

DEPARTMENT OF PARKS AND PARKWAYS  
**CITY OF NEW ORLEANS**

MITCHELL J. LANDRIEU  
MAYOR

ANN E. MACDONALD  
DIRECTOR

# Tree Planting Permit

You are approved to plant \_\_\_\_\_ of \_\_\_\_\_ trees adjacent to the  
property at \_\_\_\_\_.  
(quantity) (tree species) (address)

- ✓ You have agreed to furnish the tree(s), dig the hole and maintain the tree(s) (including watering).

### Notes:

1. If there is no grass planting strip at the location, it is your responsibility to cut the planting pit in the sidewalk. Contact Alan Yrle at the Department of Public Works Traffic Engineering Department (658-8050) for permission to do this. Although there may not be a lot of room available, we have found that the larger the planting pit, the better the tree will do in the future. Usually, a minimum 4ft. by 4ft. area or 3ft. by 6ft. area is adequate. However, keep a minimum 4 ft. sidewalk width clear for pedestrians.
2. Contact Louisiana One Call (1 800 272-3020) at least 48 hours before cutting/digging to have utilities marked. This is a free service.
3. Purchase healthy trees of a size that can withstand some abuse. A 1½ inch caliper tree is the minimum acceptable size.
4. The optimum time to plant trees is the cool season of the year. Trees planted at this time are able to start establishing a root system; making them better able to withstand the stress brought on by hot weather.
5. Watering is critical for the first year. Give the trees a good soaking three times a week. Modify the watering schedule accordingly if it rains sufficiently and as the tree becomes well established.

<i>Applicant's Information</i>
Signature: _____
Name (print): _____
Mailing Address: _____
City, State and Zip: _____
Telephone: _____
Email: _____

Approved by:

\_\_\_\_\_  
For the Department of Parks & Parkways

Date: \_\_\_\_\_