



City of Dallas Urban Reforestation Program 2012/2013 Season

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The City of Dallas encourages the growth of the urban forest by supplying trees and guidance to the citizens of Dallas. Created by ordinance for the mitigation of trees removed for city growth, the Dallas Urban Reforestation Fund provides a resource to purchase new trees that can be planted on public property, from parkways to parks. This is where your group gets involved. In order for projects to qualify for assistance from this program, the project must be sponsored wholly or in part by a planting group; such as community groups or City of Dallas departments. All trees requested through this program must be planted on public property that includes City of Dallas parks, recreation centers, public schools, approved medians, city right-of-ways and parkways.

YOU NEED TO KNOW:

- *Trees from the Reforestation Fund cannot be used to meet tree mitigation or landscape requirements as prescribed by any City of Dallas ordinance.*
- *Ball & burlapped maples are not available until after December 1st (sometimes later).*
- *Availability of a given species is not guaranteed and is subject to change prior to planting season.*
- *A “parkway” is defined as the area between the sidewalk and the back of a curb. Parkway less than 5 feet in width will not allow the planting of large trees, such as, oaks, baldcypress, sycamores, etc...*
- *A “ROW “ (right-of-way) is a city-owned land area and may, or may not, include a sidewalk.*
- *Many tree varieties and cultivars may not be available for purchase through this program. The city arborist has an updated list of available trees.*
- *No trees shall be planted in Parks or at Recreation Centers without permission or irrigation.*
- *Compliance with all City Codes including street visibility requirements.*

Deadline for Submissions is October 1!

DEADLINE

ALL requests for tree plantings are due by October 1st prior to the Fall/Winter planting season (November 1st – March 31st).

A complete proposal must be turned in by **OCTOBER 1** to be eligible to receive trees in Fall or Winter for the planting season. Completed proposals will be placed on a list in the order in which they are received.

The Reforestation Program is available to participants on a first come, first served basis. It is possible that quantity and availability of particular species may not be available at certain times of the planting season. We will try to inform your group early of any availability problems.

PROPOSAL

A planting group must submit a proposal to the city arborist that includes the following:

- Where the trees will be planted, including a drawing or sketch (drawn to scale) with dimensions, [Appendix 1.1 and 1.2](#)
- How many trees and what species will be planted,
- How many participants will be supplied by the group on the delivery/planting day,
- How the trees will be unloaded from the delivery truck if weekday delivery,
- How the trees will be planted and irrigated on the planting day,
- How the group will maintain the trees (mulching, weeding, regular irrigation),
- Include documented clearance from all utility companies for the proposed planting area (above and below ground utilities) if available.

A planting group must address all of the above items in the tree request proposal submitted to the city arborist. Incomplete requests will not be processed.

Planting plans submitted after January 1st will be reviewed on a case by case basis.

SUGGESTED ORGANIZATIONAL PROCESS

- Organize volunteers and pick one representative person to coordinate documents, clearances and other processes,
- As a group, decide upon a potential planting area,
- Contact utility companies for clearance on the proposed planting area,
- Obtain documentation of the clearance granted,
- Determine area still available for planting,
- Pick tree species based on planting area available,
- Consider area below and above ground and utility clearance,
- Create registration flyer and sketch the planting area and proposed plantings ([Appendix 1.1 and 1.2](#)), and
- Submit completed documents by October 1 for Fall or Winter planting.

HELPFUL NUMBERS

City of Dallas

Chief Arborist	Phil Erwin	214.948.4117
	<i>Arborist Fax:</i>	214.948.4374
City Forester	Karen Woodard	214.670.1509

Utility Companies

Texas Utilities	Electric Customer service-line location	972.791.2888
Texas Utilities Gas	Gas Customer service-line location	800.344.8377
Southwestern Bell	Customer service-line location	800.344.8377
Dallas Water Utilities	Residential freshwater-line location	214.670.8963
	Residential wastewater-line location	214.670.8331
TEXAS811-DIGTESS	Underground utility locations	Dial 811

RESPONSIBILITIES OF THE CITY

The City of Dallas arborists and City Forester will provide guidance to the planting group in obtaining the proper approvals from city departments to plant on public property. Additionally, the arborists will assist the planting group in determining the suitability of a site for tree planting and recommend proper species and spacing requirements. Trees will be purchased for the projects from the Reforestation Fund (Ordinance 22053) through provided vendors. Trees delivered for planting will be between 1.5 and 4 inches in caliper at the time of planting. The trees must be selected from the current "Approved Trees" list provided to your group.

RESPONSIBILITIES OF THE PLANTING GROUP

The minimum amount of trees that can be requested is 10 per project; the maximum amount is 50 per project. If your project requires further assistance due its scale, we may be able to help you with strategies of how to organize the project and expand (and phase) tree plantings with the help of your neighbors. But this is *your* project for *your* neighborhood and we will be ready to support you.

Create a planting plan(s) to submit with the tree order. The plan(s) will be reviewed and approved based on existing site conditions. Any necessary plan alterations will be discussed with the planting group or individual.

The planting group will provide individuals, a private company, or any other method to dig the planting holes and help unload, water, and plant the trees on the delivery/planting day.

The planting group must commit to maintaining the trees for a period of at least two years from the time of planting.

MAINTENANCE

Maintenance includes watering, mulching, and weeding the trees on a regularly scheduled basis. In addition, the planting group must agree to replace the trees at their own expense if the trees die within two years of planting.

A planting group must maintain the trees in the following ways:

1. Water the trees deeply once or twice per week during the months of April through October, and biweekly during the months of November through March until the trees are established. As a general guideline, new trees will need about 30-40 gallons of water per week (April - October); this however should be administered through no more than 2 watering sessions per week. The soil and roots need time to dry between watering sessions.
2. Mulch the trees with a two-inch layer at the time of planting and every spring and fall thereafter for the duration of the maintenance period, but make sure to keep the mulch away from the trunk of the tree.
3. Provide a bark guard around each tree trunk at time of planting.

We are also asking that all organized planting groups provide an annual update to the City Arborist on the status of the tree plantings to assist us in monitoring the program. Please plan a program to check your trees each September and contact us. A Citizen Forester may be available to assist.

[Example spreadsheet: Appendix 1.3](#)

HELPFUL LINKS

City of Dallas Building Inspection - Irrigation & Landscape

http://dallascityhall.com/building_inspection/irrigation_landscape.html

City of Dallas Parks – Urban Forestry

<http://dallascityhall.com/Parks/forestry/index.html>

Green Dallas

http://www.greendallas.net/land_trees.html

Dallas Urban Forest Advisory Committee

<http://www.dallastrees.org/>

On the next page, you will find a GROUP application cover sheet to be completed by group coordinator(s), and blank copies of a residential planting plan and a tree order sheet. The following appendix pages show examples of completed forms. These completed forms should be submitted to Philip Erwin, the Chief Arborist for the City of Dallas Building Inspection office, at 320 E Jefferson Boulevard, Room 105, Dallas, Texas, 75203.



City of Dallas Urban Reforestation Program 2012/2013 Season

GROUP TREE PLANTING APPLICATION

Please fill out and sign the application. Send to the address below.

DATE _____ GROUP _____

DESCRIPTION OF AREA _____

PRIMARY CONTACT _____

PHONE _____

EMAIL _____

SECONDARY CONTACT _____

PHONE _____

EMAIL _____

OF PLANTING ADDRESSES _____ # OF TREES IN REQUEST _____

APPROX. # OF PARTICIPANTS FOR PLANTING _____

PREFERRED TIME FOR PLANTING (NOV – MAR) _____

WEEKDAY _____ or SATURDAY _____ DELIVERY

ADDITIONAL COMMENTS:

Send to: CHIEF ARBORIST, City of Dallas, 320 E Jefferson Blvd., Room 105, Dallas, TX 75203
philip.erwin@dallascityhall.com

ADDRESS: _____ **# OF TREES:** _____

Tree Planting Program

Full Name: _____

Home Number: _____

Cell Number: _____

Email Address: _____

Width & length of parkway: _____

Number of trees and 1st – 3rd choices:

Please Select:

____ I would like to participate in the tree planting. **You must be home the day of delivery.**

____ I will arrange for my trees to be planted.

Lot Plot:

Please plot out your lot. You will need to indicate if you have a corner or interior lot, the location of any storm drains, fire hydrants, sidewalks, water meters, drive way, the property line (if known) and the location of the trees.

Appendix 1.1 Example: Neighborhood registration/announcement flyer

Planet Green Neighborhood Association

Tree Planting Program

Our Beautification Committee works with the City of Dallas Reforestation Program to provide free trees for our neighborhood. In 2009 we planted over 30 trees on our neighborhood parkways. Trees beautify our neighborhood, clean the air and make our streets and sidewalks cooler in the hot summer months. Replacing trees and keeping an urban forest is very important.

The trees must be planted in the “parkway”. For most residents, the parkway is the strip of grassy area between the sidewalk and the street. The type of tree planted must be approved by the City Arborist. Most of the trees provided are very nice trees with a caliper of 2-4 inches!

To be eligible for **free trees** you must:

1. Complete the lot plot form.
2. Have the tree planted correctly (the beautification committee provides a tree planting service and mulch for a nominal fee).
3. Water the trees deeply once or twice per week during the months of April through October, and biweekly during the months of November through March until the trees are established (which is typically for two years).
4. Mulch the trees with a two inch layer at the time of planting and every spring and fall thereafter for the duration of the maintenance period.
5. Fertilize if signs of nutrient deficiency appear.
6. Replace the tree, at your expense, if it dies within the first two years.

Planting guidelines to remember:

- Parkway planting area width is usually determined by the available green space between the sidewalk and the curb. It is an area that is adjacent to your property, but not on your property. It is necessary to qualify trees in these locations to help keep our streets safe for everyone.
- Qualified parkways **MUST** have at least a 3-foot wide planting strip.
- Parkways that have 3 to 5 feet in width will be reviewed for Small Trees.
- Parkways that have 5 feet and greater planting width will be reviewed for Large and Small Trees.
- The City Arborist and the City Forester will assess the requested planting areas on the basis of 1) public safety and city regulations and 2) the planting environment for the health and longevity of the tree. Unfortunately, the city official may be forced to disqualify a location due to public infrastructure conflicts in the parkway (ex.: street signs, utilities, hydrants).
- The parkway is City property that provides for the services of your neighborhood. The ability to provide trees for your parkway is based on your will to maintain the trees.

Appendix 1.2 Example: Planting Plan

Neighborhood Association Tree Planting Program Form Example

Full Name: Jane Doe

Home Number: 214-555-2222

Cell Number: 214-555-1212

Street address: 1234 Some St

Email Address: janedoe@email.email

Width & length of parkway: Front – 60 x 5 ft and 5 x 150 ft

of trees and 1st – 3rd choices:

1st: 3 Crepe Myrtles & 4 Red Buds

2nd: 7 Crepe Myrtles 3rd: 7 Southern Magnolia

Please Select:

I would like to participate in the tree planting. **You must be home the day of delivery.**

I will arrange for my trees to be planted.

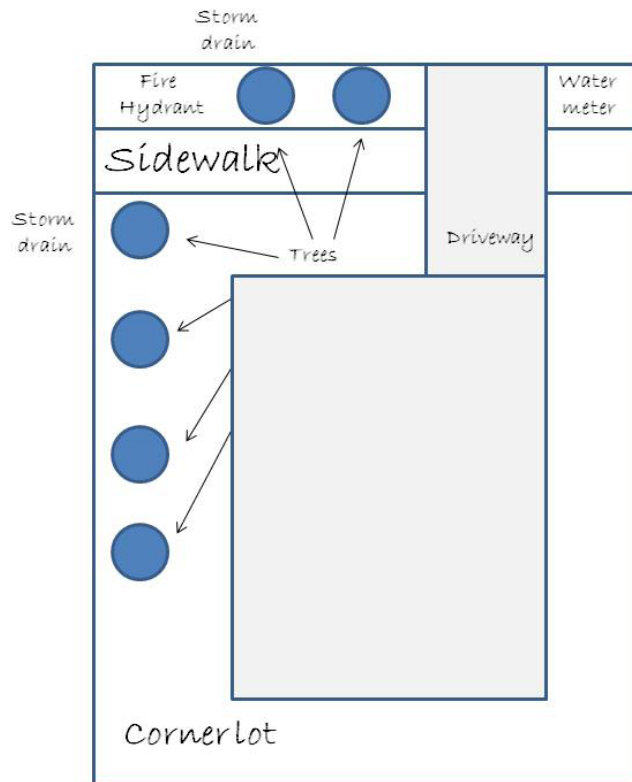
Lot Plot:

Please visit <http://www.dallascityhall.com/arborist/TreeList.pdf> to select your trees before completing this form. You can email completed form to beautification@*****.org, fax the form to 214. ***. ****, or mail it to PO Box ***** • 75214. All forms must be received by August **, 2010.

Please plot out your lot. You will need to indicate if you have a corner or interior lot, the location of any

storm drains, fire hydrants, sidewalks, water meters, drive way, and the location of the trees.

*Example of lot drawing identifying the sidewalk, driveway, utilities, and tree locations.



Appendix 1.3. Example Tree Order and Survey

Project/individual Name	Location	tree species	trees needed	1 year survival check
John Smith	2612 Max Goldblatt	Muskogee crepemrytle (lavender)	1	
		Shumard oak	1	
		Cheyene pecan	3	
		Pawnee pecan	2	
		Texas ash	1	
		Caddo maple	2	
		desert willow	1	
		Little Gem' magnolia	1	
Dave Adams	2613 Max Goldblatt		1	
		C. Pistache	1	
		Cheyene Pecan		
Jane Doe	2617 Max Goldblatt		1	
		C. Pistache		
Hawkeye Pierce	2620 Max Goldblatt	C. Pistache	1	
Mike Castle	2621 Max Goldblatt	Arapaho crepemrytle (red)	1	
		C. Pistache	1	
		Pawnee pecan	1	
		puple or red crepemrytle	1	
Indiana Jones	2649 Max Goldblatt	Cheyene Pecan	1	
		C. Pistache	1	
		Tonto crepemrytle (coral)	5	
Mimi Driver	2343 Ron Baker	Cheyene Pecan	1	
		C. Pistache	4	
George Jones	2508 Ron Baker	C. Pistache	2	
		Carolina Beauty Crepe (pink)	1	
Willie Nelson	2532 Ron Baker	C. Pistache	2	
		Dynamite red crepemrytle	2	

2012-2013 APPROVED TREES FOR PLANTING THROUGH REFORESTATION PROGRAM

S—Shade tree * - Native tree

Most Common Selections Underlined

Large Canopy Trees

AVAILABILITY OF TREE SPECIES

Maple

Caddo maple S

- (after Dec. 1 – weekday delivery)

Ash

White ash * S

Texas ash * S

Oak

Texas red oak * S

Escarpment live oak * S

Bur oak * S

Chinkapin oak * S

Shumard oak * S

Live oak * S

Elm

Cedar elm * S

Lacebark elm S

Cypress

Pond cypress

Baldcypress * S

Pine

- NOT AVAILABLE FOR PARKWAYS

Eldarica (Afghan) (Pinus eldarica)

Austrian pine

Japanese black pine

Juniper

Eastern redcedar *

Others

Common / American persimmon * S

Pecan * S

Sweetgum * S

Chinese pistachio S

Western soapberry * S

Mesquite*

- (after Dec. 1)

- NOT AVAILABLE FOR PARKWAYS

Large Non-Canopy Tree

Southern magnolia*

- NOT AVAILABLE FOR PARKWAYS

Small Trees

Redbud *

Desert willow *

Texas persimmon *

Thornless honeylocust

Possumhaw (Deciduous holly) *

Yaupon holly *

Crepe myrtle

Mexican plum *

Eve's necklace *

Rusty blackhaw *

Trident maple

- Multiple varieties available.

- NOT AVAILABLE FOR PARKWAYS

- weekday delivery

Current as of July 23,2012 – P Erwin, City of Dallas