

City of Manchester
 14318 Manchester Rd
 Manchester, MO 63011
 P: (636) 227-1385 ext. 168
 F: (636) 227-5438
 publicworks@manchestermo.gov



**Right-of-Way Tree
 Financial
 Assistance Request
 Application**

Name: _____

Address: _____ Phone: _____

City, State, Zip: _____ Email: _____

I hereby request that the property listed above receives financial assistance from the City in order to remove a right-of-way tree on the property. This assistance may be granted upon application by low-income property owners who occupy their properties and meet established income guidelines (“Extremely Low/ Very Low-Income Limits” set by HUD for St. Louis Metro Area).

- My household status is (circle one): Individual / Married
- Persons in Family/Household: _____
- **TOTAL** household income from Social Security **AND** all other sources: \$_____

YOU MUST PROVIDE PROOF OF ANY AND ALL HOUSEHOLD INCOME.

I hereby certify that the information given above is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Complete this form, **PROVIDE PROOF OF INCOME**, and return to:

City of Manchester
 14318 Manchester Rd., Manchester, MO 63011

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

<p>APPLICATION RECEIVED</p> <p>By: _____</p> <p>Date: _____</p> <p><input type="checkbox"/> Proof of Income</p> <p><input type="checkbox"/> Guidelines Met</p> <p>COMMENTS: _____</p>	<p>APPLICATION REVIEW</p> <p>By: _____</p> <p>Date: _____</p> <p><input type="checkbox"/> Assistance Approved</p> <p><input type="checkbox"/> Assistance Not Approved</p>
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In the City of Manchester, any tree or other vegetation planted within the public right-of-way of a City street is the responsibility of the adjoining property owner to maintain. This includes the removal of a dead or dying tree. Approval of this application would allow City funds to pay for the removal costs of any species of dead or dying trees within the City's public right-of-way for residential property owners that fall under the category of "very-low", or "extremely-low" income.

The property owner must show proof that they fall into either the "very-low" or "extremely-low" income limits according to the U.S. Census Bureau.

Tree Removal Process:

1. Submit application and proof of income to the City of Manchester.
2. The City will review the application and either approve or deny the request.
3. If approved, the property owner will be required to solicit three (3) bids from qualified tree companies to have their dead/dying tree along with the tree stump removed.
4. The property owner will submit these bids to the City. The City will select the lowest qualifying bid and coordinate tree/stump removal with the tree company and property owner.
5. The City will verify that all work was completed properly after removal.