

Evanston Community Forestry Tree Planting Program Guidelines 2023

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 Recreation Center, 275 Saddle Ridge Rd. You can also print applications online at www.evanstonparksandrec.org. Please return applications by mail or in person to the Evanston Recreation Center at 275 Saddle Ridge Road.

Application Deadlines: Applications are available Nov.17, 2022 and are due ***no later than Feb 22, 2023 in order to receive your choice of tree.***

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

Fee/Rate: \$75.00 or \$100.00 prepayment is due upon application submission and should be ***payable to the Evanston Parks and Recreation District or EPRD.*** If, for any reason, your payment is not received with your application you will NOT receive a tree during this program year.

Size: *Deciduous tree available in # 15 & #25 container with 1.25" to 1.75" caliper trunk or Evergreen trees available #10 & #15 container trees 3'- 4', depending on availability. Size at maturity is dependent upon species selected.*

Species: 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: ***The Parks Department will NOT be delivering trees.*** Trees are to be picked up at the Parks Shop, 110 Pasture Dr. on:

- Wednesday, June 7, 2023 from 8:00 AM – 3:45 PM
- Thursday, June 8, 2023 from 8:00 AM – 3:45 PM
- Friday, June 9, 2023 from 8:00 AM – 5:30 PM

Parks employees will help you load your tree into your 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 prep.

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 order of date that the completed application was received.

Replacement Trees: A onetime replacement tree may be available to property owners whose tree has died within one year due to unforeseen conditions and not lack of maintenance. A Tree Board Member will need to make a recommendation based on a site evaluation.