

DRAFT ISSUE FOR COMMENTS

TREE PLANTING TOOL-KIT FOR NEIGHBORHOODS

ENVISIONING DALLAS AS A CITY OF TREE-LINED STREETS

City of Dallas
Urban Forest Advisory Committee

04 April 2014





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I. INTRODUCTION

THE CHALLENGE

IS IT TIME FOR YOUR NEIGHBORHOOD TO ORGANIZE A TREE PLANTING PROGRAM IN YOUR COMMUNITY?



Trees you plant will contribute to cleaner air, cooler temperatures, beautification of your neighborhood, add value to your home and are a gift to be enjoyed by present and future generations.

In many areas of the City a great number of trees planted earlier by developers and prior owners have been lost due to drought, storm damage or simply completed their full life cycle. Walking around your neighborhood, do you see areas where street trees have been lost, medians in need of planting and neighbors who are concerned but don't know how to begin? If so -- **READ ON!**

CITY OF DALLAS/NEIGHBORHOOD COLLABORATION TO SUPPORT TREE LINED STREETS IN YOUR COMMUNITY



In recognition of the many benefits trees provide, the City of Dallas created two (2) programs to provide trees **FREE** to beautify our streets and for neighborhood plantings: 1) **MOWMENTUM** and 2) **REFORESTATION FUND**.

The **URBAN FOREST ADVISORY COMMITTEE (UFAC)**, a City of Dallas Committee comprised of volunteers, is available to provide advice and assistance to neighborhood associations and groups interested in organizing tree planting events that qualify for free trees that may be provided through the City of Dallas **REFORESTATION FUND**.

Trees from these programs are targeted for planting in City of Dallas street medians and in the "parkway", which in most neighborhoods is the strip of grassy area between the sidewalk and the street.



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. For most residents, the parkway is the strip of grassy area between the sidewalk and the

curb.

The **MOWMENTUM** Program is a program which Neighborhood Associations, Homeowner Associations, Business and Planning Groups are afforded the opportunity to adopt medians on major City streets for tree landscaping by submitting a specific site and planting plan to the City for review and approval. Approved Median projects are qualified to receive trees paid for thru the City's **REFORESTATION FUND**.

II. NEIGHBORHOOD TREE PLANTING GUIDE

PLANTING PROCESSES



Tree planting for your neighborhood, whether planting a median, on a thoroughfare or in the City right-of-way along the streets in front of neighbors' homes requires a bit of planning and patience since you have to 1) get your neighbors to agree to support the project and assist in the planting and 2) you have to coordinate with the City of Dallas staff.

A neighborhood tree planting project to adopt a median on a major thoroughfare in your neighborhood or planting street trees in the City right-of-way involves utilizing much of the some organizational effort; rounding up your neighbors to support the process to assist in the planting, the organization of the actual planting and the coordination of the neighborhood planting with the City staff in developing the plan for the trees to be planted, selection of the tree. Also requesting participation of the Citizen Foresters, another group of volunteers that collaborate with the Committee to come out on your planting day and actually teach your volunteers to plant the trees you have selected and to supervise the tree planting process.

MEDIAN PLANTING PROCESS

The following **Table 2.1 City of Dallas/Neighborhood Median Tree-Planting Process** and **Table 2.2 City of Dallas / Neighborhood Parkway / Street Tree-Planting Process** are simplified step-by-step guides for successful tree planting projects. **GETTING STARTED IS THE IMPORTANT THING!**

Table 2.1 City of Dallas/Neighborhood Median Tree-Planting Process

ITEM #	PROCESS (See Table 1.1 List of Sample Letters / Forms /Checklists)
STEP 01	Canvas the area you want to plant trees to see if neighbors and other stakeholders in the neighborhood are willing to help with the project.
STEP 02	Define the area where you want to plant trees and call TEXAS 811at 811 or 1-800-545-6005 or www.texas811.org --to check utilities in the area of tree planting and request confirmation number .
STEP 03	Go to the Dallas MOWMENTUM website at Dallascityhall.com/streets/MOWmentum_program to secure an application. Prepare the application for submittal and submit to the City for a stamp of approval.
STEP 04	Obtain a copy of the Dallas Reforestation Program brochure form the City Arborist, or online at Dallascityhall.com/arborist/fund . Inform the City Arborist you are applying to adopt a median. Stay in touch with the City Arborist to get answers to any questions that may arise during the process.
STEP 05	Hold a Community Kick-off meeting in your Neighborhood.
STEP 06	Allow time for Neighbors to gather ideas.
STEP 07	Hold a second Community progress meeting in your Neighborhood.
STEP 08	Pick-up your Stamp of Approval Document from the City Arborist.

Table 2.1 City of Dallas/Neighborhood Median Tree-Planting Process (cont'd)

STEP 09	Set a date for planting the trees in coordination with the City Arborist and City Forester; then call TEXAS 811 at 811 to have utilities in the area of tree planting marked
STEP 10	Make arrangements to have holes dug for the trees, line up volunteers for planting, and arrange for watering the trees for two years. Arrange for City Police Officer to assist with safety precautions. Invite local elected officials / Representative / Press to the tree planting event. Be sure to check that the utilities have been marked 24 hours in advance of the planting. Contact the City Arborist if the utilities have not been marked. Confirm with the City Forester that a request has been made for Citizen Foresters, if available, to assist in educating and training Community Volunteers on the day of the Tree Planting. Use the Sample #12 Pre-planting Check-list to be sure you are fully prepared and ready to go plant trees.
STEP 11	Plant the trees, water the trees and hope for good weather.

PARKWAY PLANTING PROCESS

PARKWAYS are typically the area between the street curb and sidewalk or the neighborhood property line and sidewalk, if the sidewalk is against the street curb. Parkway tree plantings can be an ideal project to realize the vision of **DALLAS AS A CITY OF TREE LINED STREETS** in your neighborhood.

Table 2.2 City of Dallas / Neighborhood Parkway / Street Tree-Planting Process

ITEM #	PROCESS (See Table 1.1 List of Sample Letters / Forms /Checklists)
STEP 01	Canvass the area you want to plant trees to see if neighbors and other stakeholders in the neighborhood are willing to help with the project.
STEP 02	Define the area where you want to plant trees in a parkway. With a parkway, you have a limited amount of space for your tree to grow. You need to determine how wide the tree will grow so it does not hamper movement on the street or sidewalk. You need to locate utilities such as cable, water, sewer, gas or electric lines to ensure your plantings don't interfere with utilities. Also, you want to ensure that the final size of your tree does not lift the sidewalk as the tree gets bigger.
STEP 03	Call the Texas 811 Dig (811 or 1-800-545-6005 or www.texas811.org) number and request assistance in locating cable, water, sewer, gas and electric lines to ensure your plantings do not interfere with any utilities.
STEP 04	Obtain a copy of the Dallas REFORESTATION Program brochure from the City Arborist, or online at Dallascityhall.com/arborist/fund . Contact the Dallas Arborist to determine if your planting space will qualify for trees from the REFORESTATION Fund. Begin to prepare a group application to be submitted to the City Arborist once completed and stay in touch with the City Arborist to get answers to any questions that may arise during the planning stage.

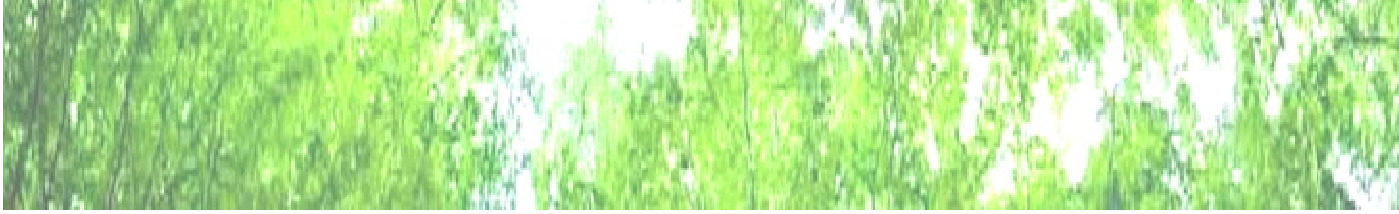


Table 2.2 City of Dallas / Neighborhood Parkway / Street Tree-Planting Process (cont'd)

STEP 05	Hold a Community Kick-off meeting in your Neighborhood and begin listing the neighbors' addresses and tree requests.
STEP 06	Allow time for Neighbors to gather ideas.
STEP 07	Hold a second Community progress meeting in your Neighborhood to complete list of neighborhood sites and tree requests.
STEP 08	Submit your group application to the City Arborist for review. The Arborist will review each proposed planting site to ensure it is an acceptable planting location for purposes of healthy plant growth and public safety once the review is completed, the City Arborist will notify the primary contact of the approval.
STEP 09	Set a date to plant the trees, in coordination with the City Arborist and City Forester. In general the tree planting season begins in early November and continues into March depending on the weather. Then CALL TEXAS 811 at 811 to have utilities in the area of tree planting marked. Confirm with the City Forester that a request has been made for Citizen Foresters, if available, to assist in educating and training Community Volunteers on the day of the Tree Planting.
STEP 10	Make arrangements to have holes dug for the trees, line up volunteers for planting, and arrange for watering the trees for two years. You may get the neighbors who are getting the trees in the parkway to agree to water the trees for the two year minimum period. Invite local elected officials / representative/ Press to the tree planting event. Use the Sample #12 Pre-planting Check-list to be sure you are fully prepared and ready to go plant trees.
STEP 11	Plant the trees, water the trees and hope for good weather.





III. SAMPLES/EXAMPLES

The following Table 1.1 **List of Sample Forms/Letters/Checklist** consists of examples of Forms/Letters/Checklist to assist Neighborhoods to organize a tree planting project, identify volunteers and supporters, obtain and plant trees, and follow-up after the tree-planting event. These sample documents are go-by's and can be altered for your specific Neighborhood Tree Planting Project needs,

Table 1.1 List of Sample Forms / Letters / Checklist

ITEM	TITLE
Sample #01	Flyer for Parkway Tree Planting Volunteers
Sample #02	Reforestation Fund Proposal Letter to the City of Dallas
Sample #03	Flyer for Tree Planting Volunteers in Parkways from the Neighborhood Association / Sponsors
Sample #04	Letter Agreement to Tree-Host from Neighborhood Association / Sponsor
Sample #05	Letter to Tree-Host with Updates / What will Follow
Sample #06	Flyer to Tree Host with Tips
Sample #07	Texas 811 Dig Request Form– Utility Check in Area of Tree Plantings
Sample #08	Tree Installation Diagram and Instructions
Sample #09	Proposal Letter to the City of Dallas
Sample #10	Example Tree Request Form to the City of Dallas
Sample #11	Example of Tree Planting Project Volunteer Update Spreadsheet
Sample #12	Final Tree Planting Checklist

SAMPLE #01 - FLYER FOR PARKWAY TREE PLANTING VOLUNTEERS

(Fill in the Name) Homeowners Association
Neighborhood Association
(or)

(Fill in the Name) - Sponsor

TREE PLANTING THIS FALL – VOLUNTEERS NEEDED!!!

Project: In many areas of our neighborhood, a number of trees have been lost due to drought, storm damage or simply completed their full life cycle. We are contemplating a tree planting project this fall to fill in and restore the street canopy. We anticipate applying for and receiving a grant from a City of Dallas sponsored program to furnish and deliver the trees without cost but we need to determine the number of trees to request based upon the number of households that would like to participate in the program. The goal would be to plant a number of trees (preferably canopy trees) in the parkways, the area between the sidewalk and the back of the curb, on all of the streets in the neighborhood and to provide trees for every household that wishes to participate and host one or more trees in the parkway in front of their residence.

Tree Hosts: If the City provides the trees, then the neighborhood will be responsible to arrange for the planting and for watering and maintaining the trees for at least the first 2 years. We are asking tree hosts to commit to assume those responsibilities for the two year period for the trees they select to be planted adjacent to their residence.

Trees: An example of some of the trees that have generally been available thru the Reforestation Fund are the following:

Canopy trees (Large trees): Cedar Elm, Maple, Live Oak, Chinquapin Oak, Shumard (red) Oak, Pecan, Chinese Pistache, Sweetgum.

Smaller trees: Redbud, Crepe Myrtle, Pine, Yaupon holly and Desert willow. The caliper (size) of the trees will generally be between 2" and 4" in diameter. Parkways that have approximately 5 feet or greater planting width will be eligible for Large and for Small Trees. Parkways that have approximately 3 feet or greater in width will be eligible for Small Trees. The locations selected must not interfere with utilities, fire hydrant or street signs.

The Plan: Since we anticipate the trees will be obtained without cost, we are planning to provide the initial mulch for each tree. We are also trying to get volunteers (or hire someone if needed) to dig the holes for each tree, which may include renting the appropriate equipment. Our plan is to provide the tree, the planting supplies and the hole for each tree and to coordinate volunteers to make sure each tree is planted properly. We anticipate working with an arborist for the City, members of the Dallas Urban Forest Advisory Committee, and the Citizen Foresters in conjunction with this project.

A. Pre Planting and Project Development

If you are interested in participating in this project as a tree host, volunteer or member of the Project Steering Committee, please send your expression of interest no later than (Fill in the Date). Send your response to: _____(Name & Address)_____ or email at _____ - (put in Subject Line "Trees").

- i. Please include your name, address, telephone number and email
- ii. Your willingness to participate as a tree host and the number, size and type of trees you would prefer
- iii. Your willingness to serve as a Volunteer or on a Steering Committee
- iv. Any additional support you may be able to provide

B. Planting Day

The Planting Day projected for this fall is (Fill in the Date), starting at 8 am. If you want a tree, we need your request no later than (Fill in the Date). Send your requests to: (Name & Address) or email at _____ - (put in subject line "Trees"). Your tree request must include:

- a. Your Name, Address, Telephone Number and Email
- b. Number, Size and Type of Trees you want
- c. Description or diagram of the Parkway location you want the tree(s)
- d. Times that you are available on or before the Planting Day to meet / volunteer
- e. Any additional support you may be able to provide

Selection Process: Once we receive all of the requests, we'll contact the hosts to let them know the number and types of trees they will receive and confirm (and stake) the locations. We'll make every effort to allow everyone who wants a tree to get one and the type they want, but because we have to work within certain limitations (i.e., we will only receive trees from the City for locations that do not conflict with public infrastructure, street signs, utilities or create traffic hazards, no guarantees are made and we hope no feelings are hurt. The City arborist will have the final approval. Even if you don't want or need a tree, we still need volunteers to assist in staking the tree sites, delivering fliers, make sure trees get to their correct home, distributing mulch and other supplies and assisting with planting. We are also looking for volunteers to organize lunch for the volunteers. Any donations of funds or supplies for this event are appreciated. Feel free to contact us at _____

SAMPLE #02 - REFORESTATION FUND PROPOSAL LETTER TO THE CITY OF DALLAS

(Date)

Via Email: Philip.Erwin@dallascityhall.com

Mr. Phil Erwin
City of Dallas Arborists
Oak Cliff Municipal Center
320 E. Jefferson Blvd., Rm. 105
Dallas, Texas 75203

Re: Reforestation Proposal

Dear Mr. Erwin:

I am writing you on behalf of the _____ to request that our neighborhood be allowed to participate in Dallas' Reforestation Program again this year. Please consider this letter a proposal and request for (*number at least 10*) trees.

What Trees are Requested:

While we would prefer to obtain some combination of the following large canopy trees: Shumard Oaks, Live Oaks, Pecans, Cedar Elms, Cinquapin Oaks and/or Texas Ashes, if these trees are not available, then we're flexible on the type of trees we plant. We may also have a few requests for redbuds. I will provide you with a specific tree order the first week of August. Likewise, we're flexible on the size of the trees we plant but would prefer 3-4" diameter trees.

Where the Trees will be Planted:

The trees will be planted in the parkways in the neighborhood. We checked the utility lines a few years ago when we did a planting, and the planned location for these trees will not be impacted by any existing utility lines, above or underground. We will have the utility companies come out again, but we don't anticipate any issues with utilities.

How the Trees will be Planted and Maintained:

The neighborhood has solicited volunteers to have the trees planted in the parkways adjacent to their homes. Each recipient will be responsible for watering and maintaining the tree(s) in their parkway. The guidelines for participation in this project have and will be explained to each recipient, who will also receive written instructions for their trees that they will be asked to sign evidencing their agreement to abide by those guidelines.

On planting day, _____ and the recipient home owners will be available to distribute and plant the trees.

The neighborhood has already raised funds to rent equipment as necessary and provide the mulch, trunk protection and water as needed for the trees, all of which will also be available on planting day.

The trees will be maintained by individual homeowners with oversight by the _____ committee. Because the MOWmentum program does not provide funding for parkway improvements such as this, no MOWmentum agreement is included with this proposal. Currently, parkway maintenance in our neighborhood is performed by the owner of the adjacent property.

*(If there are previous tree-planting projects, provide number of trees planted)*_____ planted
(Number) of trees through the reforestation program in *(year)*, and all but 2 trees survived. Replacement trees were planted by the homeowners.

Should you have any questions or need further information, please feel free to contact me. I look forward to working with you on this project. Thank you for your consideration.

Sincerely,

(Name)

(Title)
_____ Neighborhood

*SAMPLE #03 - FLYER FOR TREE PLANTING VOLUNTEERS IN PARKWAYS FROM THE
NEIGHBORHOOD ASSOCIATION / SPONSORS*

TREE PLANTING THIS FALL – VOLUNTEERS NEEDED

Project: _____ Committee's beautification project for 2007 is a tree planting project this fall. The committee applied for and received a grant of trees from a City-sponsored program, and we need hosts for these trees. The goal is to plant 20 - 40 trees (preferably canopy trees) in the parkways in _____.

Trees Canopy trees to choose from include: Cedar Elm, Maple, Live Oak, Chinquapin Oak, Shumard (red) Oak, Pecan, Chinese Pistache, Sweetgum. Non-canopy trees to choose from include: Redbud, Crepe Myrtle, Pine, Yaupon holly and Desert willow. The size of the trees will generally be between 2" and 4" in diameter.

Location: Because these trees come from the City reforestation fund, they have to be planted on public land – for us, that means the parkway. For canopy trees, there must be at least 2 ½ feet from the trunk and the nearest hard surface (like concrete) in all directions, which means your parkway location must be at least 5 ½ by 5-½ feet wide. (*Street Name*) is the only street with parkways less than 5', so trees planted on (*Street Name*) will have to be non-canopy. There must also be room for the tree to mature in the location selected.

The Plan: The neighborhood raised approximately \$(*Amount*) for this project last year. Since the trees are free, we are planning to provide the initial mulch and a trunk guard for each tree. We are also trying to get volunteers (or hire someone if needed) to dig the holes for each tree, which may include renting the appropriate equipment. Equipment is approximately \$(*Amount*) /day per tractor. Our plan is to provide the tree, the planting supplies and the hole for each tree and to coordinate volunteers to make sure each tree is planted properly. We're working with an arborist for the City in conjunction with this project.

Tree Hosts: The City provides the trees, and the neighborhood has to get them planted and find someone to water, mulch and keep weeds and grass out of mulch for at least the first 2 years. We're asking tree hosts to commit to doing this.

Schedule: Planting day is ____(*Date*)____, starting at 8 am. If you want a tree, we need your request no later than ____(*Date*)____. Send your requests to: ____(*Name & Address*)____ or email _____ - (put in subject line "____trees"). Your tree request must include:

- a. Your Name, Address, Telephone Number and Email
- b. Number, Size and Type of Trees you want
- c. Description or diagram of the Parkway location you want the tree(s)
- d. Times that you are available on or before the Planting Day to meet / volunteer
- e. Any additional support you may be able to provide

Details: Once we receive all of the requests, we'll contact the hosts to let them know the number and types of trees they will receive and plan (and stake) the locations. We'll make every effort to allow everyone who wants a tree to get one and the type they want, but because we have to work within certain limitations (i.e., we will only receive so many trees from the City, we need to plant a variety of trees to combat tree disease, etc.), no guarantees are made and we hope no feelings are hurt. The City arborist will have the final approval. Even if you don't want or need a tree, we still need volunteers to staking the tree sites, delivering fliers, make sure trees get to their correct home, distribute mulch and other supplies, assist with planting, etc. We are also looking for someone to volunteer to organize lunch for the volunteers – a cookout? Sandwiches? Any donations of funds or supplies for this event are appreciated. Feel free to contact us at _____.

*SAMPLE # 04 - LETTER AGREEMENT TO TREE-HOST FROM NEIGHBORHOOD
ASSOCIATION / SPONSOR*

(Date)

Dear Tree Host:

Thank you for participating in the _____ tree planting project by agreeing to be a tree host. This fall, we are planting (*Number*) new trees in our neighborhood. We received the trees as a grant from the City, which represents about a \$(*amount*) benefit to our neighborhood. In exchange for the grant of trees and by becoming a tree host, you are agreeing to maintain your tree(s) for at least two years from the time of planting. Maintenance includes watering, mulching, weeding, and pruning the trees on a regularly scheduled basis. The City of Dallas Arborists (ours is Phil Erwin at 214-948-4117) will be around to answer questions as well.

As you know, this tree planting has been organized and is being conducted by volunteers in the _____. In doing so, we have worked with the City Arborist to select trees and tree locations. Those locations have been staked with orange survey flags. We have also worked with utility companies to attempt to ensure that the plantings do not interfere with utilities. Finally, we are asking each host to let us know of any other potential impediments, like sprinkler system lines, to planting the trees in the selected locations. By participating in this tree planting and agreeing to be a tree host, we are also asking that you agree to fully release _____, including all of its committee members and volunteers working on this project from any and all claims, demands, liabilities, damages, actions and causes of action, of every nature whatsoever, whether known or unknown, for any event occurring, arising out of, related to, or in connection with this tree planting.

Before we can deliver and plant your tree(s) (type and quantity listed below), we will need to receive this form returned to us and signed by you. Should you have any questions, please feel free to contact either _____ or _____.

Again, we thank you for agreeing to be a tree host and we are very excited to see this tree planting project be a successful contribution to our great neighborhood!

Tree Type: _____

Quantity: _____

Tree Host Name (printed)

Signature

Address

SAMPLE #05-- LETTER TO TREE-HOST WITH UPDATES / WHAT WILL FOLLOW

Dear Homeowner:

Thank you for volunteering to accept a tree as part of our first tree planting effort. We're in the process working on the details now. Here's what to expect next:

1. You'll notice a stake in your yard. We had to mark the potential tree sites for the City Arborist to inspect. If the stake is not where you want your tree, please feel free to move it. Just remember your tree needs room to grow!
2. Once the City approves our tree request, your order will be confirmed. We'll supply you with a care instruction and planting consent sheet too.
3. We'll also be coordinating volunteers for planting day. Our current plan is to have planting teams with a morning shift and an afternoon shift. We'd like for you to volunteer for at least one shift, and we'll plant your tree during your shift. We'll be in touch regarding volunteering as soon as we confirm the trees to be planted. We're also working on having a lunch around noon, so if you or someone you know wants to volunteer to help with lunch, please let us know.

Our planting program is shaping up to be great, with almost 40 trees planted the first time! Please feel free to contact us if you have any questions, and we'll be in touch soon.

Sincerely,

(Name)

(Title)

Address
Dallas, TX 752____

Email

Phone number

SAMPLE #06 - FLYER TO TREE HOST WITH TIPS

Greetings Tree Host,

Thank you for volunteering to give one or more trees a new home. We hope you enjoy your new tree(s) for years to come! In order to help ensure you get to do that, here are some tips for making sure your tree(s) gets off to the right start:

1. When planted, your tree should be properly positioned and mulched (see diagram Sample 8). The top of the root ball should be at or slightly above the grade, so don't bury the top of the root ball or the flare (see diagram).
2. You will need to deeply water the tree on planting day (about 20-30 minutes on a slow flow).
3. After that, 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 (minimum of 2 years or longer if drought conditions exist). Adjust your water schedule if Mother Nature helps you water.
4. 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.
5. Mulch the trees with a two-inch layer of mulch every spring and fall thereafter for the duration of the maintenance period (at least 2 years), but make sure to keep the mulch away from the trunk of the tree to avoid trunk rot, disease and pests and keep grass and weeds out of the mulch.
6. Organic soil amendments of various types can aid in the trees establishment and can be used at any time. Avoid quick release high nitrogen type of fertilizers for the first three years.

If you think your tree is in trouble or you have questions, please contact: Phil Erwin (214) 948-4465, the City of Dallas Arborist for our district.

SAMPLE #07 - TEXAS 811 DIG REQUEST FORM UTILITY CHECK IN AREA OF TREE PLANTINGS

[illegible]

*
All streets are located in Dallas, Texas (*List Zip Code*)

CONTACT INFORMATION::

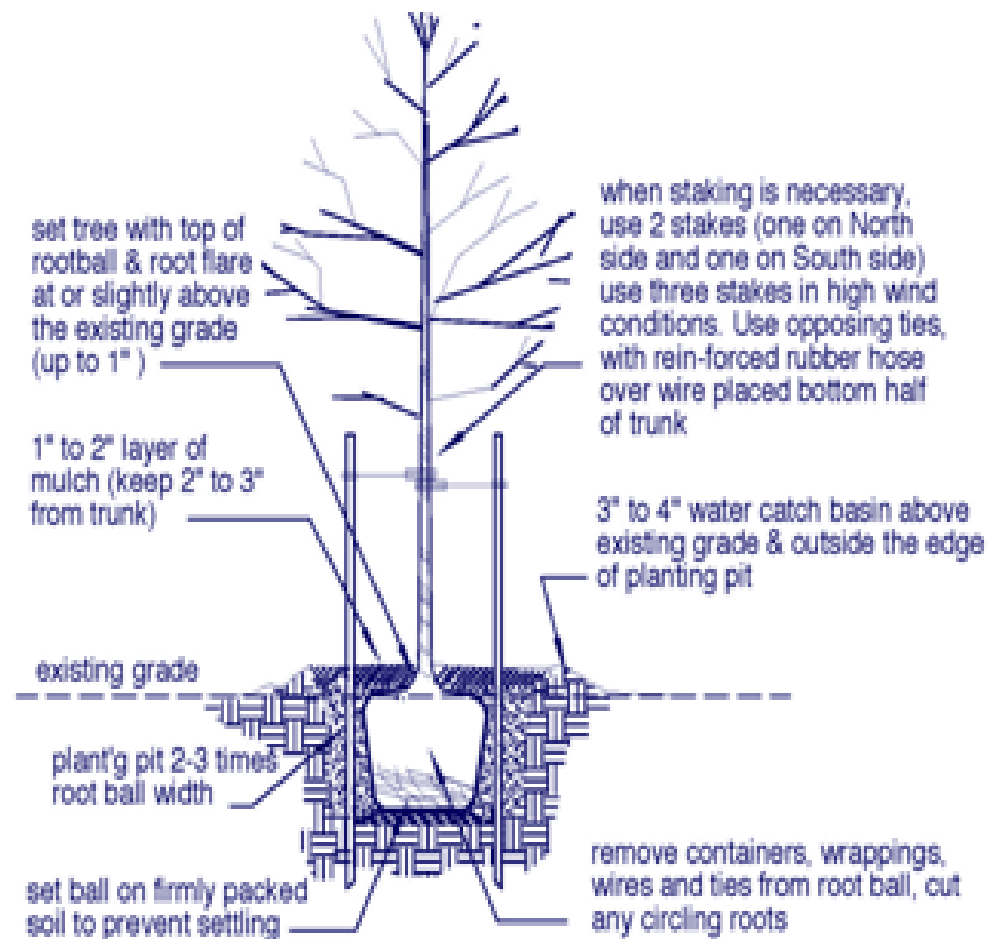
Name

Address
Dallas, TX 752_____

Email

Phone number

SAMPLE #08 - TREE INSTALLATION DIAGRAM AND INSTRUCTIONS



SAMPLE #09 - PROPOSAL LETTER TO THE CITY OF DALLAS

City of Dallas Arborists
Oak Cliff Municipal Center
320 E. Jefferson Blvd., Rm. 105
Dallas, Texas 75203

Re: _____ Reforestation Proposal

Dear _____:

I am writing you on behalf of the _____ (“_____”) to request that our neighborhood be allowed to participate in Dallas’ Reforestation Program. Please consider this letter a proposal and request for trees.

_____ is part of the (*Lower Greenville for example*) area of Dallas. (*Describe area for example*) Specifically, it is a _____ Number of _____ block area that is bordered by _____ Street Name _____ on the west, _____ Street Name _____ on the east, _____ Street Name _____ on the north and _____ Street Name _____ on the south. See the attached map. _____ does an annual beautification project, and the 2007 project selected by the neighborhood is a tree-planting project. Specifically, _____ would like to plant (*Number*) new large canopy trees, (*Number*) per block, in our neighborhood in the parkways.

What Trees are Requested:

While we would prefer to obtain some combination of the following large canopy trees: Shumard Oaks, Live Oaks, Pecans, Cedar Elms, Cinquapin Oaks and/or Texas Ashes, if these trees are not available, then we’re flexible on the type of trees we plant. Likewise, we’re flexible on the size of the trees we plant but would prefer 3-4” diameter trees.

Where the Trees will be Planted:

The trees will be planted in the parkways in the neighborhood. I have attached a map showing the location of the parkways. The utility lines in _____ are generally located to the rear of the homes and in the alleys. The planned location for these trees will not be impacted by any existing utility lines, above or underground.

How the Trees will be Planted and Maintained:

The neighborhood has solicited volunteers to have the trees planted in the parkways adjacent to their homes. Each recipient will be responsible for watering and maintaining the tree(s) in their parkway. The guidelines for participation in this project have and will be explained to each recipient, who will also receive written instructions for their trees that they will be asked to sign evidencing their agreement to abide by those guidelines.

On planting day, _____ and the recipient home owners will be available to distribute and plant the trees.

The neighborhood has already raised funds to rent equipment as necessary and provide the mulch, trunk protection and fertilization as needed for the trees, all of which will also be available on planting day.

The trees will be maintained by individual homeowners with oversight by the _____ committee. Because the MOWmentum program does not provide funding for parkway improvements such as this, no MOWmentum agreement is included with this proposal. Currently, parkway maintenance in our neighborhood is performed by the owner of the adjacent property.

Should you have any questions or need further information, please feel free to contact me.
Thank you for your consideration.

Sincerely,

(Name)

(Title)

Neighborhood

Address

Dallas, TX 752____

Email

Phone number

SAMPLE # 10 - TREE REQUEST FORM EXAMPLE TO THE CITY OF DALLAS

_____ **TREE REQUEST FORM** _____ (Date)

NAME	ADDRESS NUMBER	ADDRESS STREET	PHONE	EMAIL	AVAILABLE FOR PLANTING	# OF TREES	TYPE	LOCATION	HOMEOWNER COMMENTS	CITY'S RECOMMENDATION
MR	1500	Marilla			YES	2	Rusty Blackhaw	Either side of front path	We have a sprinkler system that includes the parkway	
PM	1502	Marilla			yes	1	Shumard Oak	East Parkway	Align tree with peak of porch	
MS	1504	Marilla			yes	3	1 Shumard Oak for the front on Palo Pinto (1 Purple Plum if Oak not approved); 2 Youpon Holly for the east side on Matilda.	1 on Palo Pinto and 1 on Matilda	There are sprinklers in the planting area that run parallel to the street on both Matilda and Palo Pinto.	
AH	1506	Marilla			yes	1	Live Oak	9 feet east of driveway	We will mark sprinkler heads in the parkway	
DC	1508	Marilla			yes	2	White Ash			
LK	1510	Marilla			yes	2	Youpon Holly (or none)	parkway	If Youpon Hollies are not available, we decline.	

_____ **TREE REQUEST FORM (Cont'dt) _____ (Date)**

GS	1512	Marilla			yes	2	Chinese Pistasche and/or Durrand Oak	One tree in Front, Northwest (in place of where old tree was hit by lightening) and second tree (if possible) Front, North between sidewalk and street	pecan in upper front yard	
VH	1620	Marilla			?	2	Live Oak	front parkway on either side of walkway	no sprinkler	
BJ	1625	Marilla			?	1	Shumard Oak (live oak would also be ok)	front parkway		
					TOTAL	16				

SAMPLE # 11 – EXAMPLE TREE PLANTING PROJECT VOLUNTEER UPDATE SPREADSHEET

NUMBER	STR	NAME	\$\$	# TREES	LOCATION	TYPE	AM	PM	VOLUNTEER ASSIGNMENT	TEAM ASSIGNMENT	PLANTING TEAM for TREE
	BEL	Jones		0	front	live oak or maple	N	N			PI
	BEL	Parker		1	front left	caddo maple	Y	N	Morning	Salv/lunch	Team #1
	BEL	Rainey	YES	2	front	bur oak	N	N		n/a	Team #1
	BEL	Nunley		1		red oak	Y	Y	Afternoon	#1	Team #1
	BEL	Smith		1	front left	red oak	Y	12 TO 2	Morning	#1	Team #1
	BEL	Sage		1	front left	live oak	Y	Y	Afternoon	#2	Team #1
	BEL	Saladino		1	front left	live oak	N	N		n/a	Team #1
	BEL	Pate		1	front right	pecan			Afternoon	#1	Team #1
	GOL	Northrup		2	side	crepe myrtles	Y	Y	All day	#3	Team #2
	GOL	Nyguyen		2	front	1 redbud / 1 maple	N	N		n/a	Team #2
	GOL	Muir		1	front right	live oak	Y	N	Morning	#2	Team #2
	GOL	Fielder		3	front	2 crepe / 1 sweetgum	Y	Y	Morning	n/a	Team #2
	GOL	Swift		1	front right	red oak			Morning	#4	Team #2
	GOL	Hamburger		1	front left	red oak	N	N		n/a	Team #2
	GOL	Cozewith		2	front	chinese pistache			Morning	#1	Team #3
	GOL	Borling		2	front	desert willow	N	Y	Afternoon	#4	Team #3
	GOL	Embrey		2	side	redbud	Y	Y	Morning	#3	Team #3
	GOL	Andre		1	front						Team #3
	GOL	Haigh		1	front	chinese pistache	N	Y	Afternoon	#3	Team #3
	GOL	Pope		1	front right	maple	Y	Y	Morning	#2, supervisor	Team #3
	GOL	Lowe		2	front	1 red oak / 1 maple	N	N		n/a	Team #3
	LLAN	Clark		1	front right	desert willow	Y	N	Morning	#4	Team #4

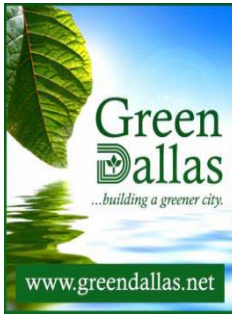
	PP	Fish		1	front	red oak	Y	Y	Morning	#3	Team #4
	PP	P. Kingston		1	front	red oak	Y	Y	All day	#2, mulch delivery	Team #4
	PP	Mazurek		2	front	sweetgum			Morning	Sale/Lunch	Team #4
	PP	Davis		1	front right	chinquapi n oak				n/a	Team #4
	PP	Worley		1	front right	pecan	N	N		n/a	Team #4
				39							
ADDTNL VOLUNTEER S											
	LLANO	McClintick			na	na	Y	Y	Morning	#4	
	LLANO	Greenwell			na	na	Y		Morning	#1	
	PP	Zelle			na	na	Y		Morning	#2	
	GOL	Mike's brother							All Day	#3, supervisor	
	PP	Becky							All Day	#1, Mulch delivery	
	PP	Andre			front right				All Day	#3, Tree Delivery	
	PP	Worme							All Day	Home Base	
	GOL	Darren							All Day	#4, supervisor	
	GOL	Ben							Morning	#3	
	PP	Sara							All Day	Plant Sale	
	PP	M. Kingston							All Day	#1, supervisor	

SAMPLE # 12 – FINAL TREE PLANTING CHECKLIST

- ☐ **At least 24 HOURS PRIOR to the scheduled planting date, confirm that the UTILITIES HAVE BEEN MARKED. If the utilities have not been marked contact the City Arborist because the planting may have to be delayed.**
- ☐ Especially if the weather is hot, consider having **WATER** available for Volunteers.
- ☐ Gather/have the following **TOOLS** available for use by Volunteers on the **Planting Day**:
 - ☐ Shovels (pointed and /or sharpshooter)
 - ☐ Picks and/or bars (for rocky soil)
 - ☐ Bolt cutters (to cut the wire around balled trees)
 - ☐ Sharp utility knives / pocket knives (to cut cords and container)
 - ☐ Gloves
 - ☐ Measuring tapes and yardsticks
 - ☐ Hand-pruners
 - ☐ Wheelbarrow
 - ☐ Bags of Mulch

IV - RESOURCES AND USEFUL CONTACTS

You may contact the *URBAN FOREST ADVISORY COMMITTEE (UFAC)* for additional information about planting trees and learn more about these programs at www.DallasTrees.org.



Or you may obtain the *2012 URBAN FOREST REFORESTATION PROGRAM BROCHURE* and the *GROUP TREE PLANTING APPLICATION* at www.dallascityhall.com/arborist/fund.html.

Additional information on tree planting is also available through the *CITIZEN FORESTERS* at www.DallasTrees.org, the *TEXAS FORESTRY ASSOCIATION* at www.texasforestry.org, the *U.S. FOREST SERVICE* and the *ENVIRONMENTAL PROTECTION AGENCY* at www.epa.gov.

To *APPLY* for a median planting program or to *INQUIRE* about the availability of specific trees, contact the *CITY OF DALLAS ARBORIST* at [214-948-4117](tel:214-948-4117) or the *CITY OF DALLAS CITY FORESTER* at [214-670-1509](tel:214-670-1509).



V. GALLERY

REDBIRD MEDIANS BY GLEN OAKS NEIGHBORHOOD ASSOCIATION MARCH 2013





VI. ACKNOWLEDGEMENT

We acknowledge and thank the many who have assisted with the development of this publication. Special thanks and appreciation to MELISSA KINGSTON and the BELMONT ADDITION CONSERVATION DISTRICT for so generously sharing their Sample/Example forms such that other neighborhoods may also realize tree-lined streets in their communities. Special thanks also go to STAN ATEN, an Urban Forest Advisory Committee (UFAC) member, for his dedicated effort in assisting to bring the **UFAC TREE PLANTING TOOLKIT FOR NEIGHBORHOODS** to fruition.

Larry Hochberg

Chairperson

City of Dallas

Urban Forest Advisory Committee (UFAC)

2014



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