



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 _____

- I want the City staff to plant I can provide water
- I want to plant at my own expense I require City staff to water the tree(s)

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 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. If watering by the resident is not possible, the City forestry crews can coordinate to provide water to a limited amount of trees each year.
- 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

Urban Forestry staff will select the tree species and 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; 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.

As an alternative to City staff planting the tree, applicants may purchase and plant a tree at their own expense. The City will still designate the location and species based on current site conditions and tree planting standards. If you choose this option, we will expedite the initial inspection to determine if the site is viable.

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.