



Tree Planting Application

For planting trees on the City Right-of-Way

Applicant's Name _____ Date _____

Tree Address _____ City _____ Zip _____

Mailing Address (if different) _____

Primary Phone _____ Alternate Phone _____ Email _____

By submitting this application, the applicant agrees to the following conditions and requirements:

- All trees growing between the sidewalks and streets are the property of the City of Berkeley.
- All tree planting will be done by City staff.
- All pruning is done by City staff, unless the resident obtains an approved pruning permit from the City's Urban Forestry Unit.
- Resident will water the tree for at least three years following the planting of the tree, according to instructions provided by the City (approximately 20 gallons per week over the dry months). This water is a critical investment in the tree's growth. Watering Schedule:
 - 1st year: 20 gallons once a week from planting until mid-October.*
 - 2nd year: 20 gallons once every two weeks from March until mid-October.*
 - 3rd year: 20 gallons once a month from March until mid-October.*

*During fall and winter months with periods of no rain, follow 2nd year watering procedure. This will help keep soil and soil organisms healthy and encourage tree sustainability. If tree is planted during this time follow 2nd year watering until spring, then go back to 1st year procedure and continue as normal.
- Resident will keep grass and weeds away from the trees, and will not allow use of a string trimmer or mowing device within 12 inches of the tree trunk.
- Resident will keep tree well or planting strip filled to the grade of the sidewalk.

Tree species selection and planting locations

A link to the current list of trees appropriate for the planting site may be emailed to you during the site inspection process and your input is welcome. Urban Forestry staff will make the final determination of the tree species and planting location based on site factors that include, but are not limited to: mature tree size; available growing space; drought tolerance; species diversity and representation; other trees in area; intersections; driveways; signs; lights utility poles; fire hydrants; storm drains; and location of underground and overhead utilities. Planting locations will be marked with (water soluble) white paint. Concrete removal can be included to expand/create a new tree well to best avoid these conflicts.

Planting Schedule

Tree planting primarily occurs from December-May, when the conditions are the best. This helps the tree establish easier and faster. Applications are processed as they are received. Due to a large volume of applications received and/or need to wait out the hot summer months, tree planting can take up to, and sometimes more than one year to complete. Concrete removal may affect scheduling.

If returning this form electronically, 'save as' **Tree Planting Application-Tree Address** and email it to the address below. You may also print it and mail to the address below.