



CITY OF SAN ANTONIO (COSA) TREE PLANTING CHALLENGE

2015-2016 APPLICATION INFORMATION

(Keep This Page for Your Records)

HIGHLIGHTS:

- **Friday, January 29, 2016 is the last day applications will be accepted.**
- **Applicants can apply for up to 25 trees for an area no larger than 25 square blocks.**
- **Maintenance plan must be followed.**
- **To download an application visit our website at www.sanantonio.gov/parksandrec (Search "tree challenge" in the upper right corner)**

QUESTIONS:

For questions or more information about the Tree Challenge Program, call San Antonio Parks & Recreation at (210) 207-3256.

APPLICATION INFORMATION:

Pages 1-4 of the application are applicant information and **should not be submitted**. Pages 5-9 of the application **must be complete and submitted** to the Ron Darner Parks and Recreation Headquarters no later than 4:30 PM on Friday, January 29, 2016.

MISSION STATEMENT:

The purpose of the COSA Tree Planting Challenge program is to unite citizens in a common effort to increase the tree canopy of San Antonio. By undertaking a tree-planting, citizens make improvements to our greater community that is not only aesthetically pleasing, but environmentally beneficial as well.

GENERAL INFORMATION:

- Eligible planting locations are within COSA city limits and it's ETJ (Extra-Territorial Jurisdiction) which is typically 5 miles outside the city limits.
- Groups can apply for up to 25 trees to plant in an area no larger than 25 square blocks, (i.e. 2 blocks by 12 blocks, 5 blocks by 5 blocks, etc.).
- Applications are due Friday, January 29, 2016 by 4:30 pm at the Ron Darner Parks and Recreation Headquarters and will be selected on eligibility criteria.
- Completed applications can be mailed in or dropped off at the address below.

Ron Darner Parks and Recreation Headquarters

Jennifer Sanchez

Tree Division

5800 Old US HWY 90 W

San Antonio, TX 78227

- A match which can be volunteer sweat equity (site prep. such as asphalt removal, removal of dying trees as well as planting the trees and providing maintenance) and submitting a final report will be required of applicants.
- Tree species are to be selected from the included list (Page 3).
- Groups must follow the required maintenance plan for THREE (3) years.

IMPORTANT DATES:

- **Friday, January 29, 2016:** Completed applications due to be turned in at the Ron Darner Parks and Recreation Headquarters by 4:30 pm.
- **During the week of February 1 – 5, 2016:** Applicants will be notified of project selection and information on when and where to pick up your trees. Any needed changes to the proposed site plan for safety or tree health will also be discussed at this time.
- **April 3, 2016:** All trees must be planted before this date.
- **April 15, 2016:** A final report, complete with action photos, **must** be emailed, mailed in, or dropped off to Ron Darner Parks and Recreation Headquarters by 4:30 pm. All correspondence should be to the attention of Trudy Bahr (Trudy.Bahr@sanantonio.gov) and Jennifer Sanchez (Jennifer.Sanchez@sanantonio.gov).

TRAINING:

- New this year, a Parks staff member will conduct a required tree planting demonstration at the time you pick up your trees.



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UTILITY LOCATE:

You MUST call 811 before submitting your final plan and before digging.

MULCH:

Mulch is available from the City's brush locations below:

Bitters Brush Recycling Center
1800 E. Bitters Rd., 78216

Nelson Gardens
Brush Recycling Center
8963 Nelson Rd., 78252

For more information on these brush locations dial 311 to contact the Solid Waste Division of the Transportation and Capital Improvements Department or visit <http://www.sanantonio.gov/swd/Brush/BrushRecyclingCenters.aspx>.

REMEMBER:

Your tree locations may be changed after review by City staff to ensure traffic safety and tree health.

WHO WILL CARE FOR YOUR TREES?

- Owners of the property on which trees will be planted will be responsible for **THREE YEARS** of maintenance. Care must follow the required maintenance plan.
- In the case of public property or if the owner cannot provide tree care, group members must agree to care for the trees for **THREE YEARS** following the maintenance agreement.

WHERE CAN YOU PLANT YOUR TREES?

- Plantings are limited to one tree per residential lot or one street tree every 50 feet on commercial property. A limited number of trees (up to 25) can be planted in City right-of-ways, parks, or other public spaces.
- For maximum benefit for energy savings, large deciduous trees should be planted within 10 – 30 feet on the west, south, and east sides of climate controlled buildings.
- Trees planted along streets play a direct role in creating pleasant drives, cleaning the air, controlling storm water, and beautifying neighborhoods.
- Applicants must be aware of all utility infrastructures before applying for and planting trees. Utility lines above the site may require a small tree species; utility lines below may require an alternate location. You must call **811** (a free service) for utility line-locator service **prior to finalizing your planting sites**.
- Planting sites must consider clear lines of sight for traffic and be at least 30 feet from intersections, 15 feet from driveways, and 10 feet from utility poles or fire hydrants. Large species must be at least 25 feet from overhead utilities.
- Planting sites where trees are required by the City Tree Ordinance are not eligible for trees through this program.

HOW DO YOU SELECT YOUR TREES?

- Tree species on the attached list (Page 3) have been selected for their drought-resistant qualities as well as their beauty.
- Five (5) gallon size (#5 container) material will be purchased for the program. If not available, then smaller size trees may be substituted.



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MAKING YOUR SELECTIONS:

Use the characteristics of trees to assist you on your tree selections. Visit <http://texastreeplanting.tamu.edu/ViewAllTrees.aspx> for descriptions and more information to help you make a selection.

Want planting, care, and/or watering advice?

CALL:

PARKS AND RECREATION
DEPARTMENT:
(210) 207-3256

ROSS HOSEA, CITY FORESTER:
(210) 207-3108

MARK BIRD, CITY ARBORIST:
(210) 207-0278

MARK PETERSON, SAWS:
(210) 233-3081

AVAILABLE TREE SPECIES:

Bur oak- <i>Quercus macrocarpa</i>	Height: 65 ft.	Crown Spread: 50 ft.
Cedar elm- <i>Ulmus crassifolia</i>	Height: 50 ft.	Crown Spread: 40 ft.
Chinkapin oak- <i>Quercus muehlenbergii</i>	Height: 50 ft.	Crown Spread: 40 ft.
Desert willow- <i>Chilopsis linearis</i>	Height: 20 ft.	Crown Spread: 15 ft.
Eve's necklace- <i>Styphnolobium affine</i>	Height: 20 ft.	Crown Spread: 15 ft.
Lacey oak- <i>Quercus laceyi</i>	Height: 25 ft.	Crown Spread: 30 ft.
Live oak- <i>Quercus fusiformis</i>	Height: 50 ft.	Crown Spread: 100 ft.
Mexican buckeye- <i>Ungnadia speciosa</i>	Height: 20 ft.	Crown Spread: 12 ft.
Mexican plum- <i>Prunus mexicana</i>	Height: 20 ft.	Crown Spread: 12 ft.
Mexican white oak- <i>Quercus polymorpha</i>	Height: 50 ft.	Crown Spread: 40 ft.
Mexican wild olive- <i>Cordia boissieri</i>	Height: 20 ft.	Crown Spread: 10 ft.
Pecan- <i>Cara illinoensis</i>	Height: 60 ft.	Crown Spread: 45 ft.
Texas mountain laurel- <i>Sophora secundiflora</i>	Height: 20 ft.	Crown Spread: 12 ft.
Texas persimmon- <i>Diospyros texana</i>	Height: 20 ft.	Crown Spread: 12 ft.
Texas red oak- <i>Quercus buckleyi</i>	Height: 40 ft.	Crown Spread: 35 ft.
Texas redbud- <i>Cercis Canadensis var. texensis</i>	Height: 20 ft.	Crown Spread: 12 ft.

HOW DO YOU GET STARTED?

- Canvas your neighborhood and recruit volunteers to help with the project.
- Review this application to make sure you understand it and are able to fulfill the requirements.
- Select planting sites and trees (include first and second choices), paying close attention to all guidelines mentioned in this handout. Keep in mind the utilities when selecting locations. ***(See utility locator numbers on page 2)***
- Submit the application to the Ron Darner Parks and Recreation Headquarters. ***Only complete applications will qualify.***
- Each Council District and the ETJ are eligible for trees.



CITY OF SAN ANTONIO (COSA) TREE PLANTING CHALLENGE 2015-2016 APPLICATION CHECKLIST

(Keep This Page for Your Records)

CHECKLIST OF THINGS TO TURN IN WITH APPLICATION:

REMEMBER:

APPLICATION INFORMATION:

- Pages 1-4 of the application are applicant information and should not be submitted.
- Pages 5-9 of the application are to be submitted no later than 4:30 PM on Friday, January 29, 2016.

- **Pages 1-4 of Application are for applicant to keep.**
- Pages 5-9 of Application must be complete and submitted to the Ron Darner Parks and Recreation Headquarters by 4:30 PM on Friday, January 29, 2016.

- Group and contact person information page (Page 5)
 - Applicant Group
 - Council District in which project is located
 - Contact person and information
 - Total number of trees and species requested
 - Include 1st and 2nd species choices
 - Contact person/ group leader signature

- Accurate sketch of proposed planting site (Page 6)
 - Street names
 - Block designations/addresses
 - Species names (1st and 2nd choices in map legend)

- Provide pertinent information on all involved in project (Page 7)

- Completed and signed tree care agreement form (Page 8)

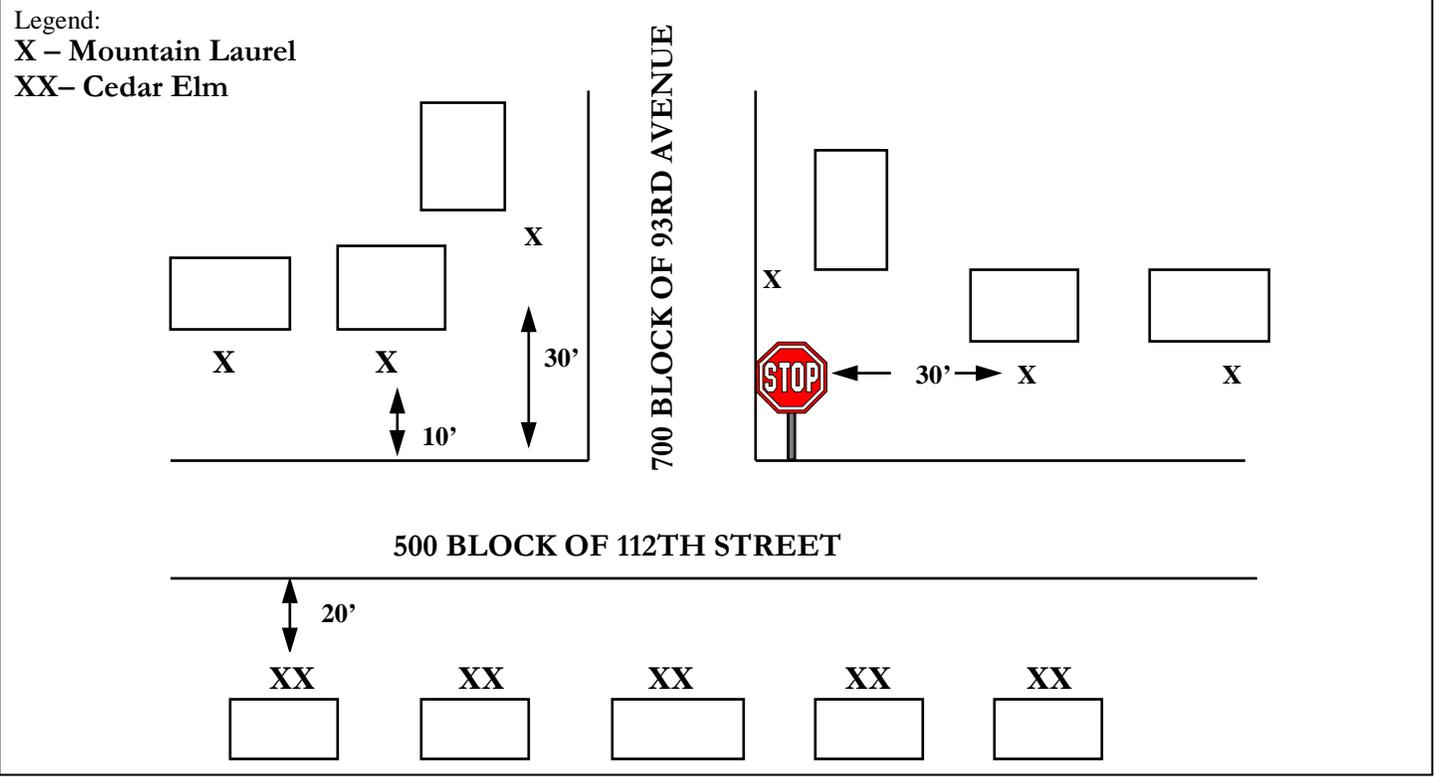
- Signed indemnification forms for all participants (Page 9)

- Make copies of application and keep for your records.

- Make sure checklist is complete.

- Turn in completed by 4:30 PM on Friday, January 29, 2016.

Please use the following site plan as an example when identifying the locations of your tree plantings. The site plan should be as accurate and as close to scale as possible paying close attention to details such as block numbers, sidewalks, curbs, tree species and stop signs/traffic signals.



In the space below please provide an accurate sketch of the proposed planting site. Please indicate street name and block designations and indicate tree species for each location (use and attach additional pages if needed).

In the space below, please provide pertinent information on everyone involved in the project (property owner signature not required for city-owned properties but approval needed if park or drainage). (Use and attach additional pages as necessary.)

Property Owner:	Address:	Property Owner Signature:
(Tree Species) 1 st Choice:	(Tree Species) 2 nd Choice:	
Print Name of Caregiver if different from Property Owner:	Relationship:	Caregiver Signature:

Property Owner:	Address:	Property Owner Signature:
(Tree Species) 1 st Choice:	(Tree Species) 2 nd Choice:	
Print Name of Caregiver if different from Property Owner:	Relationship:	Caregiver Signature:

Property Owner:	Address:	Property Owner Signature:
(Tree Species) 1 st Choice:	(Tree Species) 2 nd Choice:	
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Property Owner:	Address:	Property Owner Signature:
(Tree Species) 1 st Choice:	(Tree Species) 2 nd Choice:	
Print Name of Caregiver if different from Property Owner:	Relationship:	Caregiver Signature:

Property Owner:	Address:	Property Owner Signature:
(Tree Species) 1 st Choice:	(Tree Species) 2 nd Choice:	
Print Name of Caregiver if different from Property Owner:	Relationship:	Caregiver Signature:

Property Owner:	Address:	Property Owner Signature:
(Tree Species) 1 st Choice:	(Tree Species) 2 nd Choice:	
Print Name of Caregiver if different from Property Owner:	Relationship:	Caregiver Signature:

Property Owner:	Address:	Property Owner Signature:
(Tree Species) 1 st Choice:	(Tree Species) 2 nd Choice:	
Print Name of Caregiver if different from Property Owner:	Relationship:	Caregiver Signature:

Property Owner:	Address:	Property Owner Signature:
(Tree Species) 1 st Choice:	(Tree Species) 2 nd Choice:	
Print Name of Caregiver if different from Property Owner:	Relationship:	Caregiver Signature:

Property Owner:	Address:	Property Owner Signature:
(Tree Species) 1 st Choice:	(Tree Species) 2 nd Choice:	
Print Name of Caregiver if different from Property Owner:	Relationship:	Caregiver Signature:



CITY OF SAN ANTONIO (COSA) TREE PLANTING CHALLENGE 2015-2016 APPLICATION

(Submit Pages 5-9 to the Ron Darner Parks and Recreation Headquarters)

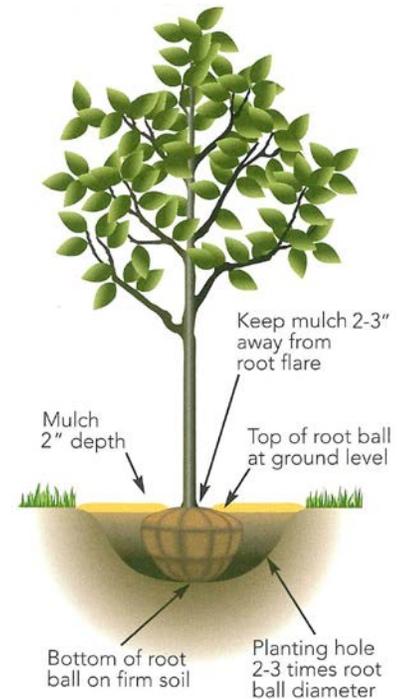
I agree to plant and care for the trees for **THREE (3)** years according to the following guidelines.

PLANTING:

- Select the right tree for the right location.
- Call 811 for utility locates.
- Dig a hole 2-3 times as wide as the root ball but not deeper than root flare: prefer top of root flare to be 1-2 inches above existing soil grade.
- Remove tree from container.
- Pull any circling/girdling roots out from root ball (may need to cut).
- Backfill halfway with original soil and water in thoroughly. Backfill the rest of the original soil and water in thoroughly.
- Mulch with wood chips: 2-3 foot radius, 2 inches deep, but keep 2-3 inches away from trunk.

MULCH:

- Mulch shall be maintained at a 2-3 foot radius, 2-3 inches deep, and 2-3 inches from the trunk of each tree for the three-year maintenance period. Before applying new mulch, stir up the existing compacted mulch with a rake or similar hand tool. This will ensure proper gas exchange and allow moisture to access the rootball. Proper mulching helps retain water, moderates soil temperature, and can reduce the need for weed control.
- Inexpensive mulch is available from the City's local brush sites. For more information on these resources, see page two (2) of this application or dial 311 to contact the Solid Waste Division of the Transportation and Capital Improvements Department.



WATERING:

- Ample soil moisture must be maintained throughout the three-year maintenance period. Need for watering can be determined by feeling the soil under the mulch at a 3-6" depth for moisture.
- When dry, apply 3-5 gallons of water 3 times a week for first month, twice a week for the next month, and once a week for the rest of the growing season. Reduce to 1-2 times a month for next growing season. If drought conditions are present, apply water once a month through the third growing season.

TREE WELLS:

- Tree wells must be kept free of weeds for the three-year maintenance period. This weed-free zone can be accomplished by pulling weeds on a monthly basis. Do **NOT** use string trimmers within the mulched area around the tree. String trimmers will damage and may kill trees.

(Please print clearly)

Name: _____

Address: _____ City _____ State _____ Zip _____

Phone Number: _____ Email: _____

Signature: _____

City of San Antonio

WAIVER OF RESPONSIBILITY

Agreement Including Release and Indemnification

WHEREAS, the **City of San Antonio** (hereinafter referred to as "**COSA**") consents and agrees to permit the person named on this document, (hereinafter referred to as "**PARTICIPANT**"), to participate in the City of San Antonio Tree Planting Challenge, subject to the adherence of the **PARTICIPANT** to any provisions set out in the Tree Care Agreement Form and Participation Agreement Form.

NOW, THEREFORE, for and in consideration of the promises and the mutual promises, Covenants, and agreements set forth in this Agreement, **COSA** and **PARTICIPANT** agree that **COSA**, its agents or employees, shall not be liable or responsible for, and shall be **SAVED, HELD HARMLESS, RELEASED and INDEMNIFIED by PARTICIPANT** from and all suits, actions, losses, damages, claims, or liability of any character, type, or description, including but not limited to all expenses of litigation, court costs, and attorney fees for injury or death to any person, or injury to any property received or sustained by any person or persons or property arising out of, or occasioned by, directly or indirectly, the participation of **PARTICIPANT** in the City of San Antonio Tree Planting Challenge including claims and damages arising in whole or in part from the negligence of **COSA**, its agents or employees.

IT IS THE **EXPRESS INTENT** OF THE PARTIES TO THIS AGREEMENT THAT THE **INDEMNITY** PROVIDED FOR IN THIS AGREEMENT IS AN **INDEMNITY** EXTENDED BY **PARTICIPANT** TO **INDEMNIFY AND PROTECT COSA** FROM ANY AND ALL CLAIMS OR ACTIONS, AS SET FORTH ABOVE, OF ANY KIND, ARISING DIRECTLY OR INDIRECTLY FOR THE PARTICIPATION OF **PARTICIPANT** IN THE CITY OF SAN ANTONIO TREE PLANTING CHALLENGE, **REGARDLESS OF WHETHER SUCH CLAIMS OR ACTIONS ARE FOUNDED IN WHOLE OR IN PART UPON ALLEGED NEGLIGENCE OF COSA, ITS REPRESENTATIVES, AGENTS OR EMPLOYEES.**

It is further understood and agreed that the **PARTICIPANT will participate solely as an individual on a voluntary basis** and not as an employee, contractor or agent of **COSA** or its agents or employees.

In making this Agreement, **PARTICIPANT** relies wholly upon his/her own judgment, belief and knowledge and has not been influenced to any extent whatsoever by any representations or statements not contained in the Agreement.

Participant's Signature

Date