

Evanston Community Forestry Tree Planting Program Guidelines

2019

Thank you for your interest in our Community Forestry Tree Planting Program this year.

Please read this page carefully as there are some new changes for 2019 including species selection, fee, and how you will receive your tree.

Program Qualifications:

- Property owner must have some existing and maintained landscaping, with some form of irrigation.
- Property owner must commit to maintenance of the tree for a minimum of 4 to 5 years.
- Property owner must have ample space to plant a street tree, as outlined by the City of Evanston (within 20' of the curb or preferably in the public right-of-way).
- The property to receive the tree must have an existing structure and someone must currently occupy the premises to maintain the tree.
- The property must be within the City of Evanston city limits.

How to Participate:

Pick up applications at the Evanston Parks Department at 110 Pasture Drive or City Hall at 1200 Main Street. You can also print applications from online at www.evanstonparksandrec.org, but online submissions are not possible yet. Please return applications by mail or in person to the Parks Department at 110 Pasture Drive.

Application Deadlines:

Applications are available January 14, 2019 and are due no later than April 12, 2019.

Availability:

Limit of one (1) tree per homeowner, per year and up to three (3) trees per business owner, per year.

Fee/Rate:

NEW in 2019! This year you may pick your tree size/rate. \$50.00 prepayment per #15 container tree OR \$75.00 prepayment per ball and burlap tree is due upon application submission and should be payable to the City of Evanston. If, for any reason, your payment is not received with your application you will NOT receive a tree during this program year.

Size:

#15 container trees with 1.25" to 1.50" caliper trunk or ball and burlap trees with 2" caliper trunk or 6-7' tall evergreens, depending on availability. Size at maturity is dependent upon species selected.

Species:

NEW in 2019! A list of available trees you must pick from is outlined in the application. These trees are chosen to compliment current trees in our community and to grow our diversity. You must pick from this list.

Receiving Your Tree:

NEW in 2019! The Parks Department will NOT be delivering trees anymore. Trees are to be picked up at the Parks Shop on:

Thursday, June 13, 2019 from 8:00 AM – 3:45 PM

Friday, June 14, 2019 from 8:00 AM – 5:30 PM

Saturday, June 15, 2019 from 8:00 AM – 12:00 PM

Parks employees will help you load your tree into your car, truck, or trailer, but participants will be responsible for unloading the tree at your home or business. Each tree comes with two tree stakes, two slings, and one bag of soil pep.

Replacements Trees:

A onetime replacement tree may be available to property owners whose tree has died due to unforeseen conditions and not lack of maintenance. A Tree Board Member will need to make a recommendation based on a site evaluation, condition of adjacent landscape and proof of care. The replacement must occur within one year of original receipt. If eligible, the fee will be \$50.00 or \$75.00 which will be due upon application submission.

Repeat Participants:

Participants who have received a tree in the past year will be placed on a waiting list and will only become eligible if the current year program list is not at capacity. Any spaces left on the program roster will be filled using the waiting list in order of date that completed application was received.