



BALTIMORE CITY'S PROCEDURES FOR REQUESTING A STREET TREE

INTRODUCTION

The Forestry Division is pleased to plant street trees *on the street right-of-way* at the request or approval of property owners. In order to assure that the trees are planted in locations that promote tree vigor, minimize safety hazards and conflicts with sidewalks, and also to assure they are routinely watered, applicants are asked to comply with the following procedures:

1. Trees planted in an existing planting location;
2. Trees planted where there is currently a concrete sidewalk with no tree pit;

Applicants are encouraged to view information about street trees on the Rec and Parks' Web site at <http://www.ci.baltimore.md.us/government/recnparks/forestry.htm>.

BE PATIENT!

Trees are living things, and so coordinating the inspection, ordering, and planting of your tree to insure its health takes time and is influenced by the seasons. With the proper planting and care, you will enjoy your tree for many years to come! Depending on when the request is received and the schedule for ordering and planting, your tree may be planted anywhere from four to ten months from the time of your initial request.

REQUEST PROCEDURES BY MAIL OR FAX

1. Trees to be planted in an existing planting location

The applicant submits a dated and signed Tree Request and Agreement for Tree Care form (pages 3 and 4 below) and mails or faxes request to the Forestry Division. An inspector will visit the site and determine the location for the tree. After site approval, the applicant's tree will be placed on the planting order for the next planting season.

2. Trees to be planted where there is currently a concrete sidewalk with no tree pit

After the Forestry Division inspects and approves the site, it is currently the responsibility of the adjoining property owner to coordinate, contract, and pay for the creation of new tree pits in existing sidewalks.

The applicant first submits a dated and signed Tree Request and Agreement for Tree Care form to the Forestry Division. After receiving the agreement, an inspector will visit the site to approve the location. If the site meets criteria for approval, the inspector will mark the surface of the concrete with orange, designating the location and dimensions of the proposed tree pit.

According to best practices as well as Maryland State law, the applicant must contact Miss Utility (1-800-257-7777) to identify and mark any potential conflicts with underground utilities.

If there are no utility conflicts, the property owner must:

- a. Cut the pit, and remove and discard all loose concrete and waste material;
- b. Backfill with topsoil and soil amendments, level to the surrounding ground;
- c. Inform the Forestry Division (410) 396- 6109 that work has been completed. *The site will be placed on the planting list for the next season, only after the tree pit is prepared and ready for planting.*

TREE REQUEST BY E-MAIL

Applicants are encouraged to use e-mail to request a tree by contacting Mike Morris, Tree Planting Coordinator at michael.morris@baltimorecity.gov. E-mail requests make record keeping easier! The same procedures will apply.

After making a request by e-mail, Mike will begin to process the request, with the understanding that the applicant will send a copy of the Tree Request and Agreement for Tree Care by mail, fax, or if possible, an electronic copy by e-mail.



BALTIMORE CITY'S TREE REQUEST AND AGREEMENT FOR TREE CARE

TREE REQUEST

1. Applicant's name _____

Daytime Phone: _____ E-mail: _____

Applicant's Address: _____

2. Address of tree pit location *if different from applicant's address above:*

_____ Street address

_____ zip code

3. Action requested (check one)

____ Street tree to be planted by the Forestry Division in an existing planting location

____ Street tree to be planted by the Forestry Division where there is currently a sidewalk with no tree pit (**Note: Applicant is responsible for cutting pit at the approval of the Forestry Division; please see procedures above.**)

4. Relationship to property. Check one.

____ Applicant lives at property adjoining the planting site

If so, do you rent or own (circle one). (**Note: If renting, you must get the property owner's approval and signature; please see page 3 and 4.**)

____ Applicant does not live at planting site (If so, what is your relationship to the property e.g. member of community organization, Neighbor, other)

(Note: Property owner must give permission to plant at the site. Maintenance must be provided by either property owner or applicant by agreement; please see below).

5. Responsibility of individual or organization other than property owner, if applicable. Check all that apply.

____ Not applicable ____ Cutting pits

____ Watering ____ Planting

Name of Contact person: _____

Name of organization if applicable: _____

Daytime Phone number: _____ E-mail _____

AGREEMENT

I agree:

1. No planter box or anything that impedes the free flow of water will be installed at any time around the tree.
2. I am responsible for removing any existing raised tree planter boxes prior to tree removal and/or planting.
3. I will regularly water the tree, saturating the roots with 20 gallons of water once to twice a week (equivalent to a slow faucet flow for 10 minutes) from May through October, for a minimum period of two years.

Signature of applicant: _____

Date: _____

Signature of resident at tree planting site, if different from applicant: _____

Date: _____

Return completed 2-page form by fax, mail, or electronic copy by e-mail, and/or direct questions to:

Michael Morris, Planting Coordinator
Baltimore City Department of Recreation and Parks
Forestry Division
2600 Madison Ave.
Baltimore, MD 21217

E-mail: Michael.morris@baltimorecity.gov
(410) 396-6109 (ph)
(410) 396-6645 (fax)

For office use only:

Date received: _____

Approved: _____ Species: _____ # _____

Size: _____

Inspected by: _____ Date: _____