Find out how you can get free trees for your neighborhood...

Free 5-gallon trees are available to Fort Worth neighborhoods. Citizens **must plant the trees in the parkway**, the area between the sidewalk and curb, in front of their home. Citizens also **must agree to water and maintain the trees for 2 years**, until the trees are established.

**FACTS ABOUT FORT WORTH TREES**

- In Fort Worth, trees save $61,473,000 in reduced energy cost per year.
- There are about 4.7 million trees in the city limits of Fort Worth that provide $77 million in benefits annually.
- Trees capture 1,440,998,000 gallons of storm water each year.
Dear Interested Citizen,

Thank you for your interest in the City of Fort Worth Neighborhood Tree Planting Program. In this newsletter, you will find information concerning trees available to be planted, procedures of planting, watering and maintaining the trees. Enclosed in the packet, you will find a sign up sheet for your neighborhood volunteer group.

Trees are important to preserve and to plant in our growing city. They enrich our lives in so many ways. They add beauty and color to their surroundings. Beyond aesthetics, trees perform important vital functions such as filtering pollution from our air and, in turn, producing oxygen. They also provide flood and soil erosion control. Many trees throughout the world provide harvestable products such as oils, fruits, nuts, wood, paper and other useful items. Wildlife ranging from mammals, birds, insects and fungus use trees for food and shelter.

Many economic and social benefits may be derived from trees as well. Their presence can increase property value, stimulate economic development, reduce crime rates, reduce stress, and create a community-gathering place. We enjoy their shade and cooling effects, and trees even help us to save energy! Also, they soften the harsh lines of buildings, provide privacy screens, and contribute to the general character of a place.

Now that you know some of the important reasons we like trees, it’s your turn to make a difference in your neighborhood by organizing a tree-planting event! Your neighborhood will benefit for decades to come and you will leave a legacy.

If you have any questions, please feel free to contact me at 817/392-5729 or craig.fox@fortworthgov.org.

Sincerely,

Craig Fox
Forester

WELCOME TO THE NEIGHBORHOOD TREE PLANTING PROGRAM!
HOW DOES MY NEIGHBORHOOD GET INVOLVED?

A Neighborhood Project Coordinator must be designated from within the neighborhood to make communications between the neighborhood and the Forester easier.

A commitment of at least 25 citizens (addresses) must agree to plant trees on their parkway (the area between the sidewalk and the curb) and agree to water the trees after planting. Once at least 25 participants are signed up, the Neighborhood Project Coordinator will contact the Forester and send a list of names and addresses of those interested in receiving trees.

The maximum number of addresses allowed to sign up for a single tree planting project is 75. If you have more than 75 interested participants, a new list will need to be submitted at a later date. Limiting the number of participants within a given neighborhood allows other neighborhoods to be served in the same tree-planting season.

The City cannot plant the trees, so it is the neighborhood’s responsibility to find volunteers if needed.

The number of trees provided per address may vary due to spacing/visibility requirements, presence of mailboxes, streetlights, water meters, etc.

Although residents may pick their preferred tree, there is no guarantee that he/she will receive the preferred tree. Unfortunately, due to the flux in tree inventory at our tree farm, we cannot guarantee specific tree species. However, we will try to accommodate all requests as much as possible.

A waiting list is in effect and tree planting projects are on a first come, first serve basis.

The tree planting season occurs from October – March of every year, but may sometimes extend into April or May.

ORDER OF EVENTS ONCE ON THE LIST

Once the Forester is contacted and the participant list is submitted, your group will be put on the waiting list.

The Coordinator will need to find a safe delivery point that is a central location where participants can easily pick up the trees (usually the Coordinator’s backyard).

When your group nears the top of the list, the Forester will contact the Neighborhood Project Coordinator and set an event date. The Forester and Neighborhood Project Coordinator arrange a date and time for delivery of the trees.

Then the Forester will survey the addresses from the list and determine the best area for trees to be planted in the parkway. The Forester will mark the parkway tree planting locations with an orange dot and a green pin flag and provide the

The sooner you submit your list, the sooner you’ll get free trees!

The trees will be delivered the Friday of/or before the planting date. Participating residents will need to pick up their trees from the Coordinator’s home during the scheduled pick-up time (often on the following Saturday morning).

The Forester can be scheduled in advance to be on site during the pick-up time.
**THE DELIVERY DAY**

Trees will be delivered on an agreed-upon Friday at 10am.

The Forester will be present during the Friday delivery to answer questions and provide brochures.

The Forester will also provide the Coordinator with a revised list of the participants that includes name, address, what tree was requested, what tree(s) are provided, and notes.

You may want to have participants pick up their trees on the delivery date between specific hours (If trees are not picked up within 24 hours, the Coordinator may be responsible for watering and maintenance.)

**THE DAY OF THE EVENT**

The participants will pick up the trees at the designated central location and take them to the addresses for planting.

The trees are the property of the City of Fort Worth. They must be planted in the parkway, which is City property.

Participants will need to provide their own shovels and other equipment for planting the trees.

Participants might want to dress according to the work: i.e. with hats, long sleeve shirts, work shoes, work gloves, eye protection, and sunscreen.

If requested, the Forester may be available for the event to assist the Coordinator and answer any questions.

Please plant the trees within one week of receiving them.

Due to budget constraints and environmental concerns, the City of Fort Worth is reusing containers and “future tree planting site” flags. The Neighborhood Project Coordinator must arrange for collection of all the plastic containers and flags within two weeks after the event.

Once containers are collected, the Coordinator should contact the Forester. Arrangements will be made for the Forester to pick up the containers and flags to return them to Rolling Hills Nursery.

Any trees left over from the event will be picked up by Forestry staff. The Coordinator will schedule with the Forester to arrange pick-up.

Lastly, water the trees from now through the planting season until established.
WHAT IS THE PROPER WAY TO PLANT AND CARE FOR A TREE?

PLANTING
Dig a hole the same depth as the container and 2 to 3 times wider.

Score sides of the hole with a rake or shovel.

Remove the root ball from the container by carefully laying it on its side and rolling the container back and forth with gentle pressure until the root ball is loosened.

Slide the root ball out of the container.

Cut one or two inches deep along the side of the root ball in four places.

Gently score (roughen) the sides of the root ball to stimulate rootlet expansion.

DO NOT LIFT TREE UP BY IT’S TRUNK! Lift by the root ball or gently roll into the hole if the tree is too heavy. Make sure the top of the root ball is at ground level.

If the hole is too deep, add enough soil to raise the root ball one to two inches above ground level. This will allow for settling of the soil.

Using the same soil, fill the hole halfway. Lightly tap added soil to eliminate air pockets. Do not amend soil by adding compost, sand, gravel or other matter. Amending the soil will create a difference in soil texture and may cause improper drainage. It will also encourage tree roots to not grow beyond the original hole.

Wet down the added soil to further eliminate air pockets. Finish filling hole and use the extra soil to create a water ring at the edge of the planting hole. Do not place any soil over the original root ball.

Gently tap down the soil and water.

MULCHING
Place mulch 2-4 inches deep inside and on top of the water ring.

However, keep mulch off the trunk. (Mulch around the trunk can cause bark suffocation or rot).

PRUNING
Prune any dead or damaged limbs at the time of planting.

Always cut limbs to the next largest branch.

You may also remove any co-dominant leaders (see illustration). DO NOT do any aesthetic pruning until the end of the second growing season.

STAKING
If possible, DO NOT STAKE the tree. It will establish a stronger root system when not staked. If staking is necessary, stake the tree on 2 or 3 sides loosely enough that it sways in the wind from the base. This encourages lateral root growth.

Remove staking material within one year, otherwise, the tree may grow around the staking material.

MAINTENANCE
Water tree once a week from time of planting through the growing season until established. Four to five gallons/week are recommended for 5-gallon trees.

It is better to water slow and deep weekly, than to water daily. Fill the water ring around tree and let it soak in.

Continue to maintain 2-4 inches of mulch around tree (not against the trunk). Avoid trunk injury with weed-eaters and lawn mowers. Tree guards are easy to install and are inexpensive.
HOW CAN I ORGANIZE A TREE PLANTING EVENT?

Getting people interested:
· Present the idea at the neighborhood association meeting
· Door-to-door visits help neighbors get to know one another and build a sense of community
· Use e-mail as an efficient way to contact the group with updates and information
· Post fliers for the event
· Submit an article to your neighborhood newsletter
· Either have the participants sign up and choose their preferred trees, or just tell them they may receive free trees and the Forester will select the trees. (The inventory at the tree farm is constantly changing, therefore, there is no guarantee that a chosen tree will be available).

Recruiting help:
· Recruit an assistant to help with planning and logistics. An assistant is helpful in case of an emergency where the Coordinator cannot fulfill the obligations.
· Assign block captains to be responsible for getting the word out and helping to disperse the trees
· Solicit neighborhood children to help plant the trees
· Solicit local Boy/Girl Scout group to help plant trees as a form of community service
· Inform each neighbor receiving a tree that they are responsible for planting at their address

Provide updates to the group on the status of the delivery/event:
· A good, efficient way to update neighbors is via e-mail and fliers.
· Call the Forester for an update: 817/392-5729

Delivery Date:
· Select a safe, theft-free central location where the trees may be delivered (i.e. backyard, community center, pool area, etc.)
· Delivery dates are on Fridays at 10am (unless other arrangements are made)
· Arrange to be on site to accept delivery
· You can notify neighbors of the delivery time and have them pick their trees up between designated hours
· Forester will provide enough tree-planting brochures for all participants (the brochure covers planting, mulching, pruning, staking, and maintenance)
· Forester will provide a spreadsheet with all participating neighbors, their addresses, what trees they requested, and what trees they will receive
· Pass out the tree planting brochures when neighbors pick up their trees, if not provided during location marking
· Remind neighbors to return the containers and pin flags to Coordinator within 2 weeks

Ideas for the day of the event:
· Host a tree-planting block party
· Have a cook-out
· Schedule the planting to coincide with a neighborhood event, such as a fall/spring festival
· Structure the event by establishing an event time slot (i.e. event runs from 9am to noon)
· Involve children by having them help carry trees to the participating addresses or to vehicles
FAQs — Frequently Asked Questions

Q: Why does the tree have to be planted between the sidewalk and the curb?
A: Supplied trees are grown using City resources and therefore must remain on public property to avoid misappropriation of funds. The Neighborhood Tree Planting Program provides trees for residential parkways, which are property of the City of Fort Worth.

Q: Why are we using City resources to plant trees?
A: The trees provided by the Forestry Section are grown using municipal gas well revenue, fees from illegal tree removals, and donated funds. Trees are a tremendously valuable asset to the City, contributing millions of dollars in benefits relating to: storm water runoff, air and water quality, urban heat island effect and property values.

Q: Who plants the trees?
A: Each neighborhood is responsible for planting their own trees, which typically means that each homeowner plants the trees designated for the parkway in front of their home. The trees provided are in 5-gallon containers, which is a very manageable size to plant. The size of hole required for a 5-gallon tree is, on average, less than a foot deep and about 2 feet wide. Volunteers may be recruited by the neighborhood group to assist with planting.

Q: Many of the trees offered by the Forestry Section can grow quite large; won’t these trees damage the sidewalk?
A: While many factors affect how and where tree roots grow, the trees currently supplied via the Neighborhood Tree Planting Program have been carefully selected, in part for their rooting habits.

Q: Is there anything I can do to help prevent sidewalk damage?
A: By planting approved species, utilizing proper planting techniques, and by watering slowly and deeply rather than light, frequent application, the likelihood of sidewalk damage is greatly diminished.

Q: How much water does my tree need?
A: Typically, a 5-gallon tree will require an average of four to five gallons of water per week. The water should be applied slowly and deeply and only once a week. During the hottest and driest summer months, watering twice a week may be necessary.

Q: I have a sprinkler system that covers the parkway, too. Won’t that be sufficient?
A: Trees should not be watered as often as the lawn. It is best to hand water or slowly soak the trees which encourages a deeper, stronger root system.

Q: Should I fertilize my tree?
A: Trees provided by the Neighborhood Tree Planting Program are native or adapted to our soils and climate and do not need to be fertilized.

Q: Why do some homes receive only 1 tree while others receive 2 or more?
A: Many times, objects such as water meter boxes, light poles, mailboxes, drain cleanouts or other plants and trees make it impossible for a new tree to be installed. In some cases, safety and visibility requirements restrict trees in certain locations.

Q: How will I know if there are buried utility lines in the parkway?
A: In most cases, any buried lines are well below the depth that the tree is planted. However, homeowners can call 1-800-DIG-TESS (1-800-344-8377) or visit www.digtess.org for a free utility locating service. Their representatives can come out and mark where any gas or electric lines are buried. Please note that DIG TESS does not mark for water or sprinkler lines.
GUIDELINES FOR LANDSCAPING IN PARKWAYS

Public Open Space Easement (P.O.S.E.)

A 20-foot by 20-foot triangular public open space easement is required on corner lots at the intersection of two streets. A 15-foot by 15-foot triangular public open space of easement is required on corner lots at the intersection of an alley and a street. In addition, at the intersection of a driveway or turnout section and a dedicated alley, a 10-foot by 10-foot triangular open space easement is to be provided on each side at the driveway or turnout at the time the driveway and/or alley is constructed.

No structure, object, or plant of any type may obstruct vision from a height of 24-inches to a height of 11 feet above the top of the curb, including, but not limited to buildings, fences, walks, signs, trees, shrubs, cars, trucks, etc., in the public open space easement as shown on the illustration below.

Landscaping in Parkways

- A medium or large tree shall be planted a minimum of 2 feet from the face of the curb, sidewalk, or other structure.
- A small tree or shrub shall be planted a minimum of 1.5 feet from the face of the curb, sidewalk, or other structure.
- A minimum planting area of 3 feet must be available between back of curb and sidewalk to plant any small tree or large shrub and a minimum of 4 feet to plant large trees. A large tree shall be defined as a species that reaches a height of 50 feet at maturity.
- In residential areas, a minimum spacing of twenty-five feet is recommended between shade trees planted on parkways and is required in commercial districts or major arterial streets.
- All landscaping shall be located so that pedestrians can walk parallel to the street within the parkway whether a paved sidewalk is or is not provided.
- No tree or shrub shall obstruct the view of any traffic signal, sign, or other public sign.
- Any tree or shrub planted in the parkway is the property of the City and the City reserves the right to prune or remove such tree or shrub if it become a traffic hazard or poses risk.
- Planting trees or shrubs on any public property requires a free permit from Parks and Community Services Department and can be obtained by calling the City Forester at 817/392-5738.
You can do your part to preserve our local native plant communities by landscaping with native plants, recreating a micro-ecosystem on your property, and supporting preservation initiatives in your community. You can learn more about native plants at:

City of Fort Worth, Parks & Community Services Department, Forestry Section
www.fortworthgov.org/fwpacsd/forestry/index.htm

City of Fort Worth, Parks & Community Services Department, Botanic Garden
www.fwbg.com

City of Fort Worth, Parks & Community Services Department, Nature Center & Refuge
www.fwnaturecenter.org

Benny Simpson’s Texas Native Trees
aggie-horticulture.tamu.edu/ornamentals/natives/

Ladybird Johnson Wildflower Center
www.wildflower.org

Botanical Research Institute of Texas (BRIT)
www.brit.org

Heard Museum
www.heardmuseum.org/attractions/plant.asp

Texas Parks & Wildlife Department
www.tpwd.state.tx.us/huntwild/wild/wildscapes

Native Plant Society of Texas
www.npsot.org

National Wildlife Federation
www.nwf.org
USEFUL INFORMATION

City of Fort Worth Parks & Community Services Department (817)392-5700 City of Fort Worth Botanic Garden (817)871-7686
http://fwbg.com

Forestry Section (to report damaged trees) (817)392-5738 Texas Forest Service Oak Wilt Specialist (817)579-5773
http://www.texasoakwilt.org

Neighborhood Tree Planting Program (817)392-5729 Texas Forest Service Regional Urban Forester (817)926-8203

Field-grown /B&B Tree Grant Program (817)392-5739 Texas AgriLife Extension Tarrant County (817)884-1944
http://tarrant.tamu.edu

FREE MULCH

The Forestry Section strives to recycle all removed plant materials via chipping small wood debris. Heavy Equipment, another section of Parks and Community Services, offers free mulch and compost to the citizens of Fort Worth as part of this recycling program.

Mulch can be picked up at the parking lot for the soccer fields at 2525 Joe B. Rushing, across from TCC South Campus. Citizens should bring sturdy bags or containers, shovels, and work gloves.

Remember to cover your load if using a pickup or trailer.

Employees are not available to aid in bagging and loading of mulch.

CITY OF FORT WORTH ROLLING HILLS TREE FARM

Fort Worth has a rich history of responsible Urban Forestry. The city passed the first ordinance in the state to protect public trees with the City Charter in 1873. The forestry program was established in 1928 when Fort Worth hired their first City Forester.

Today, the City of Fort Worth has its own 71 acre tree farm, Rolling Hills. Seeds are collected throughout the city, potted, and then either repotted in 5-gallon containers or planted in fields. The 5-gallon container trees are used for planting in the City’s parkways (the area located between the sidewalk and the curb) via the Neighborhood Tree Planting Program. Large container stock and field-grown trees are planted in parks, schools, libraries, non-residential parkways and other municipal property through the Tree Grant Program.

CITY OF FORT WORTH NEIGHBORHOOD TREE PLANTING PROGRAM

City of Fort Worth, Forestry Section
Craig Fox, Forester
Neighborhood Tree Planting Program
2525 Joe B Rushing Rd
Fort Worth, Texas 76119
Phone: 817/392-5729
Fax: 817/392-7454
E-mail: craig.fox@fortworthgov.org

A street tree providing shade for a vehicle.
IN CLOSING...

You are working on a very noble project. Planting trees helps us sustain our urban forest. A diverse, uneven-aged urban forest will help ensure that we always have trees to provide us benefits such as filtering our air and water, reducing the urban heat island effect, reducing our electricity bills, controlling run-off and soil erosion, providing for aesthetics, and providing homes for our wildlife.

In addition to planting trees, please keep in mind that a sound urban forest includes many other components such as native vegetation, wildlife, insects AND humans. Do your part to protect and enhance our urban forest by landscaping with native plants, which provide wildlife habitat and food sources, as well as conserving water. Plant native understory shrubs, vines, annuals, perennials, and grasses in addition to trees!

Promote and encourage open/green space and wilderness for future generations. Supporting sustainable development that retains trees and open/green space areas in neighborhoods and on corporate campuses will help us retain the sense of place and ecological character of the region. We all can work together to promote and enhance our urban forest.