

Instructions

Tree and Shrub Planting Plan

NE-CPA-15

Instructions for use of NE-CPA-15 (formerly NB-WOOD-1)

- A. PREPARING THE FORM. This is a fillable form, it is important to provide sufficient copies for the operator's and/or owner's conservation plan, record office copy, tree planting crew, and one copy for an order form in Natural Resources Districts making a bulk order of trees.
1. Complete all blanks for name, address, phone number, NRD, county, and legal description to identify the plan. EQIP and CRP numbers should be recorded when applicable.
 2. Write in this space the type of planting being planned: farmstead windbreak, field windbreak, livestock windbreak, living snow fence, replants, Christmas tree, wood crop, wildlife, etc.
 3. Record the soil name or symbol and also the corresponding windbreak suitability group that soil is in. Kinds of trees and shrubs and the application rate of herbicide, if used, is based on this information.
 4. After discussing weed control between tree rows with cooperator, record here the type of implement to be used. Spacing between rows must be compatible with width of this equipment.

Record method control in the row, either mechanical or chemical. If herbicide is to be used, record kind and rate and applied by whom. Kind and rate of herbicide will be according to label and/or Extension Circular "A Guide for Herbicide Use In Nebraska," NU Extension Service (see Section II-D-5., NRCS Technical Guide).
 5. Indicate by check mark the method of planting and by whom. Write in the year to be planted.
 6. Show the width and length of each numbered field and enter the computed acreage. The area used in computing acreages includes the necessary cultivation strips outside the first and last rows of trees or the area excluded by livestock when fenced. For single row plantings, a total width of sixteen feet should be used.
 7. Identify each belt (field) or part of belt by number or letter used in sketch. Rows are always numbered from north or west row. List species for each row. (Use only species suitable for this soil or soils from Section II-F, Nebraska Technical Guide.) showing the spacing in the row, spacing between the rows, and the estimated number of trees needed for each row. At the bottom of the block, summarize the total number of trees needed by species. The actual number of trees planted will be inserted by the crew foreman when the trees are planted by the district, or by the farmer when he plants them himself.
 8. Planned ground preparation should be fully outlined, including dates and type of equipment. Present ground condition (cropland, sod, alfalfa, grass, weeds, stubble, stalks, bare, or other) should always be recorded in this space.
 9. Sketch of planting area should include the location within the section (provided in upper right-hand corner). Sketch should show location in relation to fields, buildings, roads, lanes, and any other important details. If the windbreak boundary will not be staked by NRCS technician, prior to planting, then dimensions of planting sites (length and width) and distances between field belts and distances from roads or buildings should be shown in feet. Sketches do not need to be drawn to scale.

Instructions for use of NE-CPA-15 (cont.)

If the plan calls for belts or parts of belts of different row widths and different compositions, each part should be numbered or lettered. If there is a need for notes to the operator, planting crew, or for the NRCS file, use any space remaining in this block.

Space is provided for signature of technician who planned the planting.

10. Space is provided for certification by crew foreman, NRCS technician, or farmer. Certification can be accomplished by checking appropriate box with the signature of that person. The date planted should be legible as this is the only record of when the planting was made.

For replanting because of losses of previously planted windbreaks, complete blocks 1, 2, 3, 4, 5, and 10 the same as for new plantings. Leave block 6 blank. Block 7 - Unless the number of replants required for each row is known, do not complete the upper portion of this block. List species and quantities needed in the summary block at the bottom. -Leave block 8 blank. Block 9 - In place of sketch, merely write a statement as follows: "Replanting of (year) windbreak," giving year of original planting. Mark location within section.

- B. FILING. After the plantings have been made, a copy will be filed in the conservation plan folder and a copy may be filed alphabetically by operator's name, by year of planting, in either three-ring or Acco binders for ready reference in follow-up checks and in figuring replacement needs. See General Manual 120-408 for disposition.

All forms for replanting will be attached to and filed with the original form covering that planting.

Support References

Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Tree/Shrub Establishment, 612 <http://efotg.nrcs.usda.gov/references/public/NE/NE612.pdf>

Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Tree/Shrub Establishment Design Procedure, 612DP <http://efotg.nrcs.usda.gov/references/public/NE/NE612DP.pdf>

Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Windbreak/Shelterbelt Establishment, 380 <http://efotg.nrcs.usda.gov/references/public/NE/NE380.pdf>

Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Windbreak/Shelterbelt Establishment, 380DP <http://efotg.nrcs.usda.gov/references/public/NE/NE380DP.pdf>

Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard – Tree/Shrub Planting Procedures, 380TPP. <http://efotg.nrcs.usda.gov/references/public/NE/NE380TPP.pdf>

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