



# CITY OF PITTSBURGH

"AMERICA'S MOST LIVABLE CITY"



## Tree Planting Request Form

**PROPERTY OWNERS: PLEASE READ THIS CAREFULLY AND KEEP THIS PAGE FOR YOUR RECORDS**

By signing a Tree Planting Request Form, you, the property owner, agree that:

- A City representative will inspect your location and determine whether it is an appropriate site for a tree(s) to be planted.
- A City representative will determine an appropriate tree species for your location.
- You will water the tree (approximately 20 gallons per week—the cost is less than \$1 per year) April through November for two years or make arrangements for the tree to get watered each week.
- You will protect your tree from damage by cars, lawn mowers, etc.
- You will notify the City if the tree appears to be sick or damaged.
- If the site requires it, you give permission for a tree pit to be cut in your sidewalk or pavement. **ALL trees must be planted in a tree pit that is a minimum of 30 square feet (typically 3 ft x 10 ft).** If you cancel the tree installation after signing this form and the pavement has been cut, you will be responsible for replacing the pavement at your expense.

You understand that:

- Your request for a tree may be denied—not all sites are appropriate for tree planting.
- The tree species for your location will be assigned.
- Street trees and trees in the public right-of-way are the property and responsibility of the City of Pittsburgh. Trees planted outside of the public right-of-way are the responsibility of the property owner.
- Only the City of Pittsburgh can authorize major pruning or removal of street trees.

### DID YOU KNOW? TREES...

- Increase property values
- Bring beauty and character to neighborhoods
- Save energy, cut heating and air-conditioning costs
- Shade and cool neighborhoods reducing temperatures on the hottest summer days
- Clean pollutants out of the air and water
- Reduce stormwater runoff
- Buffer and reduce noise
- Promote community interaction and renewal
- Provide habitat for birds and wildlife



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## TREE PLANTING REQUEST FORM

I \_\_\_\_\_ the property owner of \_\_\_\_\_  
(PRINT/Property Owner Name) (PRINT/Address including "ST." "AVE.")

request that the City of Pittsburgh plant tree(s) on the public right-of-way adjacent to my property. **I understand the planting of trees may necessitate the City of Pittsburgh cutting an opening in the sidewalk that is at least 30 square feet (approximately 3' X 10') to accommodate the tree planting.**

I hereby acknowledge that I am the owner of the above said property. I hereby request the City of Pittsburgh to supply and install a tree(s) to be located on the municipal right-of-way adjacent to my property. I understand that there is no charge for this service. I agree to perform general upkeep of the tree planting bed by weeding, annually mulching, and providing water for establishment and during drought periods.

I also understand this form does not guarantee that a tree(s) will be placed adjacent to my property. Upon receipt of this request, the TreeVitalize Coordinator will do a site analysis to determine the suitability of planting a tree at this location.

Property Owner (*signature*)

Address

City, State & Zip Code

Phone Number

Date

Neighborhood

Please return completed **TREE PLANTING REQUEST FORM** to:

**City Forester/TreeVitalize Coordinator**  
**Dept. of Public Works**  
6520 Stanton Avenue  
Pittsburgh, PA 15206  
412-665-3625

*OR*

**If this request is part of a coordinated effort within your neighborhood or business district please return to the individual or organization listed below.** This individual or organization will assemble and forward all requests to the City.

**Please return form to be included in Squirrel Hill Urban Coalition consolidated grant application via:**



[www.shuc.org](http://www.shuc.org)

**Mail:**

SHUC Tree Committee c/o Squirrel Hill Urban  
Coalition 5602 Solway Street Pittsburgh, PA 15217  
Phone: 412-422-7666

**OR**

**Electronic:**

Scan and email to  
[parks@shuc.org](mailto:parks@shuc.org)