



Parks Recreation & Waterfront  
Parks Division - Forestry Unit

# Tree Planting Application

## For Planting Trees on the City of Berkeley Right-of-Way

**Please complete and submit this application to the address below. There is no fee for this program.**

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_  
Planting Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**By submitting this application, the applicant agrees to the following conditions and requirements:**

- All trees growing between the sidewalks and streets are the property of the City of Berkeley.
- All pruning is done by city staff, unless the resident obtains an approved pruning permit from the city's Urban Forestry Unit.
- Resident will water the tree for at least three years following the planting of the tree, according to instructions provided by the City (approximately 20 gallons once per week from March 15 to October 15).
- Resident will keep grass and weeds away from the trees, and will not allow use of a string trimmer within 12 inches of the tree trunk.
- Resident will keep tree well or planting strip filled to the grade of the sidewalk.

**Tree Species Selection and Planting Locations:**

Urban Forestry staff will select the tree species and locations based on site factors that include, but are not limited to: tree size at maturity; growing space; drought tolerance; species diversity and representation; other trees; intersections; driveways; signs; lights; utility poles; fire hydrants; and location of underground and overhead utilities. Planting locations will be marked with (water soluble) white paint. Concrete removal is included when city staff plants the tree.

**Planting Schedule:**

Tree planting occurs year-round, based on availability of staff and tree stock. Applications are processed as they are received. Due to the large volume of applications received, planting can take up to, and sometimes more than, one year to complete. Concrete removal may affect scheduling.

**Planting Options:**

As an alternative to City staff planting the tree, applicants may purchase and plant a tree at their own expense. The city will still designate the location and species based on current site conditions and tree planting standards. If you choose this option, we will expedite the initial inspection to determine if the site is viable.

**I want the City staff to plant**

**I want to plant at my own expense**

If returning this form electronically, 'save as' *Tree Planting Application (tree address)* and email it to the address below. You may also print it and return it by postal mail or drop it off at the address below.