

# STREET TREE GRANT APPLICATION

## General Information

The purpose of the grant program is to assist Holly Springs residents and property owners with the replacement of street trees adjacent to their homes or properties. Street tree plantings must be along town maintained public streets.

Contact NC 811 prior to work beginning to locate underground utilities.  
Call 811 or visit <https://nc811.org>

For additional information, please visit our website at  
<https://www.hollyspringsnc.gov/2297/Street-Tree-Grant-Program>



Important Deadlines	
Grant Application Period	August 25, 2025 – October 4, 2025
Wait List Notification Period	October 20, 2025 – October 31, 2025
Work Completed and Inspected	No later than December 1, 2025
Request for Reimbursement	No later than December 31, 2025

## Grant Information

- The maximum grant amount is up to \$650 per street tree. Applications requesting to replace multiple street trees on an individual property may be considered for additional grants and the maximum grant per street tree is up to \$650.
- If the actual costs are less than \$650 per street tree, the maximum grant amount will not exceed the actual cost.
- Grants cannot be applied to street tree maintenance or non-street-tree-related improvements.
- If more grant applications are received than can be funded, applicants will be placed on a waiting list; refer to table above for time schedule.
- Applications will be considered on a first-come, first-served basis. To have an equitable distribution of street tree grant funds, the Town has a duty to equally support all residences and areas within the limits of the Town of Holly Springs. Staff will use discretion upon review of applications received to uphold the Town's vision of distributing funds equitably.
- Trees previously replaced by grant funds are not eligible for additional replacements within a 3-year period from time of planting.

## Grant Eligibility

- The location of work must be within the Holly Springs Corporate Town Limits. Trees must be located in the town Right-of-Way (ROW) or a street tree easement.
- This grant must be used in the ROW or easement to your property.
- Grants may be awarded for the purchase, planting, and mulching of street trees. Tree and stump removal of dead or poor health trees may be funded if the work is being completed in conjunction with street tree replanting.
- Labor costs will only be reimbursed if the planting is completed by a licensed, professional landscape company and included as a line item on the receipt.
- Only complete applications will be considered.



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- Projects must meet eligibility requirements and application guidelines.
- The Town reserves the right to refuse reimbursement for non-eligible expenses.
- A final inspection completed by the Town of Holly Springs.
  - All work must be completed before an inspection can be requested.
  - Inspections must be complete and approved prior to reimbursement.

## Submittal Requirements

All items listed are required for a complete submittal. Incomplete submittals will be rejected and delay the process.

Register for a [Portal](#) account to apply for a permit.

Once you have verified your account, log in and select Construction & UDO Permit -> Apply for a permit. Choose Application Type "Encroachment".

Upload the following items:

- Complete Street Tree Grant Application.
- Detailed and itemized cost estimate of work (line by line format) that includes the tree species and size, mulch, tree or stump removal, and labor (if completed by a professional landscape company).
- Size and species of trees to be planted (min 1 ½" caliper).
- An aerial photo showing the location where the street tree replacement will occur.  
Please show the following measurements on the aerial photo:
  - Spacing of the new street tree to be planted between any other street tree.  
**Guidance:** the spacing of trees should be 30' – 45' for small species and 50' – 65' for large species (street tree replacements located too close to another street tree may not be awarded a grant).
  - Spacing of the new street tree to be planted from streetlights.  
**Guidance:** a street tree should be located at a minimum of 25' from a streetlight. (street tree replacements located too close to streetlights may not be awarded a grant).
  - Spacing of the new street tree to be planted from street intersections.  
**(Guidance:** a street tree should be located a minimum of 50' from a street intersection. Street tree replacements located too close to a street intersection may not be awarded a grant).
- A recent photograph of the existing street tree to be replaced.

For questions about your submittal, please reach out to [dsintake@hollyspringsnc.gov](mailto:dsintake@hollyspringsnc.gov)



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## Grant Award & Reimbursement Information

- Applications will be reviewed for completeness and eligibility. Please note that missing information will delay any review of the application, potentially forfeiting consideration for this year's grant cycle.
- Applications will be reviewed in order that they are received.
- To request reimbursement, the following items are required:
  - A detailed and itemized receipt (line by line format) that includes the tree species and size, mulch, and labor (if completed by a licensed, professional landscape company).
  - A final inspection completed by the Town of Holly Springs
    - All work must be completed before an inspection can be requested.
    - Inspections must be complete and approved prior to reimbursement.

<b>PETITION CONTACT INFORMATION</b> <i>(Attach additional sheets if needed)</i>	
Applicant will need to register for an account on the <a href="#">CityView Portal</a> .	
<b>Project Applicant</b> Check One: <input type="checkbox"/> Owner <input type="checkbox"/> HOA <input type="checkbox"/> Other:	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
<b>REQUIRED: Property Owner(s) if different from Applicant/Contact</b> <i>(Attach additional sheets if needed)</i>	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
REQUIRED: Who will be performing the work? (Landscaper, Volunteers, applicant, neighborhood residents, etc.)	

PROJECT INFORMATION		
Project Location		
HOA	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the HOA been contacted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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## FUNDING REQUEST *(please be specific)*

Cost of proposal:		Amount Requested:	
Description of work to be performed <i>(Attach additional sheets if needed)</i> :			

## CERTIFICATE OF COMPLETION

I understand the limits and requirements of this program and if approved, agree to complete the project according to plan. In addition, I shall indemnify and hold harmless, the Town of Holly Springs from and against any and all claims, actions, causes of action, demands, damages, losses costs, expenses, and compensation of whatsoever kind and nature which may hereafter accrue on account of or in any way growing out of any and all known or unknown, foreseen and unforeseen bodily and personal injuries and property damage and consequences thereof, which might result from an occurrence in connection with this program.

I acknowledge that the proposed work will be an encroachment into the Town of Holly Springs right-of-way. I agree to restore all disturbed areas to the satisfaction of the Town and give notice to the Town before work is initiated.

I agree to call 811 prior to work beginning to locate underground utilities.



Signature of Owner:

Date: