



GUIDELINES FOR HAZARD STREET TREE (COST-SHARE) PROGRAM

**Lexington-Fayette Urban County Government
200 East Main Street
Lexington, Kentucky 40507**

**Originally Adopted
October 2003**

**Current Revision Adopted
October 2026**

Introduction

The Lexington-Fayette Urban County Government (LFUCG) has established a Hazard Street Tree Cost-Share and Grant Program for property owners throughout the Urban Service Area (USA) to remove and replace street trees that pose a threat to public safety. This is a voluntary program that provides financial assistance to residential property owners for street tree removal, including stump grinding, and new street tree installation, in accordance with Chapter 17B of the Code of Ordinances. The intent of these guidelines is to establish a fair and objective method to govern the award and use of funds budgeted for the Hazard Street Tree Cost-Share and Grant Program.

Eligible Properties

Only owner-occupied residential properties within the USA or within LFUCG's Urban Areas are eligible to participate in the program. For the purpose of determining eligibility, "Urban Areas" shall have the same meaning as that set forth in Lexington's Kentucky Pollutant Discharge Elimination System (KPDES) Municipal Separate Storm Sewer System (MS4) Permit currently in effect, which is defined as follows and depicted on the attached map:

"Urban Areas" are areas within the LFUCG Urban Service Boundary and the following rural residential areas and concentrated commercial areas outside the Urban Service Boundary: Westmorland Road area, Athens Community, Eastpoint Drive area, Riviera Road area, Donelwal Drive area, Wellesley Heights Way area, Avon/Bluegrass Station Industrial Park area, Blue Sky Industrial Park area, Horse Park/Spindletop area, and Bluegrass Airport.

Program Guidelines

1. This program provides matching monies to reimburse property owners fifty percent (50%) of the total cost of removal of hazardous street trees, stump grinding, and replacement of the street tree(s) being removed, or planting a new tree to replace one that was previously removed. Additional charges, such as maintenance plans, are not eligible for reimbursement. In order to qualify for this program, the cost of the work being done cannot be subsidized by any other federal, state, or LFUCG grant program.
2. Reimbursement amounts are based upon the lower of two (2) estimates.
3. Eligible property owners must have at least one hazardous street tree, stump remaining from a previously removed street tree, or missing street tree as determined by the Urban Forester or their designee, abutting their property. If funds are available, property owners may replace more than one street tree.

4. Participating vendors must submit written documentation to the Urban Forester and agree to adhere to the specifications for tree removal and planting as provided by the Urban Forester. Vendors must provide a one-year guarantee on any replacement tree. The Urban Forester reserves the right to disqualify vendors based upon their prior non-compliance with the specifications of this program.
5. Property owner participation is strictly voluntary and funding is limited to a first-come, first-served basis.
6. Property owners must replant with a tree at least one and three-quarters inches (1¾") in caliper, as required by the program. Property owners may replant a larger caliper tree, but reimbursement will be limited to a maximum of the cost of a two and a half inch (2½") caliper tree.
7. The planting of a replacement tree in a location outside the area of the public right-of-way easement may be allowed, but only with prior approval by the Urban Forester or their designee.
8. Property owners who wish to perform the work themselves must submit two (2) complete sets of estimates from participating vendors. The reimbursement will be based upon the lower of the two (2) estimates.

The Process

1. Any interested property owner should contact the Urban Forestry Program to receive program information and an application. The application packet will be posted on the City's website (www.lexingtonky.gov/street-trees) after the beginning of the fiscal year. The Urban Forestry Program is located in the Division of Environmental Services at 200 East Main Street, Lexington, Kentucky 40507, or by phone at (859) 258-3404.
2. The property owner shall submit the completed application form and copies of two (2) written estimates from the approved vendor list in the application packet, including the scope of work to be completed, from two (2) participating vendors.
3. Work (removal, stump grinding, and/or replacement planting) completed prior to the program opening at the beginning of the fiscal year or prior to the receipt of the Urban Forester's written approval will not be considered for reimbursement.
4. Following receipt of the completed application form and estimates, the Urban Forester or their designee shall inspect the applicant's street tree(s) and shall then approve or deny the application based on the site inspection. If approved, Urban Forester or their designee shall provide the property owner with a written approval to proceed. The written approval shall include a date by which the

work must be completed and a date by which all paperwork, including copies of paid invoices, must be submitted. The property owner can then contact either of the participating vendors from whom they received estimates and arrange to have the work completed; however, reimbursement will be based on the lower of the two (2) estimates. If the property owner fails to complete the work or submit the paperwork by the deadline dates, the funding may be deemed forfeited.

5. The property owner is solely responsible for managing the project, obtaining all necessary approvals and permits, and paying all vendors. The property owner shall not authorize their selected contractor to begin work until they have received written approval to proceed from the Urban Forester.
6. Upon completion of work by the vendor, the property owner shall pay in full for the work, submit a notice of work completed, and a copy of the paid invoice marked PAID by the vendor (or unpaid invoice in the case of an income qualified property owner) to the Urban Forester, who shall then inspect the site for satisfactory performance as outlined in the vendor specifications.
7. Upon approval of the completed work by the Urban Forester, the request for reimbursement shall be processed. Processing of the reimbursement request can take four (4) to six (6) weeks.

Income Eligibility Qualifications for One Hundred Percent Grants

1. Any person having a beneficial interest in benefited property may qualify for the Hazard Street Tree Cost-Share and Grant Program. A qualified property owner who owns and occupies their house and whose household income, according to family size, does not exceed the 80 percent area median income (AMI), as defined by the U.S. Department of Housing and Urban Development (HUD), is eligible to apply for grant funds in an amount equal to one hundred percent (100%) of the reasonable cost of removal, stump grinding, and replacement of their hazardous street tree(s). However, income itself shall be measured by the definition contained in subsection (2) of this section.
2. Income means the total cash receipts to the residential property owner and spouse after taxes from all sources. These sources include money, wages and salaries after any deductions required by law, but not including food or rent in lieu of wages. They include receipts from self-employment or from one's own farm or business after deductions for business or farm expenses. They include regular payments from public assistance, social security, unemployment and workmen's compensation, strike benefits from union funds, veterans benefits, training stipends, alimony and military family allotments or other regular support from an absent family member or someone not living in the household; government employee pensions, private pensions and regular insurance or

annuity payments; and income from dividends, interest, rents, royalties or income from estates and trusts. For eligibility purposes, income does not refer to the following money receipts: any assets drawn down as withdrawals from a bank, sale of property, house or car, tax refunds, gifts, one-time insurance payments or compensation for injury; also to be disregarded is noncash income, such as the bonus value of food and fuel produced and consumed on farms and the imputed value of rent from owner occupied farm or nonfarm housing.

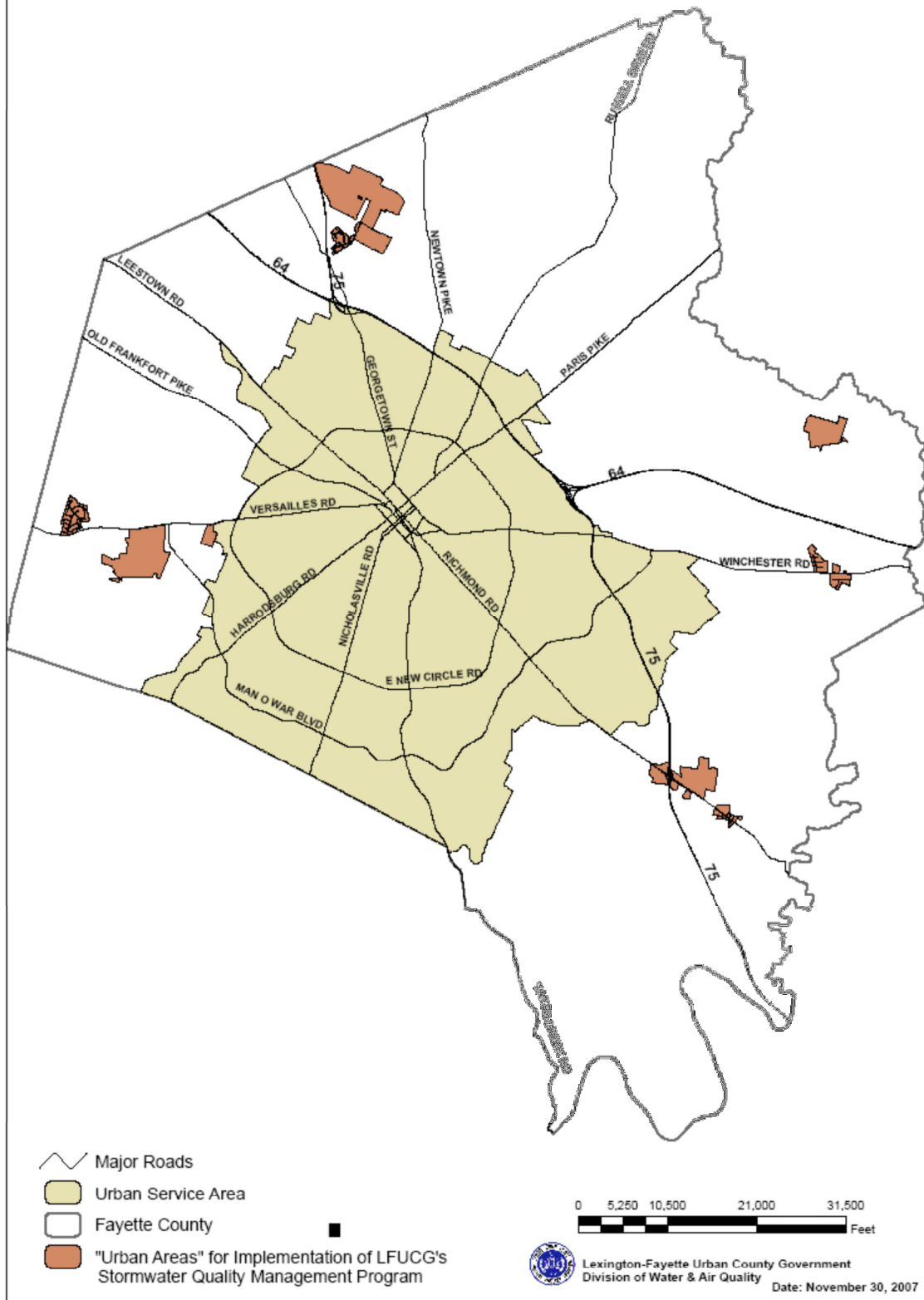
3. Qualified property owners may receive a grant for one hundred percent (100%) of the reasonable cost of removal, stump grinding, and replacement of hazardous street trees. Those who are not income qualified may receive a grant for fifty percent (50%) of the reasonable cost of removal and replacement, and if a grant is awarded, those who are not income qualified may request a Reimbursement Agreement for issuance of a two-party check to avoid an outlay of one hundred percent (100%) of the cost while waiting to receive the fifty percent (50%) reimbursement from LFUCG.
4. At least twenty-five percent (25%) of the funds appropriated for the Hazardous Street Tree Cost-Share and Grant Program shall be made available for grants to qualified property owners with the remainder of the appropriated funds available for cost-share to all other property owners. If the funds for the grants to qualified property owners have not been encumbered by the end of January, that allocation will be made available as cost-share for all other property owners in an effort to exhaust the program's budget allocation by the end of the fiscal year. The commissioners of the departments of environmental quality and public works and housing advocacy and community development shall be responsible for administration of the program consistent with all provisions of these Guidelines.

Program Information

Please see the attached.

Revised: 2026

"Urban Areas" for Implementation of LFUCG's Stormwater Quality Management Program





**Reimbursement Agreement
Hazard Street Tree Cost-Share and Grant Program**

Name _____
Address _____
Lexington, KY 405##

Dear Property Owner:

As per our recent conversations regarding the Hazard Street Tree Cost-Share and Grant Program, this letter is to record our reimbursement agreement for hazardous street tree removal, stump grinding, and replacement of the street tree(s) being removed, associated with the work described in the attached estimate.

1. The Division of Environmental Services agrees to reimburse you fifty percent (50%) for completed work, based on a final invoice, marked as paid in full for the fifty percent (50%) to be covered by you. LFUCG's reimbursement is limited to (\$###) or fifty percent (50%) of the lesser amount shown on the actual invoice. You as the property owner are fully responsible for all contractual obligations with the selected vendor, including full payment for all services rendered. Once the work is completed, LFUCG will conduct a follow up inspection to verify the work.
2. At your request, payment for the fifty percent (50%) agreed to be paid by LFUCG to the vendor will be made as follows: A check payable to you as the property owner and the selected vendor will be issued by LFUCG after completion of the work. You will be required to endorse the check which will then be forwarded to the vendor for payment. This payment arrangement is being made to accommodate your request but you remain responsible for all contractual obligations with the selected vendor, as well as fifty percent (50%) of the total cost of the work, and one hundred percent (100%) of any additional costs, such as on-going maintenance.
3. By its signature below the selected vendor, by its duly authorized representative, acknowledges and accepts the above-referenced payment procedure.
4. Your signature in the space provided below indicates your concurrence with the terms of this agreement. Completion and submittal of a fully executed Application Form – Hazard Street Tree (Cost-Share) Program, including required attachments, is also required to qualify for reimbursement.

Jennifer M. Carey, P.E.
Director – Division of Environmental Services
Date: _____

Property Owner(s)
Date: _____

Vendor's Authorized Representative
Vendor: _____
Date: _____

