

Tree Planting Specifications Check List

Be sure to read the Tree Planting Standards BEFORE using this checklist. This list is intended for a quick reference during the tree planting and is NOT to be used as a replacement to the Tree Planting Standards.

Site Preparation

- ☐ Proper safety precautions are needed to protect pedestrians and cars.
- ☐ Each planting site will be marked with a "P" in white spray paint on the curb. **(Alternate locations are not allowed without the approval of the Parks forester.)**
- ☐ Underground utility lines must be marked prior to digging.
- ☐ All tree pits should be cut to the square footage specified on the permit.



Curb marking.

Tree Handling

- ☐ Trees must be lowered from the truck to the ground carefully.....
- ☐ Trees must be lifted by the root ball and not the trunk.



Careful tree handling.

Tree Condition and Preparation

- ☐ Species MUST match the permit. If a change needs to be made contact Parks for approval BEFORE making any changes.
- ☐ Do not plant a tree with damaged bark or limbs.....
- ☐ Trees must be clear of branches to a height of at least 5 feet.
- ☐ Prune only dead, broken, or crossing branches.
- ☐ The root ball must be a minimum of 28" for a 2.5-3" caliper tree.



Unacceptable tree damage.



Planting

- ☐ The tree must be placed so that the root flare is visible and level with the surrounding grade.....
- ☐ The tree must be positioned in the center of the pit and without a lean.
- ☐ The top 50% of the burlap and wire basket must be cut and removed from the pit.....



The root flare at soil level.



Tree Planted too deep. No visible root flare.



Burlap and wire basket.

- ☐ The tree must be watered with at least 20 gallons of water at the time of planting.....
- ☐ All stakes must be installed vertically, parallel to the curb, outside of the rootball and even in height
- ☐ Use only Arbortie™ or an approved equivalent to attach tree to stakes. Make sure it is twisted as shown.....



Tree watering.



Stakes and Arbortie™ or equivalent.

- ☐ Apply 2 - 3" of bark mulch around the ENTIRE excavated area.....



Mulch over entire area.

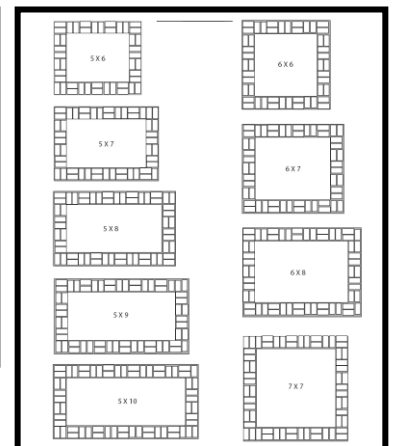
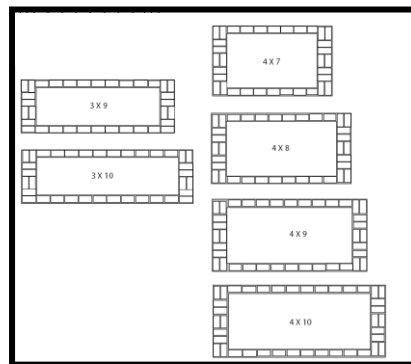
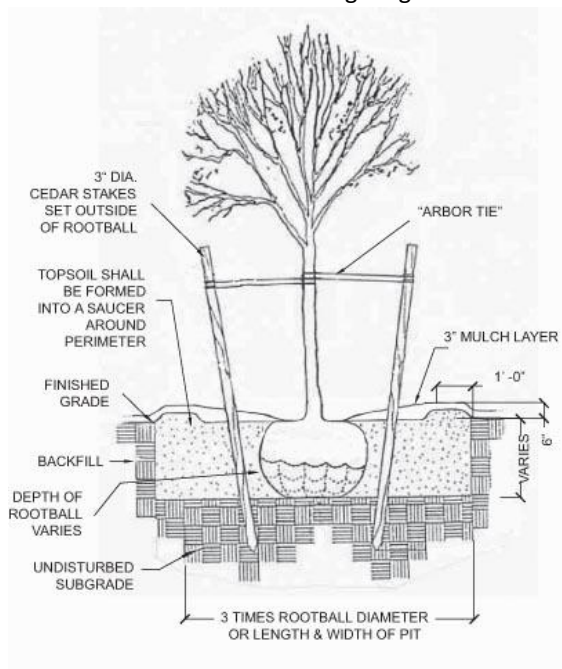
Paving

- ☐ If specified pavers must be granite and conform to the specified size, and be in good condition (clean with no broken edges).
- ☐ The block pattern must match the approved drawings. NEVER pave the whole pit. NEVER dig into the rootball to install granite pavers.
- ☐ All joints must be mortared (inner and outer) with spaces between blocks sized $\frac{3}{4}$ " to 1" wide.....



All joints get mortar.

Street Tree Planting Diagram



You can view our full tree planting standards [here](#).