



City of Waterloo

Private Property Native Planting Permit

Application Guidelines

Private Property Native Planting Permit Process

Any individual, business, or corporation intending to plant native vegetation upon privately owned property shall first have approval from the City of Waterloo before planting. A Private Property Native Planting permit application shall be submitted by the applicant to the Leisure Services Department.

The process involved in obtaining a Private Property Native Planting Permit is as follows:

1) Make a Plan:

- a) Determine the location of planting following City of Waterloo planting requirements:
 - i) *Separation. Native plantings shall be placed in such a manner as to prevent interference with, or obstruction to any improvements, or utilities such as streets, sidewalks, fire hydrants, water valves, or manholes.
 - Five (5) feet from a public street or curb
 - Two (2) feet from a street sign, light or signalpole, hydrant, water valve, or manhole
 - Two (2) feet from sidewalks
 - Two (2) feet from the edge of a residential driveway
 - Five (5) feet from driveways of commercial, industrial or institutional properties

*These are minimum distances subject to approval by the City Engineer
 - ii) Soil and Sunlight Conditions. Proposed location(s) for native plantings is required to have adequate sunlight and soil conditions necessary to promote germination and growth with plant species that are selected.
 - iii) Weather and Season. Seeding or planting work shall be conducted during weather conditions that are conducive to native seed growth.
 - iv) Stabilization of Seeded area. Native Planting areas must be stabilized using mulch or a rolled erosion control product to limit soil loss as soon as seeding or planting work is completed.
- b) Use the suggested seed mix attached, or select and submit a desired seed mix for approval by city staff.
 - i) Suggested seed mix was developed for use in Black Hawk County by the Cedar Valley Monarch Zones (CVMZ) project of the Cedar Valley Arboretum.
 - Parties interested in purchasing CVMZ Pollinator Seed Mix can contact:
jackie@cedarvalleymonarchzones.org, (319) 226-4966
 - ii) For small areas, plants ordered from a nursery may increase likelihood of a successfully established native planting area.
 - iii) To reduce loss from pests and disease, no more than 25% of one species should be planted in any section.
- c) Include a maintenance plan for the proposed native planting area in the space provided on page 5 of this packet. The maintenance plan should be detailed and state specific action that will be taken to keep the native planting area free of weeds, turf grasses, and trees.
- d) Use the site drawing sketch block included in the application on page 4 to show where plantings are to be located and any other adjacent items such as: sidewalks, streets, driveways, traffic signs, mailboxes, street lights, trees, utility boxes, manholes, and neighboring properties.
- e) Place a flag, wood stake, or lathe at the corners of the proposed planting area to be referenced by city staff.

- 2) Submit application:** Completed application can be mailed to the Natural Resources Technician at 1101 Campbell Ave. Waterloo, IA 50701. Application can also be emailed to Jacob.Geller@waterloo-ia.org.
- 3) Approval by the City:** The City will review the permit application and the staked locations at the property to verify compliance with applicable requirements. The applicant requesting the permit will be notified of approval or of any necessary changes needed to the permit by email. The applicant shall not begin work until the application has been approved by city staff.
- 4) Use:** Permittee will not use the native planting area for any purpose other than non-commercial native plantings.
- 5) Maintenance:** It is the duty of the permittee to maintain all native plantings on their property. The native planting area shall be kept free of weeds, volunteer trees, and debris. Burning of native prairie would require a separate approval process through the Fire Department and City Council, and is unlikely to be allowed in residential and urban areas. Below are suggested maintenance actions to maintain native prairie areas. Permittee to provide specific maintenance plan based on species being planted.
- a) Mowing
 - i) First year- Mow to a height of 6" 3-4 times during the growing season to help control fast growing annual weeds.
 - ii) Second year- Mow in mid to late June to a height of 12" to prevent biennial weeds from forming seed
 - iii) Third and subsequent years- Mow as low to the ground as possible in the early spring before growth begins and rake cut material from the native planting area. This mimics a prescribed fire and promotes native plant growth.
 - b) Hand digging and pulling
 - i) If the native planting area is small enough and the applicant is skilled at identifying native plant species and weeds, then weeds and volunteer trees can be dug and pulled from within the native planting area. Care should be taken not to damage root systems of native plants.
- Source: Diboll, Neil "Management of Prairie Meadows"*
- 6) Expiration/Termination:** Permit will expire after a period of 3 years, and renewal will be at the discretion of the city based on an inspection of the native planting area to determine if it is free of weeds and volunteer trees. Private Property Native planting permit may be terminated at any time if the city deems that the native planting area has become a nuisance. Native Planting areas that contain more than 10 percent weeds or other undesirable vegetation, shall be deemed a nuisance, and can be mowed or removed with costs assessed to the property owner, pursuant to Title 7, Chapter 5B of the City Code. The presence of more than 8 volunteer trees shall also constitute a per se nuisance pursuant to Title 7, Chapter 5B of the City Code.
- 7) Existing Areas:** If existing native planting areas are discovered by or reported to the city that have not obtained coverage under a Native Planting Permit, the property owner will have 14 days to submit an application to be covered under a Native Planting Permit. Existing areas will be subject to inspection by the city and will be subject to the same standards and penalties as defined above.



City of Waterloo

Private Property Native Planting Permit

Project Information:

Site Address: _____

Applicant is: ☐ Property Owner ☐ HOA If HOA, Applicant's Title: _____

Applicant _____ E-mail _____

Address _____ Day Phone # _____

Contractor _____ E-mail _____

Address _____ Day Phone # _____

Describe work to be completed: _____

Anticipated seeding or planting date: _____

Seed/planting mix to be used: Suggested CVMZ seed mix ☐ Other seed/plant mix attached or listed ☐

Notice:

1. Installation work must be completed within four months of the permit being approved. Permittee agrees to indemnify, defend and hold harmless the City from and against any and all claims, demands, causes of action, damages, injuries, losses or liabilities whatsoever, including but not limited to attorneys' fees and expenses, whether to themselves or any other person, arising from or in connection with the acts or omissions of Permittee or any invitee of Permittee in any way relating to use of the Property. I agree to adhere to the plans as submitted and approved by City Staff and will provide notification of any change prior to planting. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.
2. Permittee agrees that City may terminate this Agreement and Permittee's rights hereunder at any time upon fourteen (14) days' advance written notice delivered to Permittee at its last-known address. Permittee agrees to waive and hereby does waive any and all demands or claims upon the City for damages to growing native plantings on the Property in the event of such termination. Permittee agrees that its use of the Property is undertaken at the sole risk of Permittee.
3. This Agreement is the entire agreement between the parties and may not be modified except by a written instrument signed by both parties. The rights granted to Permittee hereunder are personal to Permittee and may not be assigned to any other person or entity without the prior written consent of City. This Agreement is binding on the parties and the respective heirs, personal representatives and assigns of each.
4. Subject to the terms and conditions of this Private Property Native Planting Permit, the City of Waterloo, Iowa, hereby grants permission to the person(s) identified below (the "Permittee") to use the following legally described property as a native planting area.

Signature of Applicant _____ Date _____

Printed Name: _____

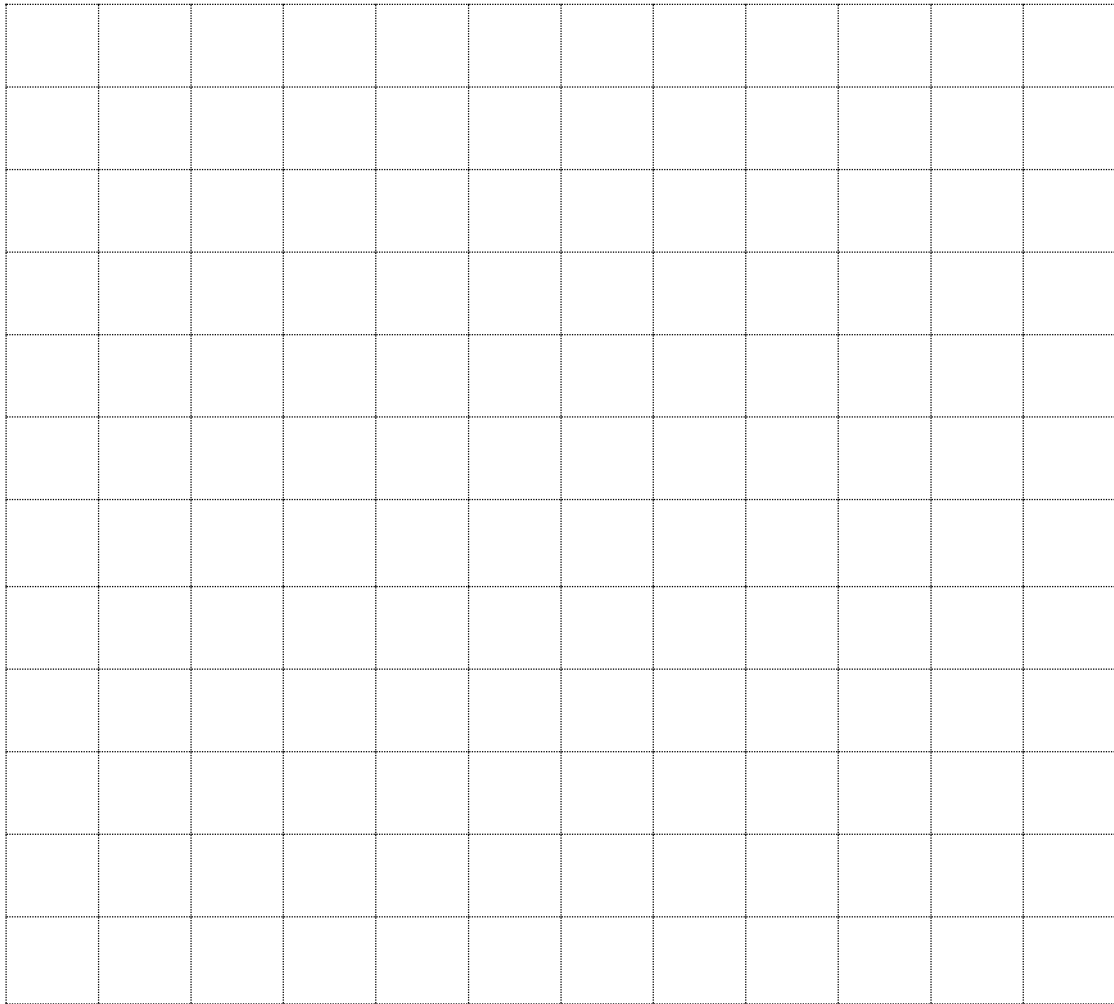
ALLOW A MINIMUM OF FIVE (5) FULL WORKING DAYS FOR PERMIT REVIEW & APPROVAL

Office Use Only	Engineering Dept. Approval _____	Date _____
Date received _____	Leisure Services Approval _____	Date _____

Site Drawing:

Sketch diagram indicating:

- ✓ North arrow
- ✓ Proposed planting location(s) with distance from adjacent items such as:
 - Streets and Sidewalk(s)
 - Home or business and Driveway approach(es)
 - Traffic signs
 - Light/Utility poles
 - Utility boxes
 - Manholes
 - Storm intakes
 - Mailboxes
 - Trees



Proposed Seed/Plant Species

If not using attached CVMZ seed mix, indicate proposed species to be planted, or attach a seed mix or plant information sheet(s)

Species: _____	# of Plantings/ % of Seed Mix: _____
Species: _____	# of Plantings/ % of Seed Mix: _____
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Species: _____	# of Plantings/ % of Seed Mix: _____
Species: _____	# of Plantings/ % of Seed Mix: _____
Species: _____	# of Plantings/ % of Seed Mix: _____
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Species: _____	# of Plantings/ % of Seed Mix: _____
Species: _____	# of Plantings/ % of Seed Mix: _____

Proposed Maintenance Plan

Describe specific maintenance actions that are planned to keep native planting area free of weeds and volunteer trees

Mulch/Ground Cover to be used: _____

Year 1: _____

Year 2: _____

Year 3 and Beyond: _____

CVMZ Pollinator Seed Mix

Common Name	Scientific Name	PLS lbs. per acre
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Grasses/Sedges

Big Bluestem	<i>Andropogon gerardii</i>	0.10
Canada Wild Rye	<i>Elymus canadensis</i>	0.60
Indiangrass	<i>Sorghastrum nutans</i>	0.80
Little Bluestem	<i>Schizachyrium scoparium</i>	1.00
Prairie Dropseed	<i>Sporobolus heterolepis</i>	0.10
Prairie June Grass	<i>Koeleria macrantha</i>	0.10
Rough Dropseed	<i>Sporobolus asper</i>	0.50
Sideoats Grama	<i>Bouteloua curtipendula</i>	1.50
Copper Shouldered Oval Sedge	<i>C. bicknellii</i>	0.04
Plains Oval Sedge	<i>C. brevior</i>	0.04
Field Oval Sedge	<i>C. molesta</i>	0.04

Totals		4.82
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Forbs

Anise Hyssop	<i>Agastache foeniculum</i>	0.05
Black-eyed Susan	<i>Rudbeckia hirta</i>	0.20
Blue Vervain	<i>Verbena hastata</i>	0.06
White wild Indigo	<i>Baptisa alba</i>	0.04
Brown-eyed Susan	<i>Rudbeckia triloba</i>	0.15
Butterfly Milkweed	<i>Asclepias tuberosa</i>	0.20
Canada Milk Vetch	<i>Astragalus canadensis</i>	0.05
Common Evening Primrose	<i>Oenothera biennis</i>	0.03
Common Milkweed	<i>Asclepias syriaca</i>	0.30
Compass Plant	<i>Silphium laciniatum</i>	0.10
Foxglove Beardtongue	<i>Penstemon digitalis</i>	0.02
Golden Alexanders	<i>Zizia aurea</i>	0.15
Great St. John's Wort	<i>Hypericum pyramidatum</i>	0.05
Heath Aster	<i>Symphotrichum ericoides</i>	0.07
Hoary Vervain	<i>Verbena stricta</i>	0.09
Illinois Bundle Flower	<i>Desmanthus illinoensis</i>	0.15
Ironweed	<i>Vernonia fasciculata</i>	0.03
Great Blue Lobelia	<i>Lobelia siphilitica</i>	0.02
New England Aster	<i>Aster novae-angliae</i>	0.07
Ohio Spiderwort	<i>Tradescantia ohiensis</i>	0.07
Ox-eye (Early) Sunflower	<i>Helioopsis helianthoides</i>	0.15
Pale Purple Coneflower	<i>Echinacea pallida</i>	0.20
Partridge Pea	<i>Chamaecrista fasciculata</i>	0.60
Prairie Blazingstar	<i>Liatris pycnostachya</i>	0.18
Purple Coneflower	<i>Echinacea purpurea</i>	0.20
Purple Prairie Clover	<i>Dalea purpurea</i>	0.15
Rattlesnake Master	<i>Eryngium yuccifolium</i>	0.10
Rosin Weed	<i>Silphium integrifolium</i>	0.15
Round-headed Bush Clover	<i>Lespedeza capitata</i>	0.10
Showy Tick Trefoil	<i>Desmodium canadense</i>	0.25
Sky Blue Aster	<i>Symphotrichum oolentangiense</i>	0.07
Snoozeweet	<i>Helenium autumnale</i>	0.05
Stiff Goldenrod	<i>Solidago rigida</i>	0.06
Swamp Milkweed	<i>Asclepias incarnata</i>	0.05
Tickseed	<i>Coreopsis tinctoria</i>	0.05
Western Yarrow	<i>Achillea millefolium</i>	0.03