



**GENERAL SERVICES DEPARTMENT**

965 Fir Street  
P.O. Box 3420  
Chico, CA 95927-3420

(530) 896-7800  
Fax (530) 895-4731  
<http://www.ci.chico.ca.us>

**CITY OF CHICO**  
**PERMIT TO PLANT TREES**  
**IN THE PUBLIC RIGHT-OF-WAY**

Property Owner: \_\_\_\_\_ Representative: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Representative's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Representative's Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_ Representative's Phone Number: \_\_\_\_\_

**REQUEST TO PLANT:**

Location of tree(s): \_\_\_\_\_  
(Address)

Number of tree(s): \_\_\_\_\_ Species of tree(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sketch of Proposed Tree Locations: (Include location of sidewalk, driveway, utility boxes or meters, street lights, telephone poles, hydrants and road signs within 30' on either side of the proposed tree.)

**HOMEOWNER'S INSURANCE CERTIFICATE IS REQUIRED**

***Attach Copy of Certificate of Liability OR Homeowners Insurance***

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner or Authorized Representative

***Please allow 10 business days for field review and processing***

**CITY OF CHICO**  
**PERMIT TO PLANT PUBLIC TREES**

TO:

DATE:

Your application requesting permission to plant public trees at (location of tree)

\_\_\_\_\_

has been:

\_\_\_\_\_ Approved subject to the condition(s) agreed to and listed below.

1. Plant a new 15-gallon tree according to City Standards, including staking and mulching, which must be in place within 10 days of obtaining the tree. CALL 2 DAYS BEFORE YOU DIG to have utilities marked: 811 or 1-800-227-2600.
2. Provide adequate irrigation and fertilization of the tree for at least 3 years or until the tree is fully established.
3. Appropriate care of the tree for the 1<sup>st</sup> 3 years including keeping the lawn, other plants and rocks at least 2' away from the trunk of the tree at all times. Keep a 2" layer of mulch in the base area around the tree.
4. Maintain proper staking for 1 to 2 years and remove the stakes once the tree grows to 2" diameter.
5. Keep low foliage cut back from the sidewalk or street. Homeowner agrees not to top the tree or cut branches back to the trunk during this time period.

\_\_\_\_\_ Denied for the reason(s) listed below.

**Appeal Procedure:** Should you disagree with this and wish to appeal this decision, you must submit a written letter addressed to the Bidwell Park and Playground Commission within 15 days of the receipt of this notice of denial. Any appeal submitted will be placed on the next regular meeting of the Bidwell Park and Playground Commission (last Monday of each month).

If the above condition(s) is/are agreeable to you, please sign below and return them to the Park Department at the address listed above. A copy, signed by a representative of the City, will be returned to you and will be your permit to perform the authorized work.

I hereby acknowledge that I both understand and agree to comply with the conditions of the permit as listed above.

\_\_\_\_\_  
(Date)

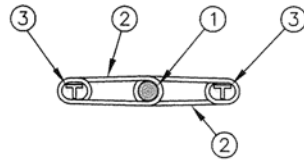
\_\_\_\_\_  
Signature of property owner or representative.

\_\_\_\_\_  
(Date)

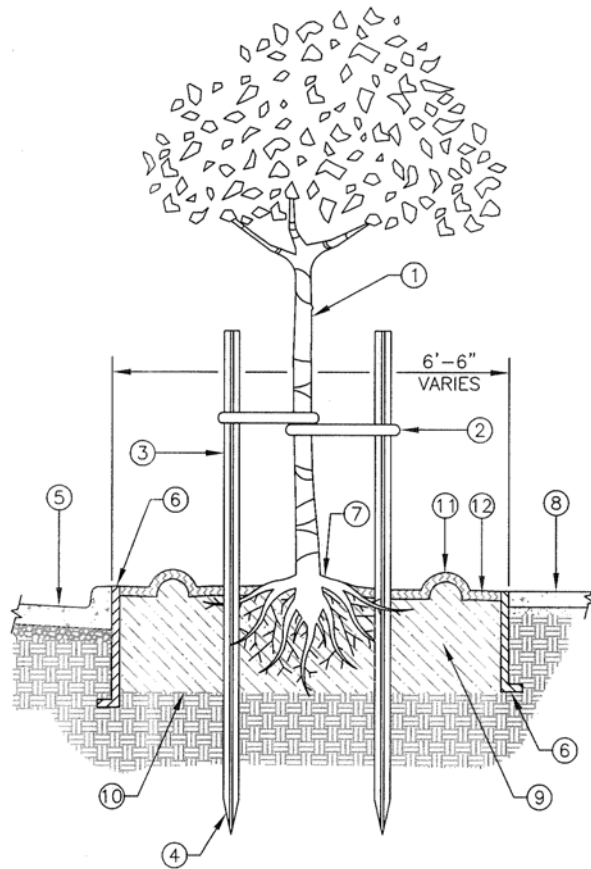
\_\_\_\_\_  
Urban Forester or authorized City Representative

Distribution: (When fully executed)

\_\_\_ GSD \_\_\_ BO \_\_\_ PL DIR \_\_\_ UF



PLAN VIEW



SECTION VIEW

**NOTES:**

- ① TREE AS PER C.D.F. STANDARDS FOR PURCHASING CONTAINER GROWN LANDSCAPE TREES.
- ② 3/4" WIDE REINFORCED PLASTIC GREEN TREE TIE.
- ③ 8' HEAVY DUTY STEEL GREEN T-POST. PLACE POSTS PERPENDICULAR TO PREVAILING WINDS AND OUTSIDE ROOTBALL IN UNDISTURBED NATIVE SOIL.
- ④ DRIVE POST 1' MIN. INTO UNDISTURBED SOIL. PLACE POSTS MINIMUM 18" AWAY FROM TRUNK.
- ⑤ CURB AND GUTTER OR OTHER PAVING.
- ⑥ ROOT CONTROL BARRIER BY "DEEP ROOT CORP." OR APPROVED EQUAL. SET AT LEVEL OF SURROUNDING CEMENT OR SOIL. 10' LONG CENTERED ON TREE, 12" DEPTH (LB 12-2) NEXT TO SIDEWALKS AND 18" DEPTH (LB 18-2) NEXT TO CURBING.
- ⑦ FIRST ROOTS SHALL BE VISIBLE AT TOP OF ROOTBALL. SET TOP OF ROOTBALL 1" ABOVE FINISH GRADE TO ALLOW FOR SETTLEMENT. BREAK UP SIDES OF BALL AND SPREAD OUT ROOTS. NO CIRCLING ROOTS SHALL REMAIN WITHIN 12" OF THE TREE TRUNK.
- ⑧ SIDEWALK.
- ⑨ BACKFILL MIX PER SPECIFICATIONS OR SOIL REPORT. SOIL SHALL BE 2" BELOW WALK. COVER SOIL WITH 2" OF MULCH TO GRADE.
- ⑩ PLANTING HOLE SHALL BE TWICE THE DIAMETER OF THE ROOTBALL AND NO DEEPER THAN THE TREE ROOTBALL. SCARIFY SIDES AND BOTTOM OF HOLE. IN PARKING AREAS OVER EXCAVATION OF COMPACTED SOIL MAY BE REQUIRED.
- ⑪ WATER RETENTION BERMS SHOULD BE SET 3' FROM THE TRUNK.
- ⑫ MULCH.

**NOTE:**  
 IN TURF AREAS PROVIDE ARBOR GUARD BRAND TRUNK PROTECTANT AND PROVIDE A BENDER BOARD AT THE OUTSIDE EDGE OF THE BERM.

REVISION	BY	DATE	APP. BY COUNCIL

**CITY OF CHICO**

**STANDARD PLAN**

DRAWN BY: GL DATE: 9/09  
 CHECKED BY: DB SCALE: NONE  
 APPROVED: *m*  
 CPSD DIRECTOR

**FIFTEEN GALLON  
 TREE PLANTING DETAIL  
 AT PARKWAY STRIP**

NO.  
**LS-1**

SHEET 1 OF 3

## How to Plant Your Tree

**1. Prepare the planting area.** Mark an area several times wider than the root ball diameter (the wider the better). Loosen this area to about the depth of the root ball. This will enable your tree to extend a dense mat of tiny roots out into the soil in the first several weeks in the ground.

**2. Dig the hole** in the center of the loosened area, 2-3 times the diameter of the root ball and no deeper than the depth of the root ball — shallow is better than deep! Make sure the sides of the hole are rough and uneven. In very hard soils, a rough edge to the hole may help new roots grow out into the surrounding soil.

**3. If the tree is in a container,** gently remove the container from root ball — don't pull by the trunk. Loosen roots with finger tips and prune away damaged or circling roots.

**4. For balled and burlapped trees,** rest the root ball in the center of the hole, and reshape the hole so the tree will be straight and at the proper level. After adjusting the tree, pull the burlap and any other material away from the sides and top of the root ball. Carefully remove the burlap material from the hole.

**5. Loosen the soil near the trunk** to find the 'trunk flare.' This is the area where the trunk gets wider as the first roots join the trunk. This point should be visible at the top of the root ball. If the trunk flare is not visible, remove soil from the top of the root ball until it is visible.

**6. Place the tree in the hole.** The bottom of the ball should rest on solid undisturbed soil. When finished, the trunk flare should be at or just above the soil surface. Planting too deep is the most common mistake, since soil above the trunk flare causes the bark to rot!

**7. Stand back and look at the tree** before putting the soil back

into the hole. You can make careful adjustments at this time to the planting height and the direction the branches face without seriously harming the roots.

**8. Gently backfill with the original soil** removed earlier. Do not add fertilizer, compost or other material. Use one-third of the soil

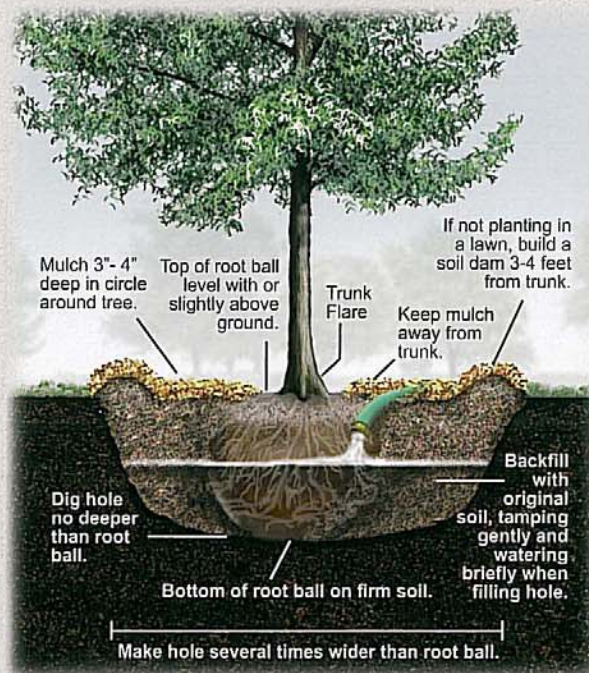
at a time. Break up dirt clods and remove any grass, weeds or rocks. Lightly pack the soil with the shovel handle to remove air pockets. Do not stamp on or compress soil heavily. The best soil for root growth has spaces for both air and water, but not large air pockets, which causes problems. Water briefly. Refill and pack again until soil is even with top of root ball. The trunk flare should be slightly above the soil. Water thoroughly.

**9. If your tree is not planted in a lawn,** construct a small earthen dam or berm, less than 4 inches tall, with excess soil just outside of the root ball zone. This will help hold water until it soaks into the soil, rather than letting it run off across the surface. The berm is temporary while your tree becomes established and, in most cases should be removed two years after planting.

**10. Cover the entire loosened area** of soil with 3 to 4 inches of mulch (chipped wood or bark, compost, or dry leaves). Mulch will slow water loss, reduce competition from weeds and grasses, will moderate soil temperature and provide a small amount of nutrients. Keep mulch away from the trunk of the tree to prevent disease.

**11. Staking (Optional)**

Stake only if tree stability is a problem. Staking is a temporary measure to allow the trunk to develop strength — remove as soon as possible. The sooner the stakes and ties are removed the stronger your tree will be. If staked, typically this can be one to two years and no longer than three. Reddy stakes are the easiest to use and are available from your local nursery.



## The Right Tree in the Right Place

Use the right size tree for your planting site. Use small trees when planting under or near power lines.

