

CITY OF SOUTH PASADENA
PUBLIC WORKS DEPARTMENT

1414 Mission Street * South Pasadena * CA * 91030 * (626) 403-7240

APPLICATION FOR DEDICATION TREE PLANTING

This two page form shall be completed for each request for tree planting on City property. The location and tree species shall be determined by the park supervisor.

Applicant's Name: _____ Date: ____/____/____

Address: _____

Phone: (____) _____-_____

Tree Planting Dedicated to: _____

Information in this section is **optional**.

Any preference for tree species or planting site must meet the minimum tree selection and tree planting criteria as set forth in the Dedication Tree Policy. Planting sites must be located on the city-owned parkway with adjacent property owner's permission, or in a local park or other parkland area.

Preferred tree species for planting: _____

Preferred planting site: _____

Applicant acknowledges the following minimum requirements and conditions on dedication tree planting:

1. The tree size is a minimum 24" box size, 1 ½" minimum caliper.
2. Tree selection and planting sites shall be determined by the park supervisor in consideration of applicant's preferences where possible.
3. Applicant will be given the option to donate a tree that meets the minimum requirements, or to make a donation to the city. The required donation will vary according to tree species selected and site conditions for planting.
4. Root barriers are required for planting at most locations.

Continued

Signature: _____ Date: _____/_____/_____

Applicant will be notified of availability of tree planting site(s) and tree variety for planting usually within two weeks of submittal of this application. Once the location and appropriate species has been determined, applicant will be given the opportunity to donate the tree or to make a monetary donation for its purchase and planting. The tree will then be ordered or delivered and the planting work scheduled. The park supervisor will update the city's tree inventory database to include the location of the dedication tree and the name of the individual to be recognized by the new tree planting. A card of acknowledgement will be sent to the donor when the tree is planted.

**** FOR OFFICE USE ONLY ****

Application Received: _____ Reviewed by Park Super. Yes ___ No__

Tree species available: _____ Site(s) available: _____

Check received: _____ Tree donation accepted: _____ Confirmation Letter sent: _____

Tree Inventory update completed: _____

Comments: _____
