



Tree Dedication Planting Policy

1. PURPOSE

To provide the City Council and Administration with guidelines to control tree planting:

- a) On public property
- b) In public parks
- c) As an occurrence to commemorate a person, a special event or a date

2. POLICY

Persons/groups/associations wishing to plant a tree on public property must:

- a) Complete a written application to the Parks, Recreation and Community Services Department detailing:
 - o Applicants contact information
 - o Reason for the request
 - o Preferred species
 - o Preferred planting date

Tree dedication planting will be approved by the Parks, Recreation and Community Services Department and Parks and Recreation Commission based on the following conditions:

- a) The tree species is an approved species as identified in the City's Tree Master Plan.
- b) The tree meets the minimum tree planting size requirement.
- c) The new tree will be planted at a site designated by the City/Department.
- d) Planting site meets the minimum planting site requirements.

Actual planting will be under the supervision of the Parks, Recreation and Community Service Department.

INTRODUCTION

The Parks, Recreation and Community Services Department – Tree Maintenance Division – is responsible for the maintenance of approximately 26,000 trees throughout the City of Inglewood. Some of the activities of this Section include, but are not limited to, stump and root pruning, stump removal,

hedge trimming, cutting tree wells, remove and replant parkways trees, inspect trees for diseases and insects, and treating pests and weeds if found. The main objective is to maintain all City trees and landscapes in a safe, healthy, and beautiful condition.

The City welcomes support from the community to help protect and maintain the City's urban forest. As such, dedication trees may be purchased or donated to celebrate a special event, in memory of a loved one, or for a variety of special interests and occasions. Anyone wishing to donate funds or to donate dedication trees shall first complete a Dedication Tree Planting Application. Applicants will be notified of available sites for planting and the variety of tree(s) desirable at the specific location. Applicants will be given an option to purchase a tree (consistent with the City's Tree Master Plan and minimum planting size) or donate funds for a tree to be purchased by the City.

City staff will prepare planting sites for each tree dedication. Trees will be planted two times a year (May/November), in conjunction with the City's annual Inglewood Beautification Association (IBA) Spring and Fall planting. Whenever a dedication tree is planted, information noting the planting site will be added to the City's tree inventory. Each donation will be recognized by the issuance of a letter of acknowledgement to both the applicant and the honoree or the honoree's family when the tree is planted.

To cover the cost of the tree and labor, \$200 must be submitted with each dedication request. Dedication plaques and/or signs used to identify the site will be approved on a case by case basis depending on the location of the tree. (An additional plaque fee will apply).

In the event an application for a tree dedication is denied, funds will be returned.

All Dedication Tree Plantings are subject to the approval of the Parks, Recreation and Community Services Director and Parks and Recreation Commission.

TREE SPECIES

New street trees shall generally be of the same species as the predominate species on a street. If the existing species type is determined to be inappropriate, then a similar, compatible species will be planted that preserves the aesthetic qualities of the existing trees located on the street. The size of the tree at maturity should also be considered when selecting the tree species. All tree varieties must be of a species approved as part of the City's Tree Master Plan

MINIMUM PLANTING SIZE

Trees shall be single stemmed trees, 1½" caliper (or larger) measured at breast height. Minimum container size shall be a 24" box for trees specified as 1½" caliper. The standard tree size shall be 6-10 feet in height. The root ball of each tree must hold intact during planting and be sized to contain adequate roots for good tree growth. Trees must not exhibit signs of being root bound from being in a container too long. Additionally, all trees shall be disease-free, have a

symmetrical, well-balanced crown and be capable of standing on their own without the nursery stake upon final inspection.

PLANTING SITE

Planting sites shall be determined by the Tree Maintenance Supervisor. The planting site must meet the following minimum requirements.

- 1.) Adequate spacing (both above ground and under ground) must be present to allow healthy growth to maturity.
- 2.) Location must be conducive to good management practices and does not significantly disrupt maintenance activities or utilities.
- 3.) Water must be reasonably available for the maintenance of the tree.
- 4.) Trees shall not be planted where they would interfere with the growth of other trees in the immediate area or be overshadowed by an existing tree.
- 5.) Planting site shall allow a five foot minimum distance from gas, electric or water meters.
- 6.) Location shall be 10-feet from street lights, power lines and fire hydrants, and five-feet from walkways, driveways or other hardscape features.
- 7.) Site shall not be within 50-feet of the point of intersection of streets.

(Dated: 04/02/09)

Inglewood



California

PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

Tree Dedication Planting Application

Anyone wishing to participate in the Tree Dedication Program must first complete a Dedication Tree Planting Application for each request for tree planting on City property. All tree dedication plantings are subject to the approval of the Parks, Recreation and Community Services Director and Parks and Recreation Commission. The location and tree species shall be determined by the Tree Maintenance Supervisor.

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ - _____ Email: _____

\$200 Application Fee Included: Cash: Check: # _____

Reason for Request: Special Event/Occasion _____ Dedication _____

Dedicated to:

Name	Relationship
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Preferred tree species for planting (must be approved by City):

I have read and acknowledge the minimum requirements and conditions for Tree Dedication Planting.

Signature: _____ Date: ____/____/____

<p>** FOR DEPARTMENT USE ONLY **</p> <p>Application Received: ____/____/____ Reviewed by TMSuper. ____/____ PASupt ____/____ DIR ____/____</p> <p>Tree species available: _____ Location: _____</p> <p>Check received: _____ Tree donation accepted: _____ Confirmation Letter sent: _____</p> <p>Tree Inventory update completed: ____/____/____</p>
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