50/50 Parkway Tree Program PRE-ORDER Approval Form

The City is again offering trees for planting in the parkways through its "50/50 Parkway Tree Planting Program." Please contact the Public Works Office to request a review of your parkway if you are interested in qualifying for this program. ***All requests must have an approved parkway review before an order will be placed.*** **Please do not send payment at this time. Once approved, residents will receive a confirmation letter, approved order form and details on how to order a parkway tree.**

For your information, the available tree species and your cost for **spring of 2013** are listed below:

Prairie Fire Crabapple **$130** *Good under power lines*
Red Jewel Crabapple **$130** *Good under power lines*
Accolade Elm **$165**
Chanticleer Pear **$160** - *Spring Only*
London Planetree **$170**
Redmond Linden **$165**
Skyline Honey Locust **$165**
State Street Maple **$165**
Swamp White Oak **$215** - *Spring Only*

While you are awaiting approval for the parkway tree addition, you may review more information regarding the specific species available on our website at http://www.stcharlesil.gov/services/public-trees/5050-parkway-tree-program. Larger size trees are available at an *additional* cost of $100 per ½ inch diameter upgrade. If you have any questions, please contact the Public Works Office at 630.377.4405 or by email at pw@stcharlesil.gov.

Guidelines:

1. To begin the Approval Process, complete the form below. Send your completed form to:
   City of St. Charles Public Works Office, Attn: Public Services, 2 E. Main Street, St. Charles, IL 60174
2. Once we receive your completed pre-order form, a member of the Public Services team will conduct a parkway review. They will review the area for tree spacing, soil condition and existing underground utilities. All of these factors will impact the planting of a new tree. Our team looks forward to helping you select the best tree for your parkway.
3. After the parkway review, a letter will be sent to your address detailing approval status for a 50/50 Parkway Tree Addition. If your request has been approved, you will also receive an Order Form and instructions on where to send your order with payment for the program.
4. If at any time you have questions, please contact the Public Works Office at 630.377.4405.

Pre-Order forms received as of March 1st will be considered for planting in the spring.
Pre-Order forms received as of August 1st will be considered for planting in the fall.

Date	
Name	
Address	
Phone # (Daytime)	
Comments:	***Please provide us with your recommendation regarding the location of where you would like to have the new tree placed in your parkway. Due to space requirements for healthy growth of trees, we cannot guarantee that the tree will be planted exactly where you recommend.*

***** PLEASE DO NOT SEND PAYMENT AT THIS TIME *****

PUBLIC WORKS INTERNAL OFFICE USE ONLY		*To be completed by Public Services Staff*	
Approval Status:	☐ Approved	☐ Declined	Date:
Completed by:		Pkwy Location:	☐ Front ☐ Side ☐ Rear
Markings for Planting:	☐ Yes (in white paint) Location:		☐ Not Marked
Species Recommendation:		Comments:	