

# Evanston Community Forestry Tree Planting Program Guidelines

## 2024

### 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 at 275 Saddle Ridge Road or City Hall at 1200 Main Street. You can also print applications from online at [www.evanstonparksandrec.org](http://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 December 11, 2023 and are due [no later than January 19, 2024](#).

s

### Availability:

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

### Fee/Rate:

\$50 prepayment is due upon application submission and should be [payable to EPRD](#). If, for any reason, your payment is not received with your application you will NOT receive a tree during this program year.

### Size:

#15 container trees with 1.25" to 1.50" caliper trunk or 5-6' tall evergreens, 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 are to be picked up at the Parks Shop, 110 Pasture Drive the first week of June 2024. You will be contacted when your tree(s) will be available for pickup.

Parks employees will help you load your tree into your car, 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 pep.

### 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 in order of date that completed application was received.

### Replacements Trees:

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