



Auburn's Community Matching Grant
Neighborhood Programs
25 West Main Street, Auburn, WA 98001
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Neighborhood Matching Grant Tree Grants

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INTRODUCTION

Thank you for your interest in the City of Auburn's Tree Grant Program. These grants are sponsored by the City of Auburn's Neighborhood Program in conjunction with the City of Auburn's Department of Parks, Arts and Recreation.

Since the lifespan of trees is typically longer than the human lifespan, adopting a tree is a lifelong commitment. Trees require watering, periodic pruning and an occasional visit from a licensed arborist or professional when it gets sick.

In return the trees beautify neighborhoods and help to reduce the speed of traffic. Their shade cools the city on hot summer days and they help reduce pollution. As the trees grow and mature, they often become landmarks enjoyed by everybody in the city. It all starts when someone makes a commitment to plant and take care of them.

The information presented in this guide is designed to help you determine whether or not to make that commitment. The application is not complicated, and the City will provide guidance and support throughout the process. The steps that a tree planting project requires will hopefully cause the applicant to think about the commitment they are making.

If, after reviewing this guide, you have additional questions, comments or need more information, please contact –

Jamie Kelly, Parks Planning and Development Manager at
(253) 931-4011.

Examples of Drought Resistant Trees



Hornbeam



White Ash



Urbanite Ash

PLANNING A TREE PLANTING PROJECT:

When designing and planning your project, keep in mind that you need to comply with the City of Auburn's Design Standards pertaining to "Landscaping" and "Street Trees". Due to the complexity of planting trees within a City right-of-way the City's Parks, Arts and Recreation Department will guide grant applicants through the planning phase of the project. The Parks Department will work in coordination with the City's Community Development and Public Works staff to ensure that the appropriate design standards and requirements are met. In addition, existing utilities and public safety will be taken into consideration.

Trees made available through a Neighborhood Matching Grant Program must be planted within the right-of-way of a city street. Trees need to be placed so that they do not obstruct the view of any street intersection, driveway, or traffic control device or sign. Trees should generally be at least 20 feet from streetlights. If they are near utility lines, the species of tree selected should have a maximum height of no more than 25 feet. Utilities within the planting areas will need to be located in order to avoid impacts to existing infrastructure. Finally, trees will need to be pruned as they grow to provide at least seven (7) feet of vertical clearance above the sidewalk and 14 feet of vertical clearance above roadway surfaces.

All street trees planted within a five-foot wide landscape strip must use a root barrier. Root barriers force tree roots to grow deep below the sidewalk, thus preventing heaving. Barriers can be made of plastic or geotextile fabric. The root barrier should be placed along two sides of the tree, parallel to the sidewalk and to the curb line. Under specific circumstances, wider strips that contain utilities may also need root barriers to reduce conflicts with said utilities. Plan submissions shall indicate the location of root barriers and provide a specification sheet on the product to be used. **If grant funds are expended on the purchase of the trees then grant applicant(s) will be required to provide these root barriers at their own expense.**

There are numerous choices of trees available. The following species are allowed in the City of Auburn's Design Standards. See Table 10-5 in the Design Standards for a brief description along with their landscape requirements.

- Hedge Maple
- Amur Maple
- Norway Maple
- Golden Desert Ash
- Ginkgo
- Tulip

EXAMPLES OF SHADE TREES



Linden



Katsura Tree



Red Maple

Selection of trees is typically based on:

- **Size** of the landscape strip along the street where it will be planted {often a minimum of 5-8 feet is required}.
- **Canopy shape** of trees
- **Size and Type** of leaves
- **Root shape** - Whether the roots are shallow or burrow deep into the soil.
- **Site environmental condition** such as the amount of soil or moisture of the soil.
- **Aesthetic** qualities desired

Note: Needled evergreens shall NOT be used in landscape strips, unless the strips are very wide. Several websites are available on the Internet that describes the trees allowed in the Design Standards in colorful detail.

Upon determining that an applicant(s) is/are willing to assume responsibility and adopt a street tree(s), Parks staff will schedule a meeting with the applicant(s) to discuss requirements outlined in this guide. Staff will also share additional information that will be helpful during the planning phase of the project.

It is highly likely that Parks staff and members of the City of Auburn Urban Tree board will assist the applicant(s) in planting the tree(s)

Trees are only available during the dormant season. Due to the popularity of some tree species and limited availability of others, City of Auburn Parks, Arts and Recreation Department cannot always guarantee the availability of tree choices.

EQUIPMENT NECESSARY TO PLANT TREES:

In most cases the work is done by hand. The size and number of trees typically do not warrant the need to use powered equipment. Shovels are used to dig the holes. Hard rakes work well to score the sides of the hole to prevent them from glazing over. Hard rakes are also useful for raking excess soil off the top of the newly planted tree and building the water ring around the tree.

Wire cutters may be needed to remove the wire holding the burlap surrounding the rootball. The top third of burlap surrounding the rootball should be folded back or cut off with either a pocket knife or a utility knife. Depending upon the species, the trees can easily weigh 100 pounds or more. You may need to rent or wheel borrow or a tree dolly to help move the trees.

WATERING THE TREES:

Did you know --

If you use a garden hose to water a tree by hand, a three-inch tree will need about five minutes of water once a week. Plan on roughly two minutes of water for each inch of tree diameter.



Simple Perc Test:

To help ensure the success of your tree planting project, check your site for proper drainage by conducting a simple perc test. Dig a hole about twice the size of the tree's rootball. Next, fill the empty hole with water and let it sit overnight. If it takes longer than 24 hours to drain, select another site. A tree will die if its roots are underwater for long periods of time.



Perhaps the biggest commitment to adopting a tree is the obligation to water it. Providing water appropriately and adequately to newly transplanted tree is critical to their success.

Give careful consideration as to how trees will be watered because by adopting a tree from the City of Auburn, you are committing yourself to watering it for, at least initially, several years. Projects relying only on natural rainfall to establish the trees after planting will not be considered.

The planning stage is the appropriate time to work out the watering details. Trees may be watered by hand or by an irrigation system that is installed and working at the time of the tree planting.

Trees will not be watered by the City Parks Department. If using an irrigation system, trees must be on a separate zone from turf, with either tree bubblers or drip emitters.

Newly planted trees need slow, deep watering to become established. By encouraging the water to move deep into the soil, you are encouraging a deeper root system and a more drought tolerant tree. You also lower the likelihood that the roots of the tree will eventually damage nearby sidewalks and roadways. Once your tree is established, and depending on the type of tree selected, their need for you to water them is diminished.

Standard rule of thumb is a tree needs a minimum of 7 gallons of water per caliper inch per week throughout the growing season. In other words, a 3" caliper tree will need to receive 21 gallons a week. The amount of water required will vary depending on the soil conditions around the tree. During periods of heavy rainfall, you will not need to water the trees. The watering is to continue for a minimum of two years or until such time as the trees become established.

APPLYING FOR A TREE GRANT

GRANT REQUIREMENTS:

Tree Grants are intended to beautify the streetscape along a city block. The grants are limited to \$1000 or roughly four to six trees. **Tree grants are limited relative to the availability of funding and the availability of the selected trees.**



Once a tree is adopted, it becomes part of the public domain. In other words, the tree cannot get cut down or relocated at a later date without the written permission of the City of Auburn.

To match the grant, neighbors must organize the planting effort, provide necessary tools, and assume responsibility for watering and maintaining their trees. Each tree will need to be adopted by a neighbor willing to assume the responsibility for its care and maintenance.



The first step is contacting your neighbors to determine who may want to adopt a tree. Once a small group of neighbors is formed, then somebody will need to be selected to serve as the project coordinator. Trees are delivered to a designated location near the planting site. Most likely the trees will be delivered to the project coordinator's address. The coordinator is also responsible to make sure the participating neighbors are ready to plant the trees shortly after they arrive.

FILLING OUT A GRANT APPLICATION:

The grant application is designed to help you and your neighborhoods plan a successful tree-planting project. It consists of three, required forms.

Tree Grant Application: Identifies the project coordinator, types of trees requested, and the level of commitment from the participants.

Landscaping Plan: This plan demonstrates the participants are taking into consideration the needs of the tree along with applicable landscaping requirements of the City.

LANDSCAPE PLAN

Your grant application will need a site or landscaping plan. City Parks staff will prepare the landscaping plan in coordination with the City's Community Development and Public Works Department. The landscape plan must be sufficient to include the following information:

- location and species of *all* trees, both requested and existing.
- Location of all objects within 50 feet of requested tree locations, including: utility lines, curbs, sidewalks, buildings, traffic signs, and other structures.
- Directional arrows (north).



HELPFUL INTERNET SITES

MAP SITES

King County iMap

<http://www.kingcounty.gov/operations/GIS/Maps/iMAP.aspx>

Earth Google

<http://earth.google.com/>

City of Auburn GIS

http://www.auburnwa.gov/services/resource_library/maps.htm

TREE INFORMATION

City of Seattle Urban Forestry Website

<http://www.seattle.gov/transportation/forestry.htm>

Tree Link

<https://dnrtreelink.wordpress.com/>

Washington Community Forest Council

<http://www.dnr.wa.gov/about/boards-and-councils/washington-community-forestry-council>

CITY OF AUBURN

City personnel must be able to verify the following information:

- Trees will be planted on public property within Auburn city limits.
- The proposed planting site demonstrates an environmental need for trees.
- Trees are providing benefits by being planted in close proximity to streets, parking lot and other areas as indicated on the application.

Your neighborhood project will not be considered for trees until an acceptable site plan has been prepared and approved by appropriate City staff.

SUBMITTING A GRANT APPLICATION

Tree Grant applications will be accepted beginning September 1, 2016. However, it may take as long as 60 days to review them and make a decision whether to award the grant.

New trees are only available during the dormant season. Typically grant applications should be submitted during the Fall season for planting during the winter months.

Grant applications are returned to the City of Auburn's Neighborhood Program, which is a division of the City's Department of Administration. The address is located on the application form.

Once a grant is received, it is reviewed by the City of Auburn's Department of Parks and Recreation. The application is submitted to Auburn's Tree Board for review. The Tree Board forwards the grant application along with their recommendation to the Department of Administration, who will review the grant application and make the final decision.

If an applicant is awarded a grant, somebody from the City of Auburn will contact them to make arrangements for the delivery of the trees. The City's arborist will be available to provide technical assistance and will inspect the trees after they are planted.

These trees will become part of Auburn's urban forest. Current residents and future generations will watch them grow and enjoy their splendor, shade, colorful leaves and unremitting contentment. Thank you again for considering adopting a tree.

If you have any questions or need assistance, please contact

Jamie Kelly

Parks-Planning & Dev. Manager

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