WOODBURN
OREGON
Incorporated 1889

City of Woodburn
Urban Forestry

Tree Give-Away Program

270 Montgomery St.
Woodburn, OR 97071

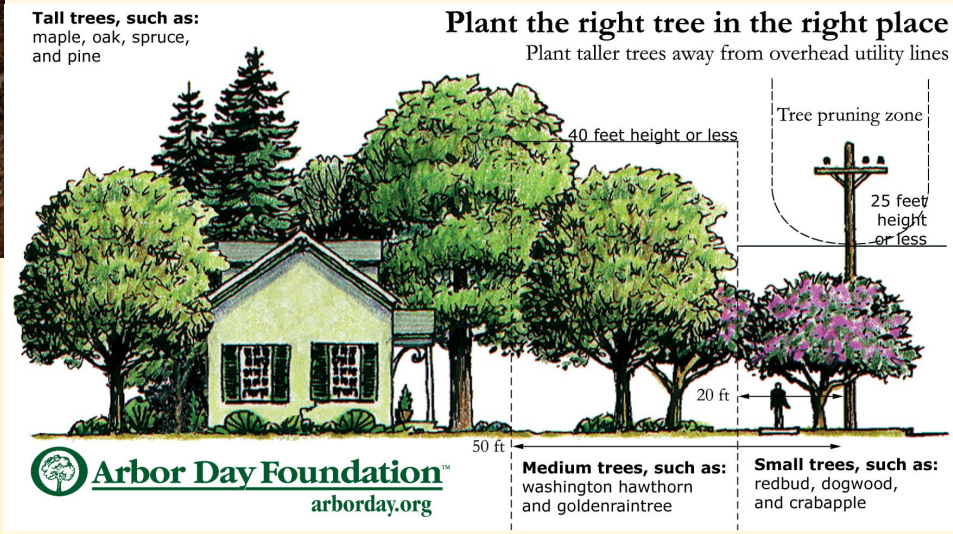
503-982-5388
beth.faulhaber@ci.woodburn.or.us
www.ci.woodburn.or.us

Six things you should know when planting a tree.

1. Call before you dig— Several days before planting call the national 811 hotline to have underground utilities located.
2. Handle with care— Always lift tree by the root ball. Keep roots moist until planting.
3. Digging a proper hole— Dig 2-5 times wider than the diameter of the root ball with sloping sides to allow for proper root growth.
4. Planting depth— The trunk flare should sit slightly above ground level and the top-most roots should be buried 1-2 inches.
5. Filling the hole— Backfill with native soil unless it's all clay. Tamp in soil gently to fill large air spaces.
6. Mulch— Allow 1-2 inch clearance between the trunk and the mulch. Mulch should be 2-3 inches deep.

*Source-Arbor Day Foundation

Tree Site Selection Tips



Proper Planting Steps

1. Find the point where the top-most root emerges from the trunk. Remove soil from the top of the root ball so that the top-most root emerging from the trunk is at the surface.
2. Dig a shallow planting hole as wide as possible. Dig the hole slightly shallower than the depth of the top-most root and twice the diameter of the root ball.
3. Slide the tree into the planting hole and remove synthetic material. Carefully slide the tree in the hole with the top most root 1-2 inches above the landscape soil. Materials used to transport the tree including twine, burlap, and a basket or container should be removed—unless doing so will void a warranty.
4. Backfill the hole and add mulch. Before backfilling, straighten the tree in the planting hole. Backfill the soil into the planting hole breaking up soil clumps. Apply a ring of mulch 2-4 inches deep extending 2 feet out from the base of the tree. Keep mulch slightly away from the trunk. Water your tree once planted.
5. Stake and prune the tree, if necessary. Staking may be needed to hold roots firmly in the soil especially if you live in a windy environment. Stake the tree until the roots are established, but no longer than one growing season. Light pruning may also be needed to remove broken or dead branches from the tree.

*Source-Oregon Department of Forestry

Program Requirements

1. Applicants must reside within the city limits of Woodburn.
2. One tree per household, per year.
3. Renters are required to obtain property owner authorization.
4. Residents who need to *replace* a *street* tree on their property will **not** be eligible for the tree give-away program.
5. Residents who are *adding* a *street* tree to their property must first apply for, and receive a street tree planting permit before eligible for the tree give-away program.
6. Once application is approved, residents will receive a gift certificate to redeem at Al's Garden Center in Woodburn for the tree selected on application.
7. Gift certificate MUST be forfeited to Al's staff at time of redemption.
8. Gift certificates will be good for one year from date of issuance.
9. Give-away program will be open Nov-April of each year, or until budgeted funds for the program expire, whichever comes first.

Mail Completed Applications to:

City of Woodburn
Urban Forestry Program
270 Montgomery St.
Woodburn, OR 97071

Tree Give-Away Program Application

Only completed forms will be accepted.

Name:_____

Address:_____

City/State/Zip:_____

Phone:_____

Email:_____

Address where the tree will be planted:

_____

Location tree will be planted:

☐ Front Yard ☐ Side Yard ☐ Back Yard

☐ Front Street* ☐ Side Street*

Tree Selection and Height at Maturity:

Small (15-20 ft.)
☐ Kousa Dogwood
☐ Japanese Maple

Medium (30-35 ft.)
☐ Sun Valley Red Maple
☐ Cleveland Select Flowering Pear

Large (40 ft.)
☐ Autumn Blaze Maple
☐ Raywood Ash

**Requires a street tree planting permit before planting.*
Street tree planting permit approved on:
_____

Tree Care Pledge

I agree to select a tree and location that are space compatible. I agree to care for this tree and water it for at least two years. I understand a City of Woodburn representative may make a site visit to my property to verify compliance with program requirements.

_____

Signature: Date:

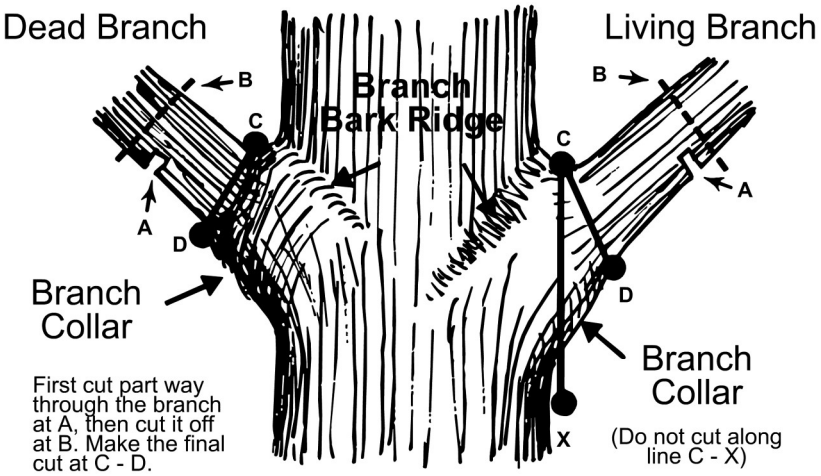
Goals of the City of Woodburn Urban Forestry Program:

- ⇒ Improve the health of City owned trees.
- ⇒ Improve the health of privately owned trees.
- ⇒ Increase the community's understanding of the environmental, quality of life, and aesthetic benefits of a healthy tree canopy.
- ⇒ Provide easily accessed guideline information to the community regarding tree selection, planting, maintaining, or removal of trees.

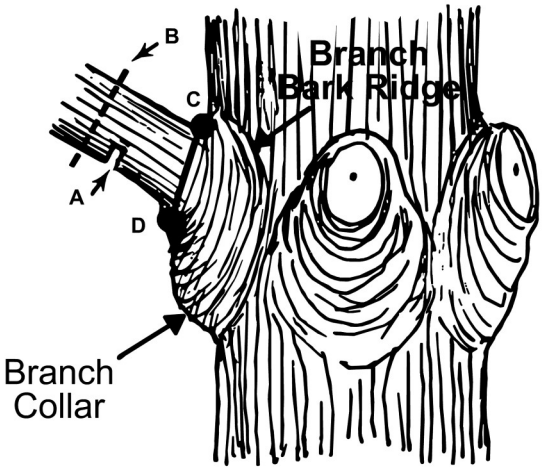
Additional Tree Resources:

- ⇒ Arbor Day Foundation
  www.arborday.org
- ⇒ Oregon Department of Forestry
  www.oregon.gov/ODF
- ⇒ OSU Extension Forestry & Natural Resources
  extensionweb.forestry.oregonstate.edu
- ⇒ Oregon Association of Nurseries
  www.oan.org

Proper Pruning Principles



Hardwoods



Conifers

Arbor Day Foundation®