



# *The Village of Villa Park*

## **TREE ADOPTION PROGRAM 2019**

### **APPLICATION PACKET**

In the Spring and Fall of 2019, the Village will be planting its second generation of Adopted Trees on Public Parkways throughout Villa Park.

Within this packet you will find: Questions and Answers about the Tree Adoption program, a list of Qualifying Criteria for Tree Adoption, the Rules and General Conditions of Tree Adoption, and the Tree Adoption Application Form.

If you are interested in adopting a tree this Spring or Fall 2019, complete and sign the Application Form included in this packet.

# TREE ADOPTION Q & A:

## **WHAT IS THE TREE ADOPTION PROGRAM?**

The Tree Adoption Program is an environmental plan through which the Village will plant trees on qualifying public parkways to be cared for, nurtured, and enjoyed by all.

## **HOW MUCH DOES IT COST IF I WANT TO PARTICIPATE IN THE PROGRAM?**

The cost to adopt a tree is two hundred dollars (\$200) per tree.

The Village will provide the tree and it will be installed under the direct supervision of the Village Forestry Division. After that, all you need to do is provide maintenance for your adopted tree (as described in the 'Rules and General Conditions of Tree Adoption').

## **WHAT TYPE OF TREES WILL BE AVAILABLE FOR ADOPTION?**

The trees available for adoption are the following: Hackberry, Sweet Gum, Kentucky Coffee, Beech, Tulip, Smooth Leaf Elm, Crab, and Ginko trees. The Village will evaluate the applicant's property and determine what tree is best for each location.

## **WHAT SIZE WILL THE TREES BE AT THE TIME OF PLANTING?**

All trees will be up to 2 inches in diameter, and up to 8 feet tall, when planted (depending on species). We plant at these sizes because they provide the best combination of survivability and immediate visual impact.

## **WHO IS ELIGIBLE TO ADOPT A TREE?**

Everyone is eligible to adopt a tree. If there is not a suitable location in their parkway, you can adopt a tree at the Sugar Creek Golf Course or a Village park.

## **HOW DOES ONE APPLY TO ADOPT A TREE?**

All you have to do is completely fill out the 'Tree Adoption Program Application,' contained in this packet. Submit the completed form to Village Hall or Public Works on or before May 1st, and then wait to be contacted. **The Village will visit each property and contact every applicant regarding your qualifying status.**

## **THEN WHAT?**

If your property has met the criteria for tree adoption, then Congratulations! You have adopted a tree! The Village will take care of all the arrangements and your new tree will be delivered (along with information on how to care for your tree) and planted.

## **ANYTHING ELSE?**

If you have any questions, please give the Village a call at (630) 834-8505.

## QUALIFYING CRITERIA FOR TREE ADOPTION

In accordance with the Village of Villa Park Public Parkways Property Tree Adoption Program and Policy, all of the following criteria must be met in order to qualify for Centennial Tree Adoption consideration:

1. Properties on which the Village may plant an adopted tree must be at a Village park, parkway (public right-of-way), or the Sugar Creek Golf Course.
2. The current property owner seeking to adopt a tree shall not have incurred any violations to Section 21-3 (Trees on Public Property) of the Village Municipal Code within the past two (2) years.
3. The current property owner seeking to adopt a tree shall not have failed to meet any tree replacement requirements within the past two (2) years.
4. The property owner seeking to adopt a tree must return a completed Application for Tree Adoption form to the Village of Villa Park for each tree adoption request, no later than May 1st.
5. The property owner seeking to adopt a tree must agree, in writing, to comply with the Village's General Conditions of Tree Adoption.
6. The property owner seeking to adopt a tree must have a suitable location for the adopted tree to be planted. A suitable location to accept an adopted tree is as follows:
  - A. Parkway trees shall be planted at least four (4) feet from any sidewalk or curb wherever possible;
  - B. Not closer than fifty (50) feet from another canopy tree;
  - C. No tree shall be planted within thirty (30) feet of the closed point of any actual or plotted corner sidewalk intersection;
  - D. Not closer than ten (10) feet from a driveway.
7. Priority consideration will be given to applicant properties where one or more of the following conditions exist:
  - A. The required front or side parkway is completely void of existing trees
  - B. Existing canopy trees are of a species that is at high risk to contract disease or insect infestation (i.e. Ash and Elm trees)
  - C. A commitment to tree planting and landscape maintenance has been demonstrated by the property owner by demonstrating compliance with the following property maintenance standards:
    - i. Existing trees and landscape beds are properly mulched
    - ii. Trees and/or perennial gardens have been installed by property owner
    - iii. Lawn and landscape beds are mowed, weeded, and edged
8. The General Conditions of Tree Adoption must be agreed to, in writing, by any subsequent property owner prior to the transfer of ownership for the property.
9. The applicant property shall not be for sale or in a state of foreclosure at the time of the planting.
10. The property owner is responsible for locating all sprinklers, electric dog fences or other public parkway underground amenities. The Village and its contractor will not be responsible for any damage to these systems.

# **RULES AND GENERAL CONDITIONS OF TREE ADOPTION PROGRAM**

Adopting a tree is not something to be taken lightly. Trees growing in urban and suburban settings have unique needs to be met if they are to be given the best opportunity to thrive. By adopting a Tree, you will be contributing to the establishment of a Villa Park legacy that will be enjoyed (and benefitted from) by generations of Village residents.

Compliance with the following Rules and General Conditions of Tree Adoption is required by all owners of property where an adopted tree from the Village of Villa Park stands.

## **A. WATERING NEW AND ESTABLISHED TREES**

Excessively dry soils cause the death of small roots and reduce a tree's capacity to absorb water, even after the soil is re-moistened. The resulting drought stress increases a tree's susceptibility to certain diseases and insects. Precious energy reserves must be used to replace the lost roots. Keep your trees and shrubs adequately watered by following the guidelines listed below.

## **B. CHECKING SOIL MOISTURE**

There is no way to look at the soil from above and tell how much moisture is in it. The only way to be sure of how much moisture is in the soil is to probe or dig. A trowel, metal rod, or soil sampling tool can be used. Low-cost soil moisture meters are not very accurate. A metal rod, such as the end of a root feeder (without the water running), may be the most convenient tool for the homeowner to obtain and use. Very dry soil will resist penetration of the rod and indicate the need for watering. After a little bit of practice, anyone can learn to use this simple tool.

## **C. NEWLY PLANTED TREES**

Proper watering is the single most important maintenance factor in the care of transplanted trees. Too much or too little water can result in tree injury. More trees are killed by too much water than by too little. Newly planted trees and shrubs may need to be watered regularly for 2-3 years until their root systems become established. Large trees may take longer. For the first few months of the growing season after a tree is planted, the tree draws most of its moisture from the root ball. The root ball can dry out in only a day or two, while surrounding soil remains moist. Water the root ball and surrounding area by letting the hose run slowly at the base of the tree or use a root-watering needle under low pressure for 5-10 minutes.

On average, a newly planted 2-3" diameter tree will need about 20 gallons of water per week. It will need more in periods of excessive heat. Tree Gators or watering bags are an excellent way to water new installations. A 20 gallon bag will slowly release the water over a 5-6 hour period of time.

If the ground is level, simply let an open hose run on the ground and move it around occasionally to get good distribution.

If the ground slopes a little, water may easily run off the surface, and a sprinkler or soaker hose would distribute the water more slowly.

If the ground slopes severely, a root-watering needle may be necessary. Insert the needle no more than 6 inches into the ground, and move it around frequently since it moistens a small area around the insertion point. No matter which watering method is chosen, it is important that you don't saturate the trunk and that you keep the top 8-12 inches of soil evenly moist throughout dry periods.

## **D. VILLAGE ACCESS**

The Village is authorized to enter on to any Public Parkways where an adopted tree has been planted to inspect said tree.

## **E. NO PERMITTED REMOVAL**

No adopted tree shall be removed without first obtaining written authorization from the Village of Villa Park.

## **F. REQUIRED REPLACEMENT**

Any adopted tree that is removed or damaged as a result of construction work and/or negligence of the property owner is required to be replaced, by the property owner, on an 'inch by inch' basis. Such replacement tree(s) shall be subject to the same requirements and conditions as applied to the original adopted tree.

**VILLAGE OF VILLA PARK  
TREE ADOPTION PROGRAM  
APPLICATION FORM**

20 S. Ardmore Ave, Villa Park, IL 60181  
Phone: 630-834-8505 Fax: 630-834-8509  
Email: richs@invillapark.com

<b>APPLICANT INFORMATION:</b>	
Name: _____ Address: _____ Phone: _____ Email: _____	Applicant must sign and date the 'Terms and Conditions' at the bottom of this application.

<b>PLANTING LOCATION INFORMATION: (check one per question)</b>		
Where would you like your adopted tree to be planted?		
My Parkway	Golf Course	Village Park
<b>**If you chose "My Parkway", a Village representative will review the site and inform you if a tree is able to be planted in your parkway. Please withhold payment until your site has been approved.**</b>		

<b>PRIORITY CONSIDERATION INFORMATION: (check one per question)</b>		
Is your parkway entirely void of trees?	Yes	No
Please provide any additional comments and information that you feel exhibit your desire and ability to care for an adopted tree.		
_____ _____		

**TERMS AND CONDITIONS**

I acknowledge and agree that: I have been provided with a copy of the rules applicable to the Tree Adoption Program and the General Conditions of Tree Adoption; I have carefully read such rules and conditions and the release described below; I understand them fully and completely; I have had all my questions arising from such rules, conditions and release and related to my participation in the Program, if any, answered to my satisfaction; and I will allow the Village to choose the tree best suited for my location.

APPLICANT SIGNATURE

DATE

\_\_\_\_\_ | \_\_\_\_\_

*For Office Use Only:*

<b>Parkway Site Approval:</b>			
Adequate Space for Tree	Yes	No	
Existing Tree / Stump	Yes	No	
Species of Tree			
<b>Approved:</b>	Yes	No	VILLAGE REPRESENTATIVE
			DATE

**VILLAGE OF VILLA PARK  
TREE ADOPTION PROGRAM  
PAYMENT FORM**

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Phone: 630-834-8505 Fax: 630-834-8509  
Email: richs@invillapark.com

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Applicant must sign and date the 'Terms and Conditions' at the bottom of this application.

**PAYMENT INFORMATION:**

**\$200.00 / TREE**

1. Cash
  - If paying by cash, please visit Village Hall or Public Works to submit payment.
2. Check
  - If paying by check, please make the check payable to "The Village of Villa Park" and mail it to:
 

Adopt a Tree Program  
20 S. Ardmore Ave  
Villa Park, IL 60181
  - You may also submit it in person to Village Hall or Public Works.
3. Credit Card
  - We accept Visa, MasterCard, and Discover. Please visit Public Works to pay by Credit Card.

*Account #*

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APPLICANT SIGNATURE

DATE

\_\_\_\_\_ | \_\_\_\_\_