



Dallas Reforestation Program

Guide for Neighborhood Organizations and Community Groups

STEP 1

Talk to Your Neighbors!

- Educate yourself and your neighbors about the benefits of trees and tree stewardship
- Volunteer as a group coordinator, supporter, or planter for a community planting event
- Help your neighbors fill out a Reforestation Program Group Tree Planting application

STEP 2

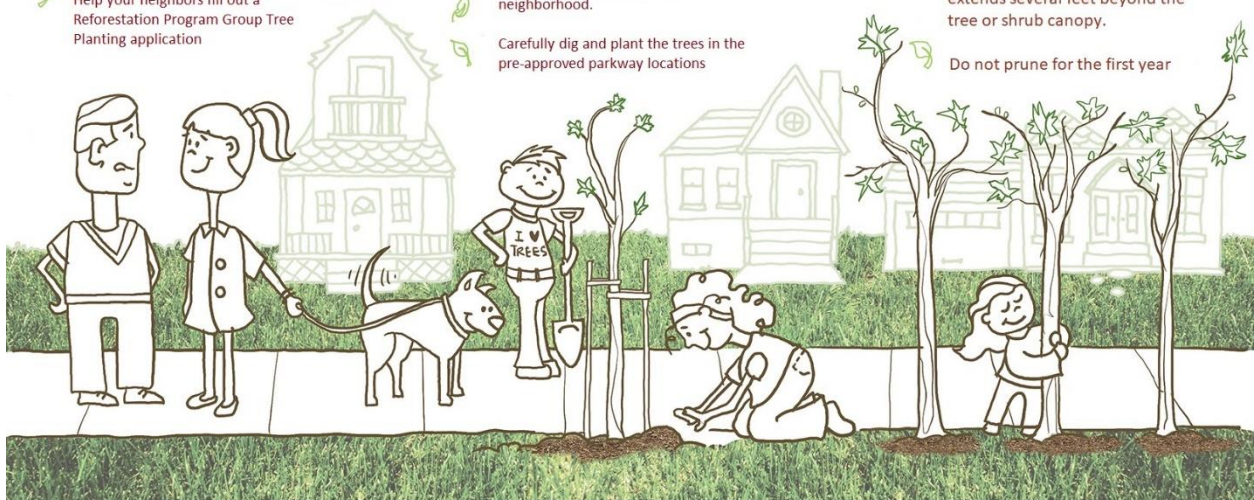
Plant Trees!

- Check for utilities. Call 8-1-1.
- Organize and train volunteers. See Section 4 of the Landscape & Tree Manual
- Trees are distributed to your neighborhood.
- Carefully dig and plant the trees in the pre-approved parkway locations

STEP 3

Take Care of Your Young Trees!

- Water is critical for newly planted trees and shrubs. Keep the root ball moist, but not soaked.
- Apply a 3-inch layer of organic mulch around newly planted trees and shrubs in a circle that extends several feet beyond the tree or shrub canopy.
- Do not prune for the first year





City of Dallas Reforestation Program 2021/2022 Season

Sustainable Development and Construction Department

Contents

Page 2	<i>Reforestation Program General Information</i>
Page 3	<i>Tree Availability List</i>
Pages 4-6	Group and Individual Tree Application Forms
Pages 7-11	<i>Directions and suggestions for your project</i>
Pages 12-14	<i>Appendices</i>

The City of Dallas encourages the growth of the urban forest by supplying trees and tree planting 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, and public property managed by other city departments. 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 land, recreation centers, public schools, approved medians, city rights-of-way and parkways.

YOU NEED TO KNOW:

- *Trees from the Reforestation Fund cannot be used to meet tree mitigation or landscape requirements as required by any City of Dallas ordinance.*
- *Tree projects must be coordinated through a group planting.*
- *Important! All volunteers will be prohibited from assisting with unloading the delivery truck without a signed waiver form provided by the arborist.*
- *The application forms included in this document must be used for all neighborhood tree planting requests.*
- *A parkway planting area is typically defined as the area between the sidewalk and the back of a curb. Parkway less than 5 feet in width may be restrictive to planting some tree species. Planting space and depth to rock are important factors to your tree selection and degree of difficulty in planting.*
- *No trees shall be planted in Parks or at Recreation Centers without irrigation and permission from the Park Department.*
- *Confirm the requirements for Historic and Conservation districts before filing.*
- *Any projects in city medians must be approved by the Momentum Program.*
- *It's the law. Test before you dig. <http://www.texas811.org/homeowner>*

Trees on city property must be established and maintained in accordance with ANSI A300 standards for tree care operations, and ISA Best Management Practices. – Sec. 51A-10.136(a). See the LANDSCAPE AND TREE MANUAL.

2021/2022 APPROVED TREES FOR NEIGHBORHOOD / MEDIAN REFORESTATION PROJECTS

All trees to be planted on neighborhood parkways and medians must be from this list, or an applicant may obtain a tree identified in the [Article X Approved Tree List](#) if the species is approved for the specific location by the city arborist, and if the tree can be made available by the vendor at the time of the project. The default nursery stock tree size provided is typically **15 gallons**.

Street median plantings must follow [MOWmentum](#) guidelines. No tree planting within medians or marginal dividers measuring 10 feet or less in width will be permitted.

LARGE / MEDIUM CANOPY TREES

RESTRICTIONS OF TREE SPECIES

	<i>Native *</i>	
Maple	Bigtooth maple * Caddo maple Autumn Blaze maple October Glory maple	
Oak	Texas red oak * Bur oak * Chinkapin oak * Shumard oak *	- AVAILABLE FOR >5' WIDE PARKWAYS.
Elm	Cedar elm * Lacebark elm Bosque elm American elm*	
Cypress	Pond cypress Baldcypress *	
Pine	Eldarica (Afghan) (Pinus eldarica) Austrian pine Japanese black pine	- NOT AVAILABLE FOR PARKWAYS MEDIAN USE IF APPROVED
Juniper	Eastern redcedar *	- NOT AVAILABLE FOR PARKWAYS; MEDIAN USE IF APPROVED
Others	Common / American persimmon * Pecan* Chinese pistache Western soapberry * Mesquite* Southern magnolia*	- AVAILABLE FOR >5' WIDE PARKWAYS. - NOT AVAILABLE FOR PARKWAYS. - NOT AVAILABLE FOR PARKWAYS; MEDIAN USE IF APPROVED

SMALL TREES

- SMALLER PARKWAYS WITH HEIGHT CLEARANCE

Redbud *	
Desert willow *	
Texas persimmon *	
Thornless honeylocust	
Possumhaw (Deciduous holly) *	
Yaupon holly *	
Crepe myrtle	- Multiple varieties. 'Nachez' is default.
Mexican plum *	
Eve's necklace *	

This general selection of trees is derived from the [Article X Approved Tree List](#). Some tree selection limitations are generally due to parkway conflicts that occur in part from the natural growth habits and size of the base of the tree at maturity. Some small trees may cause interference with sidewalk or street clearance while other large trees are too large at maturity for the narrow space provided. These conditions may lead to safety concerns with sidewalks and curbs. Situations may not be immediate but may reveal themselves later in the life of the tree. The public safety is our primary concern in tree selection and restrictions may apply.

Current as of May 27, 2021 – P Erwin, City of Dallas
ALL TREE SUPPLIES ARE DEPENDENT ON AVAILABILITY OF PLANTS BY THE SELECTED VENDORS FROM A CITY OF DALLAS AUTHORIZED PRICE AGREEMENT.





City of Dallas Reforestation Program 2021/2022 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 PLANTING DATE (NOV – MAR) _____

SECONDARY PLANTING DATE _____

WEEKDAY _____ or SATURDAY _____ DELIVERY

ADDITIONAL COMMENTS:

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



Obtain individual applications and attach to the group application.

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:

1st _____

2nd _____

3rd _____

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. Example is on page 13 (Appendix 1.2).



Draw image of parkway and sidewalk with dimensions and locate your trees.

DEADLINE

Our vendor agreement specifies we must notify the supplier at least two weeks before a planting date. We must also approve planting locations. All applications for planting dates through December 2021 should be turned in no later than November 1.

A complete proposal should be turned in **at least 1 month** before the proposed planting date to receive trees for the season. Completed proposals will be placed on a list in the order in which they are received. We expect to be conducting tree planting projects from **OCTOBER, 2021** through **MARCH, 2022**.

The Reforestation Program is available to participants on a first come, first served basis. It is possible that the 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 in the process of any plant 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 may not be processed quickly.

SUGGESTED ORGANIZATIONAL PROCESS

1. Organize volunteers and pick one representative person to coordinate documents, clearances and other processes.
2. As a group, decide upon a potential planting area.
3. Contact utility companies (**811**) for clearance on the proposed planting area.
4. Obtain documentation of the clearance granted.
5. Determine the areas still available for planting.
6. Pick tree species (see approved tree list) based on planting area available.
7. Consider area above ground, street signs and utility clearance.
8. Create registration flyer and sketch the planting area and proposed plantings ([Appendix 1.1 and 1.2](#)), and
9. Submit completed documents by November 1 for Fall or Winter planting.

HELPFUL NUMBERS

City of Dallas

Chief Arborist	Dallascityhall.com/Arborist Phil Erwin <i>Philip.erwin@dallascityhall.com</i>	214.948.4117
City Forester	Karen Woodard (DWU)	972.670.0161
City Forester	Kristoffer Rasmussen (PW)	214.671.0899
City Forester	Chris McMaster (PARD)	214.671.2541

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
TEXAS 811-DIGTESS	<u>Underground utility locations</u>	Dial 811

RESPONSIBILITIES OF THE CITY

The City of Dallas arborists and city foresters 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 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. The arborist will work with the vendor to assure the trees are provided to the correct locations and approve the completed delivery.

The vendor and arborist will unload the trees from the vehicle. However, if any volunteer chooses to assist, a provided waiver must be signed and given to the arborist.

MEDIANS

A planting group will report to the city arborist that the utility location has been completed at least three (3) days prior to the scheduled tree delivery date. The arborist will inspect the planting site. If the report is not provided, the arborist may reschedule the planting date as necessary. The city arborist or city forester may postpone the project at any time, or alter the planting plan, if there is concern for utility identification, plant location in proximity to a utility, or for other concerns of public safety.

RESPONSIBILITIES OF THE PLANTING GROUP

At least two possible planting dates should be submitted with your application. The first date is the requested (primary) planting date and the second date would be an alternative for weather-related postponements that may occur.

The minimum amount of trees that can be requested is 10 per project; but should not exceed 50 trees per project. Additional trees may be approved if it is determined by the

arborist the organization and conditions are favorable for a safe planting 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. Understand the limits of how your group can organize for the event.

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 well in advance of the planting date.

The project coordinator must confirm to the city arborist the utility location for all sites has been completed at least **three (3) days prior** to the scheduled planting date, and prior to digging. *The applicant must notify the arborist if drilling equipment will be used.*

The planting group will provide volunteers, a private company, or any other method to dig the planting holes 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.

MEDIANS

At least two weeks prior to the scheduled planting date, the project coordinator must apply for a utility location service to be completed for the entire planting site prior to digging. The planting group applicant must report to the city arborist the utility location has been completed at least three (3) days prior to the scheduled planting date. If the utility location service is not completed, the arborist may postpone the delivery to a later date after the utility location, and arborist field inspection of the planting locations.

MAINTENANCE

Maintenance includes watering, mulching, and weeding the trees on a regularly scheduled basis. The city will not replace a tree which dies or is in decline due to intentional or negligent actions by the planting group or adjacent owner.

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. You may choose to provide a bark guard around each tree trunk at time of planting.

Planting Guidelines For Neighborhood Tree Planting Projects



Not all parkway sites are alike, and not all sites are suited for tree planting.

The city regulations require that all trees purchased from this Fund must be planted in public property. Therefore, we are typically limited along neighborhood streets to providing trees to fit within the limited dimensions of the parkway. This is the area between the curb and your property boundary. The parkway is usually further restricted by the position of various widths of sidewalks, and may also sometimes be restricted by important street signage.

Tree planting in streets requires careful consideration to utility infrastructure conflicts and the public safety. We generally want to grow our trees for longevity over many decades and so we must consider important factors for providing needed soil volume for the size of the tree. Small trees can do well in narrow planting areas but large trees demand more space to reach maturity while minimizing risks to sidewalks and curbs. Determining the available tree spacing width in a planting area (the space between the sidewalk and curb) is a significant factor in determining the size and type of tree that may be planted in your particular location.



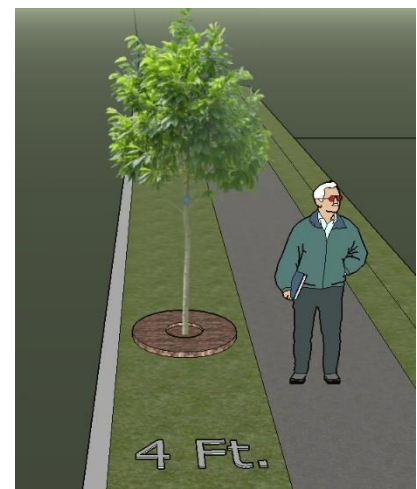
Looking at all of the factors involved, the city arborist will sometimes determine a particular tree is not appropriate for a location. When this occurs, we will try to determine if an alternative is applicable. Unfortunately, there is the potential a property must be removed from the project or reduce the number of trees requested. The following information and details for tree placement on the typical street tree can help you in making your tree selection.

It is important to note that parkway planting area widths less than three feet will be restricted from tree planting from this program. This is due in part to minimum soil availability, but also due to the necessity to maintain full clearance of the sidewalk for pedestrian passage.

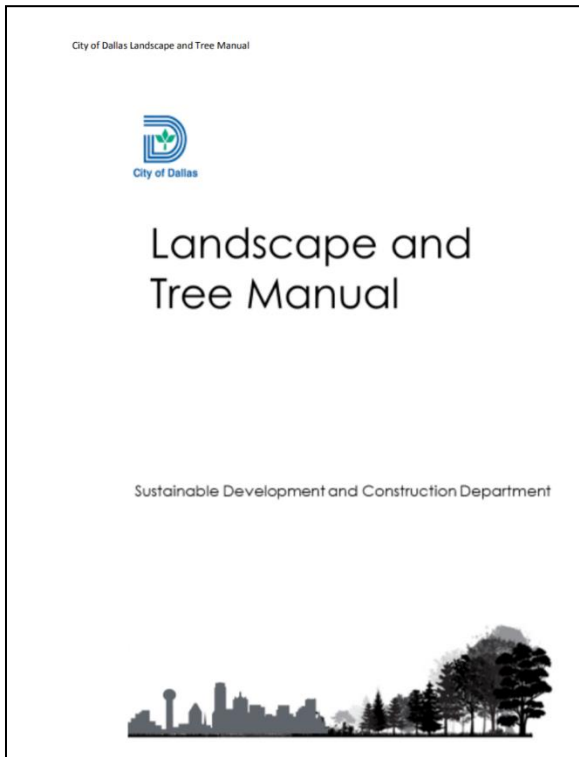
3' – 5' wide strips – only small and medium trees may be considered for planting widths as narrow as 3 feet (small trees) to 5 feet, but the arborist may determine a particular tree is not appropriate based on various factors including the depth of soil (shallow depth to rock) in your parkway and other soil conditions for the tree species.

5' and wider strips – large, medium, and small trees may be selected. *In general, the wider the space the better.*

We recommend you view existing sidewalk conditions in your neighborhood before giving final selection to your trees.



There are many acknowledged resources available to introduce you to **proper tree planting procedures**. Planting the trees incorrectly or impatiently can lead to a premature decline and death of the tree.



The online City of Dallas [Landscape and Tree Manual](#) provides guidance on planting the right tree in the right place. Refer to [Section 4](#) for tree specifications, planting and tree care. Section 4.4 will take you through the steps of tree planting, and Section 4.5 will prepare you for the very important steps of tree maintenance after installation. You can learn more about your urban soils and the importance of quality soil availability through [Section 5](#). Establishing and sustaining a tree is a life-long effort for the tree, and for you as long as you are its steward.

[ISA's Trees Are Good: New Tree Planting](#)

Plan your planting to ensure enough growing space is available for your tree at its mature height and spread. View the tree description page for your chosen tree to determine its size at maturity.

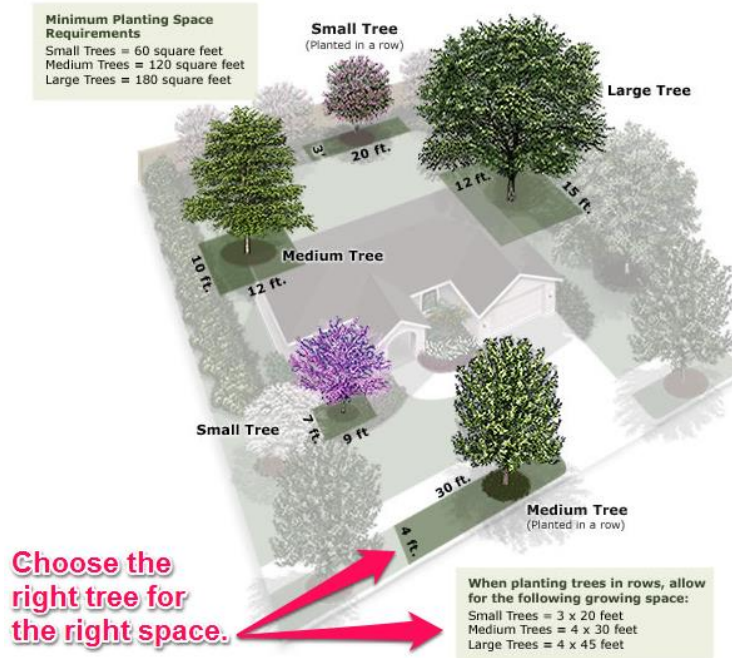


Illustration Copyright © Robert O'Brien

Image from Texas A&M Forest Service Texas Tree Planting Guide.

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 2013 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 vibrant and healthy 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). Call 811 for utility location.
- 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.**

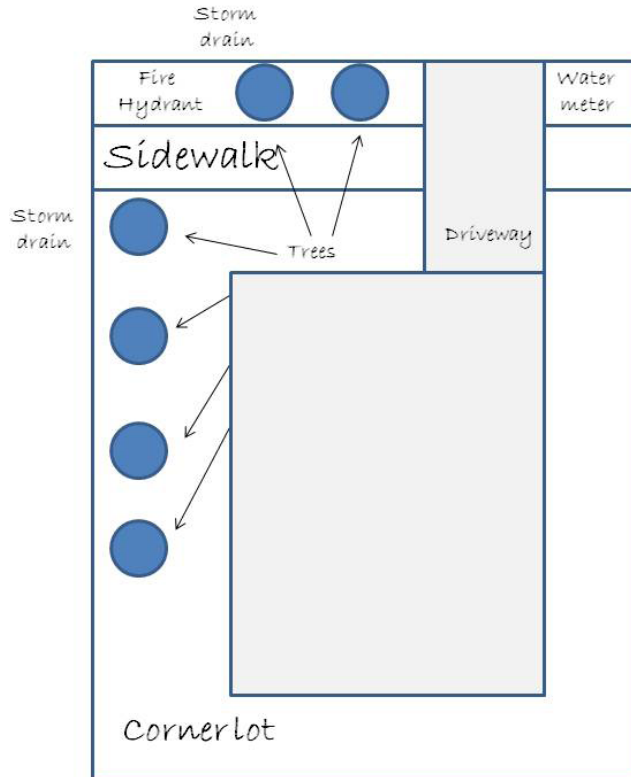
I will arrange for my trees to be planted.

Lot Plot:

Please visit [the Dallas Arborist website](#) 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 **, 2014.

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	
		purple 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	

From the chief:

In August 2020, the City Council approved important amendments to Article X to allow for the purchase and delivery of trees to be planted on private property where Dallas' urban forest canopy was severely damaged by major storm events. In March of 2021, the first delivery of 77 trees from the fund were ordered and made to homeowners in North Dallas whose homes and trees were impacted by the October 2019 tornadoes. Sustainable Development and Construction was proud to work alongside RETREET and their hard-working volunteers in this restoration event. We look forward to more opportunities to continue to help homeowners rebuild our urban forest community.

Since 2007, the Dallas Reforestation Fund has provided over \$1.5 million in tree purchases that have been delivered to volunteers and organizations for planting on public property in neighborhood parkways, parks, medians, public schools and other city properties. Volunteer efforts and non-profit organizations have taken charge to make these events happen. After the past year of distancing, we are now returning to the neighborhoods of Dallas to offer trees to improve the health and quality of your streets. We are ready to help your neighborhood groups step out and help in the renewal of your communities across all corners of the city.

Our mission is getting bigger and bolder. Be a part of our tree growth.



Sustainable Development and Construction Department / Building Inspection Division
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