City of Everett
Tree Planting Process

1) Contact with property owner is initiated. This is generally done in one of three ways:

- Neighborhood canvassing

  A process where the city evaluates an area and delivers an invitation to plant and a planting form to chosen sites within a neighborhood, street, or block.

- Direct contact between a city employee and a property owner

- Phone/mail contact from property owner

2) If contact is not part of a canvassing project, which has been checked prior to contact, then location of planting is checked for:

- ♦ Sufficient planting strip or yard space

  A planting strip must be at least 6' wide. If planting behind sidewalk, an area 6' behind sidewalk must be available. If no sidewalk is present then an area 11' away from the curb or road is required. Larger trees require a wider planting strip or more room away from sidewalk/curb.

- ♦ Ample easement in proposed planting site

  The Location of the hole must be entirely within the City of Everett's Easement.

- ♦ Overhead utility wires

  The presence of utility wires can limit the type and size of tree available for planting.

- ♦ Line of sight or other visual obstructions

  The mature spread and height should not obscure traffic lights, signs, or line-of-sight near corners or other potential hazards. Whenever possible, property views should also be taken into consideration when planting a tree. A distance of 30' from the radius is required tree planting. (The

circular curb at the corner of an intersection is extended to a right angle, and a distance of 30' is measured toward the planting site.) A distance of 15' away from alleys is also required.

- Nearby trees

Plant trees one mature canopy width a part. The new trees should not be planted too close to each other. This might result in them growing together and could result in them damaging each other. Care should be taken before planting a smaller tree within the dense shade of a larger tree, because this type of environment can stunt or otherwise decay the prosperity of the tree.

- Sidewalks

Trees must be given ample space away from concrete pathways, sidewalks or other such structures, with the type of tree and location conditions defining what space is ample. Generally at least 3' in planting strip from tree to curb and tree to sidewalk (6ft planting strip required) 6ft behind sidewalk is needed.

- Structures

Trees must also be planted at a safe distance away from man-made structures such as houses (5-10+ Ft.), telephone poles (15 Ft.), hydrants (15 Ft.), and guardrails (3 Ft.)

3) If initial contact is made through phone/mail, or with non-tree-associated employee, and the planting site meets the requirements, then a planting form is delivered to property owner. Personal contact is preferred, but if it is unavailable, the form is placed in a door hanger and left at address.

4) While waiting for planting form to return, a city employee is available to answer questions on the planting process, discuss planting options, or help select a preliminary tree selection.

5) When the form is mailed in, delivered to public works, faxed or picked up by city employee, the proposed planting location is marked for a state required Dial-A-Dig. The Dial-A-Dig is then called in to the locate company.

6) 2-3 days later when the locate company has marked the underground utilities, pictures are taken of the marked utilities. A second evaluation is then taken of the site for the following concerns:

- ❖ The location of the hole must be the proper distance from underground utilities:

  3 Ft. *Very small or small sized trees*
  5 Ft. *Medium trees*
  7 Ft. *Large trees*

- ❖ The tree must also be an adequate distance from any sewer lines:

  10 Ft. *Very small, small, or medium trees*
  20 Ft. *Large Trees*

7) The property owners tree choices are then evaluated with all site components and restrictions taken into consideration. If the 1st tree choice is appropriate then the nurseries are called in an attempt to acquire the tree. If the 1st choice is not acceptable to the site requirements or is unavailable at the local nurseries then the above process is repeated with the property owner's second choice. The property owner is re-contacted for more preferred choices if all current selections are exhausted. Oftentimes this requires a meeting with the property owner, in which options and possible selections are presented to them.

8) A planting packet is prepared that includes a copy of the signed planting form, a letter describing the contents of the packet, some information on the tree to be planted, and a customer reply card.

9) The location of the hole is then marked in white paint at the location of planting. Property owners are encouraged to provide input as to their preferred placement of the tree(s). The number of trees to be planted, position of other surrounding plants and structures are all factors that should be looked at before location is chosen.

10) The address is added to a list of current tree planting projects and is assigned a planting date based on funding available, delivery date of trees, availability of workforce, location near other tree plantings, and other site specific considerations.

11) Notice of planting date is delivered to address of planting. A notice is also mailed to the neighborhood representative, the Office of Neighborhoods, and the Tree Committee chairperson. These are usually delivered or mailed 5 days before the day of the planting.

12) 1-2 days before planting, the holes for the tree(s) are dug, barricades are then placed over holes, and the removed dirt is stored in a plastic sheet and left onsite. The sod is removed and taken away by work crew unless other arrangements have been made.

13) The day before the planting the trees are picked up at the nursery. The trees are organized on trucks to allow a planned and speedy removal.

14) Three type of vehicles are used for the tree planting

- The service truck carrying the trees. Usually 12 to 14 trees can be loaded on one truck.
- A small dump truck is loaded with half topsoil and half mulch.
- A loader is used to offload the heavier trees from the truck to the ground.

15) Once on site the trees are offloaded and placed near their coinciding hole. The tree is then slid into the hole using hands or metal hooks and faced as to least obstruct foot and/or road traffic.

16) The removed soil stored in the plastic sheet is then placed back in hole and compacted very slightly. Over the original soil, a layer of topsoil is placed until the hole is only 1-2" deep. A third layer of mulch is then used to fill the remaining depth of the hole.

17) 2-3 Stakes are placed in the ground around the tree. Arbor wrap is then used to secure the tree to the wooden stakes. This precaution helps to encourage a straight upward growth habit from the truck.

18) The area around the tree is cleaned of dirt, mulch, and other work related materials.

19) The prepared planting packet is delivered to the property owner, either just after the planting or on the following Monday.

Note: The process varies slightly if the tree being planted is a replacement for a tree removed. If the City of Everett owns the planting site then the process varies greatly from the one stated above.

Guidelines for providing adequate space for trees to thrive and minimize damage to the infrastructure are set forth in Everett's Public Tree Policy.

RIGHT-OF-WAY STREET TREE SPACING AND LOCATION GUIDELINES

Criteria	Small 0-30ft	Medium 30-50ft	Large 50ft&taller
Required width of planting strip (Center in planting strip as in tree lawns, parkways or median strips)	6ft Minimum	8-10ft	10+ft
Planting distance behind sidewalk (in lawn areas)	5ft	7ft	10ft
Planting distance behind curb with no sidewalk to allow future installation of sidewalks	11ft	13ft	16ft
Planting distance behind guardrails	3ft	3ft	3ft
Overhead Utilities	OK	Don't Plant	Don't Plant
Planting distance from buildings	5-10ft	10+ft	Don't Plant
Planting distance from utility poles, driveways, alleys, hydrants	15ft	15ft	15ft
Planting distance from sewer lines	10ft	10ft	20ft
Planting distance form other underground utilities	3ft	5ft	7ft
Minimum distance from intersection	30ft	30ft	30ft