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.

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.

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.

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 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.

- Apply 2 - 3” of bark mulch around the ENTIRE excavated 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 ¾” to 1” wide.

You can view our full tree planting standards here.