines  
on opposite side  
of road.

Edge of mature  
canopy to be 10'  
from edge of  
building

75'

Center of trees to be  
planted 8' from curb,  
and 3' from edge of  
sidewalk

50'

Approximate ROW  
size = 24.75' from  
centerline

Edge of mature  
canopy to be 75'  
from edge of  
building

50'

Approximate  
parcel lines

Town water and sewer  
lines under sidewalk.  
Tree locations to be  
coordinated with Town.  
Dig Safe will be called  
prior to tree planting.

