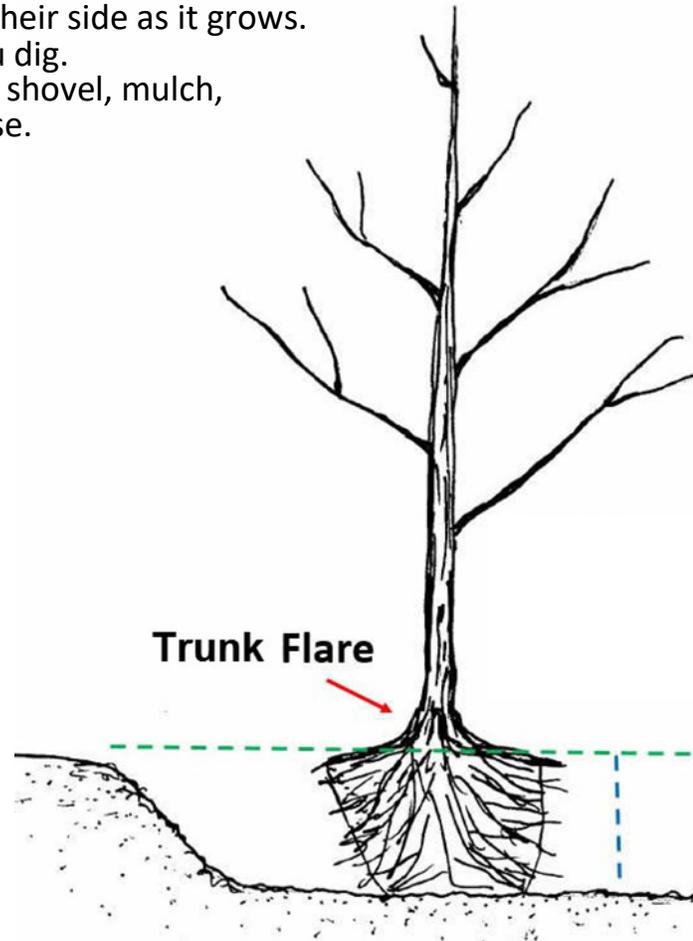# TREE PLANTING GUIDE

Before Planting

- If you are planting in the parkway, obtain a permit from the Director of Public Works by calling 847 272 4711.
- Choose "the right tree for the right place". Ensure room to grow to maximum height and spread by placing appropriate distance away from structures or other growing trees.
- Do not plant trees that will exceed 30 feet at mature height near utility lines.
- Be sure you are planting at least 10 feet away from the property line, or further away for larger trees. A tree planted too close to the property line becomes a shared tree: your neighbor can trim or remove branches from their side as it grows.
- Call JULIE or Digger to mark the utilities before you dig.
- Collect all materials needed ahead of time: gloves, shovel, mulch, knife scissors, or wire cutters, water bucket or hose.

Planting a Tree

1. Dig a hole at least twice the size of the container. Slope and score the sides, making a wide bowl-shaped hole. Keep **trunk flare** above ground level.
2. Move the tree into the planting hole.
3. Remove tree from its container. Loosen soil if roots appear bounded.
4. Straighten tree and position so that branches aren't growing over sidewalks or streets.
5. Once the tree is straight, fill in soil. Make sure no large air spaces are left. Keep root flare exposed.
6. Water soil around the tree.
7. Mulch around the tree, leaving a few inches bare around the trunk to help expose the root flare.
8. Water the tree slowly with 20 gallons, or with a slow hose for 30 minutes.

Trunk Flare

Continued Care

- **Water:** Maintain watering schedule of 20 gallons weekly from April-November.
- **Prune:** Only prune young tree if branches are broken. Prune for structural support only after three years in ground.
- **Mulch:** Mulch twice a year (spring and fall). Never pile mulch against the trunk (making a "volcano"). Always use a donut shape for mulching. Pick up free wood chips anytime at Public Works, 655 Huehl Road.

INCORRECT: Volcano Mulching   **CORRECT: Donut Mulching**