

**SEASON:  
PROPERTY OWNER REQUEST TO PLANT A STREET TREE IN PHILADELPHIA**

Please return completed and signed form to your community Tree Tenders group by \_\_\_\_\_

Tree Tenders Group Name \_\_\_\_\_

Group Leader \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Tree request for

Property Address \_\_\_\_\_

Zip \_\_\_\_\_

**Property owner must initial all and sign below**

\_\_\_\_\_ (initials) I am the property owner on record at this address.

\_\_\_\_\_ (initials) I have fully read and understand the terms described in this "Property Owner Request to Plant a Street Tree in Philadelphia" form. **Note: Stump removal is the responsibility of the property owner.**

\_\_\_\_\_ (initials) I agree to share in the responsibility to care for the requested tree(s). Describe your tree care plan for first two years (see page 4) and include your tree care provider's name and contact info (if not you):

**Tree Care Plan:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (initials) By making this request through PHS, I affirm that I have not and will not make a duplicate request directly to Philadelphia Park and Recreation.

\_\_\_\_\_ (initials) If my site requires removal of concrete or paving materials in order to plant this tree, I give permission to have this done. I understand that if I cancel the tree installation after submitting this request form and the sidewalk has already been cut, I will be responsible for the cost of replacing the pavement.

\_\_\_\_\_ (initials) I understand that Philadelphia Parks and Recreation will chose the tree species most appropriate for my planting site along the street.

**All fields below are required**

Property Owner Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address if different from property address listed above: \_\_\_\_\_

Comments (species requested) \_\_\_\_\_

I am willing to help plant my tree(s) on my neighborhood's planting day.

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Property Address \_\_\_\_\_ Zip \_\_\_\_\_

Total number of trees requested at this address \_\_\_\_\_

There are overhead utility wires

The site needs sidewalk pavement removal for the tree pit

This is a replacement for tree(s) planted by Tree Tenders (tree must be 100% dead)

There is a tree stump/roots in the pit (owner is responsible for removal)

**Support Plant One Million and PHS Programs:**

**A new tree and sidewalk removal costs \$250.** Help PHS Tree Tenders to continue planting trees by donating to PHS Plant One Million via check: PHS, 100 N. 20<sup>th</sup> St., 5<sup>th</sup> Fl., Philadelphia, PA 19103 or online ([www.plantonemillion.org](http://www.plantonemillion.org)). You may also make a direct contribution to your local Tree Tenders group

I want more information on Tree Tenders training

I want more information on PHS membership

**Please ensure the following requirements are met before applying:**

In the requested site, there is space for a minimum 3x3-foot tree pit size; larger where possible.

The site does not have an existing tree that will require a permit to remove. **\*(If there is a large tree in place, you need to apply for a removal permit with PPR before applying for a new tree for the site)\***

The site is not in front of new construction, or is not in the process of construction to the exterior.

The site is not in front of steps, doorways, or alleyways, or between handicapped parking signs.

The site is not in front of homes that are posted for sale.

The site is 30 or more feet from stop signs, traffic lights, and street corners.

The site is 15 or more feet from light poles, utility poles, and fire hydrants.

The site allows for 15-30 feet from other trees (depending on mature size and form).

The site is at least 5 feet from driveways, man-hole covers, storm drains, and main utility lines.

The edge of the requested tree pit could be at least 18 inches from utility lines (or soil must be dug by hand).

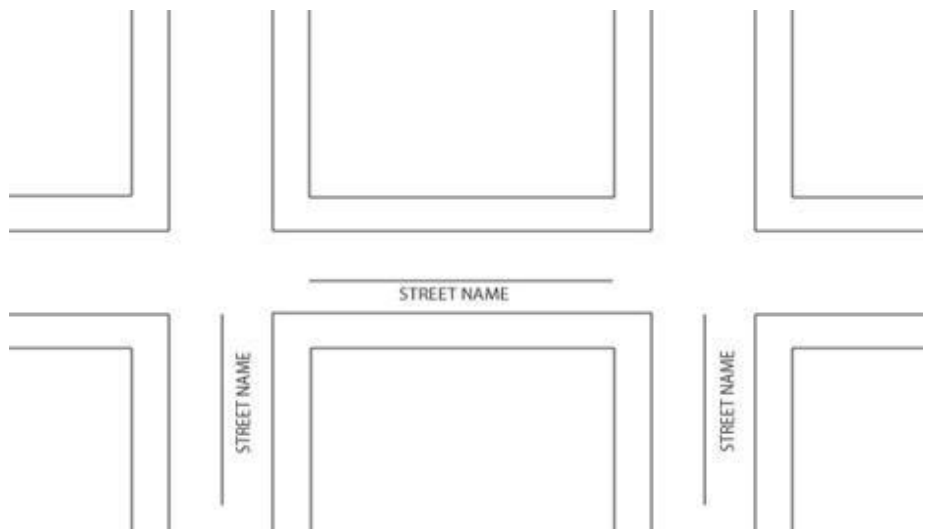
The edge of the requested tree pit could be at least 36 inches (3 feet) from steps, stoops, or walls to allow 3 feet of unobstructed sidewalk. (This is mandated by the Americans with Disabilities Act.)

**Optional: Map your Tree(s)**

Using the map, mark the location of your property and label the nearest streets.

Mark with an **X** the specific site of **each** street tree (between curb and sidewalk) that you are requesting.

**Note:** If your property does not match the layout shown, you may modify the map below or sketch your own on the back of this piece of paper



## PROPERTY OWNER REQUEST TO PLANT A STREET TREE IN PHILADELPHIA

Thank you for applying for a street tree from PHS Tree Tenders!

*Approved trees will be planted on*

**Tree Care Training:** Please consider attending a Tree Tenders class to learn more about caring for your new tree and helping to plant others in your community! For more information go to <http://phsonline.org/greening/tree-tenders>

**For information regarding your tree, contact:**

**Tree Tenders Group**

**Tree Tenders Group leader**

**Tree Tenders Group leader phone**

**Tree Tenders Group leader email**

**Tree Tenders Group website (if applicable)**

**By signing the Request to Plant a Street Tree in Philadelphia, you, the property owner, agree that:**

- An Urban Forestry Technician from the Philadelphia Park and Recreation Department (PPR) will inspect your location and determine whether it is an appropriate site for a tree(s) to be planted.
- PPR will determine an appropriate tree species for your location.
- You will water the tree (15-20 gallons per week, at a cost of less than \$1 per year), from March through December, for two years. [Watch a video](#)
- You will protect your tree from damage by cars, lawn mowers, etc. [Watch a video](#)
- You will notify PPR or PHS if the tree appears to be sick or damaged.
- If the site requires it, you give permission for a tree pit to be cut in your sidewalk or pavement. **(If you cancel the tree installation after submitting the request form and the pavement has been cut, you will be responsible for replacing the pavement at your expense.)**

**You understand that:**

- Your request for a tree may be denied at any time during the process due to site conditions and PHS resources. (Not all sites are appropriate for tree planting. Even an approved site may be denied later if found to be too close to underground utilities.)
- You are responsible for the removal of any dead trees, plants, or stumps in the desired planting sites.
- Trees on the sidewalk in front of your home are the joint responsibility of the homeowner and the City of Philadelphia.
- Only Philadelphia Parks and Recreation can authorize planting, pruning, or removing of street trees.
- By signing your name and accepting this tree, you agree to hold PHS harmless for any related claims.

Help support PHS' tree planting programs by making a donation to Plant One Million.

[www.plantonemillion.org](http://www.plantonemillion.org)  
<http://www.treevitalize.net/>

**-----Please keep this page for your records-----**



## **Contact Information**

2771 Jasper St. Philadelphia, PA 19134  
phillytreepeople@gmail.com  
Jacelyn Blank (215.756.1841)  
Nykia Perez Kibler (215.284.6383)  
Dina Richman (215.704.2897)

Dear Property Owner,

Thank you for choosing Philly Tree People (PTP), your local volunteer-run Tree Tenders group, to assist with the processing of your request to plant a street tree application.

***What to expect:*** We will process your application as soon as we receive it and submit it with the next round of street tree applications to the Pennsylvania Horticultural Society (PHS). PHS will review the application for accuracy and completeness and will then send the application information to Philadelphia Parks and Recreation (PPR). PPR will send an arborist to your address to determine if your property can have a tree and what size tree your property can accommodate and will either approve or deny your request. Once the arborists have checked all of the addresses in the City of Philadelphia and provides this information to PHS, PHS will contact us with the results and we will contact you as soon as we hear back. We'll alert you about the tree planting date and the species you are assigned once that information is provided to us. We hope you will consider attending the tree planting event or our pruning club events (all ages and all abilities welcome). At our events you will meet neighbors, learn about trees and tree care, see the neighborhood in a different way or parts of the neighborhood you don't live in and then at the end of the planting you'll get to enjoy a great lunch with the other volunteers. It's a very rewarding experience, besides its loads of fun! We'll periodically send you water reminders after your tree is planted. Volunteers will also come out to inspect newly planted trees and will give you a tree report card.

***About PTP:*** Philly Tree People was formed in Spring 2007 by Jacelyn Blank, Nykia Perez Kibler, and Dina Richman after meeting at the Pennsylvania Horticultural Society's Tree Tenders training course. We are volunteers and neighbors doing our part and helping others do their part in making our neighborhoods stronger, greener, and healthier. We plant and care for trees in the neighborhood and we organize and mobilize neighbors to help plant and prune street trees. We primarily work in the 19125 and 19134 zip codes, but occasionally plant in neighboring zip codes when there is a request that cannot be handled by another group. We are not employees of the City of Philadelphia, the State of Pennsylvania, Philadelphia Parks and Recreation, or the Pennsylvania Horticultural Society, but actively work with these organizations to improve our neighborhood.

***Thanks:*** Although approved street trees are free to you and a donation is not required, our organization needs donations to operate. Please help us maintain our commitment to excellence by making a voluntary tax-deductible donation to Philly Tree People. We warmly urge you to donate \$30 per tree requested to help offset costs associated with planning large tree plantings and the subsequent maintenance of trees. Your donation will keep our group moving forward and allow us to continue to plant and care for trees in our neighborhood. We can't do it without you or donations. Please make your check payable to Philly Tree People.

Sincerely,

Dina, Jacelyn, and Nykia

# Caring for your newly planted tree

## 1 **Water:** *Careful watering is crucial for your tree's survival, particularly during the first two years after planting.*

- Water your tree when the soil is dry beneath the mulch. Apply approximately 15-20 gallons of water once a week from March until the ground freezes, and as often as twice a week during hot and dry weather.
- Trickle water onto the soil surface using a hose, or allow water to seep from a bucket with small holes in the bottom. Watering slowly and deeply is best.

## 2 **Protect:** *Tree roots require water, air and nutrients for survival. Compacted soil and cemented pits prevent water, air and nutrients from reaching tree roots.*

- Avoid compacting the soil: don't pile trash, walk, or drive around the tree's roots.
- Never cement over the surface of your tree pit.

*Bark protects the trunk and maintains tree health.*

- Keep car doors, dogs, lawn mowers, string trimmers, and bicycles away from the trunk to avoid bark wounds.
- If you lay brick or stone around the tree, keep the material at least 6" from the trunk and check yearly to maintain this space (pavers placed too close to the trunk can strangle the trunk as it gets wider. Never raise the soil level around the tree, this will bury the root flare.

## 4 **Remove stakes and straps:** *Straps left on your tree for longer than a year may cut into the bark and strangle the tree.*

- Remove stakes and straps one year after planting.

## 5 **Cultivate:**

- Loosen the soil surface around your tree frequently to encourage water and air to enter the soil; try doing it seasonally.
- If the soil surface around your tree becomes compacted, loosen the first few inches of soil and break up any large clumps. Avoid damaging any large woody roots.

## 6 **Mulch:** *Mulch helps to conserve water, control weeds, moderate soil temperature, prevent lawnmower damage, prevent soil compaction, and nourish the tree.*

- Maintain a 3" layer of mulch around your tree, making sure to keep it 3" from the trunk. Recommended mulches include wood chips, composted leaves, and pine needles.
- Always remember to weed and cultivate the soil before mulching.

## 3 **Weed and Clean:** *Weeds, grass and trash can prevent water from reaching your tree's roots and cause a decline in your tree's health.*

- Weed and clean the area around your tree periodically to prevent toxic substance like dog urine, leaking garbage, motor oil, detergent or de-icing salt from entering the soil.

## 7 **Don't fertilize newly planted trees:**

- Fertilizers are not a plant food, and when applied to newly planted trees, it can add shock to the transplanted trees.

## 8 **Prune:**

- On newly planted trees, prune only dead, diseased, or damaged branches.

## 9 **Plant flowers:**

- Plant annuals such as begonias and marigolds around your tree in the existing soil.
- As flowers wilt in the summer heat, they will remind you to water your tree.
- Avoid perennials that will compete with your tree.