



# City of Elgin - Forestry Division Tree Bank Planting Request & Tree Selection Form



(Requests for spring planting are due by April 15th; fall planting requests are due by August 15th)

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

Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone During the Day: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

*All planting requests will be evaluated by Forestry staff and prioritized based on need and available budget.*

**1. Planting Area Characteristics:**

**Utilities: Are there overhead wires (electric, telephone, cable, etc.) above the planting site?**  
Please disregard any service wires going to your house; we are referring to any pole-to-pole wires typically by the street. Yes No (Please check one)

If you checked "Yes", you may only choose trees from the Small Tree list.

**2. Tree Species Selection (please complete all three choices using the appropriate Species List. *IT IS RECOMMENDED TO CHOOSE THREE DIFFERENT SPECIES, AS SOME WILL BE LIMITED AVAILABILITY.*):**

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

*All selections should be from Elgin's tree species list and final species selection is subject to availability from local nurseries and suitability to the site conditions. \*\*\*\*\*The city reserves the right to approve or deny requests based on these parameters. If you prefer to have a tree planted this year, regardless of species, please indicate third choice as "any available."\*\*\*\*\**

**3. Location Preference:**

Please draw the street (or streets if you live on a corner), sidewalk, existing trees, and any other landmarks or distinguishing features that would help us to place the new tree where you would prefer. **Final tree location will depend on existing underground utilities, traffic signs/lights, surrounding vegetation and previous stump sites. We will try to install trees in your preferred location, however, TREES CANNOT BE PLANTED ON OLD STUMPS or ON PRIVATE PROPERTY.**

