Arlington County Tree Planting Program
Pathway 4 - Multifamily property/Homeowners Association/Place of Worship

Overview

All applications for trees/shrubs need to include the information listed below **for each species you are applying for.** You are eligible to apply for up to 10 trees. You may select large trees or medium trees.

We've listed the pre-application homework items to prepare ahead of time, followed by a list of the information you will need to complete when filling out the application. *If you are applying for multiple species, after submitting your first online application, click on "Apply for an additional tree/shrub."*

Pre-Application Checklist

Before you start, gather this information:

- ☐ A map with a key showing each of the planting locations
- ☐ A letter from your board of directors or property manager indicating that they support this application. Letters should be emailed to trees@ecoactionarlington.org.
- ☐ 1st choice for species selection from this list for each application.
- ☐ 2nd choice for species in case your first choice is unavailable.
- ☐ Evidence to establish that the requested species and site meet our setback eligibility requirements. The requirements are listed on this page.
    - ☐ Description of the planting site, with as much detail as possible. (*An ideal example description: "If you are facing the front door, the tree will go in the left side of the front yard, 12 feet from the house, 5 feet from the driveway, 20 feet from the sidewalk, and 30 feet from streetside overhead wires.")*
    - ☐ At least one photo of the planting site, with a *wide field of vision* so we can readily assess setback distances from house, overhead wires, other trees, etc. See below for an example. Please identify the planting location prominently in the photo, such as with a person standing at the location, a large bucket, or other visible object.

Other Information Needed for Your Application

- ☐ Name, cell phone, and email:
    - ☐ for the person completing the application;
    - ☐ for the property owner if different from the person completing the application; and
    - ☐ for a second contact person who can help if we are unable to talk to the applicant and/or property owner.

- ☐ Street address including zip code of the location where the tree will be planted.
- ☐ Nearest cross street to the location where the tree will be planted (which enables our planting contractor to get clearance from Virginia 811.)
- ☐ Verifications of space and setback requirements including
  - ☐ Distance from house/other structures
    - ☐ > 10’ for medium/large trees
    - ☐ > 5’ for small trees
  - ☐ Distance from other trees in the area
    - ☐ > 20’ for medium/large trees
    - ☐ > 10’ for small trees
  - ☐ Distance from fence, sidewalk, driveway
    - ☐ > 3’ for all trees
  - ☐ Distance from overhead distribution power lines
    - ☐ > 20’ for medium/large trees
    - ☐ > 5’ for small trees
  - ☐ Access to at least 100 square feet of soil
  - ☐ Verification that the planting site does not have a dead tree or stump in it that was removed less than one year before this application.

Photo Instructions

Good Photo Example. *This wide-view photo clearly demonstrates the proposed site’s safe distance from overhead wires, house, sidewalk, fence, and other trees*.



Deficient Photo Examples. *These small-field-of-vision photos do not show setback distances from all relevant structures, such as other trees, house, fence, overhead wires, etc*).



