

To: PPS School communities

From: Office of Operations

Subject: Tree Plantings

This school year, **PPS has planted over 50 trees and engaged 175 students** in urban forestry education! Next year, we are planning to plant over 100 trees at schools that reside in low canopy areas of the city.

With so much enthusiasm for this important work, we wanted to remind folks of the project process so the trees we plant will thrive over time.

For all trees planting requests:

- [Project Development Request \(PDR\) form](#)
 - For 1 - 2 trees, PDRs must be submitted to Facilities at least **3 months before** the anticipated tree planting date.
 - This includes requests for Arbor Day, Earth Day, or for any memorial type planting.
- Larger scale plantings (more than 2 trees)
 - Considered under a larger "Master Plan" vetting and are planned **1 year in advance**.
 - PPS is working directly with Urban Forestry on this larger scale tree plantings
- Locations
 - Must be vetted in advance to look at utilities, roof access, impact to hardscape, impact to PPS Landscape Maintenance, ADA, set-backs from property lines, set-backs from fields of play, etc.
- Maintenance
 - There must be a verified watering and pruning schedule for a minimum of 3 years.
 - Proper staking must be included and maintained until the tree is structurally stable.
 - Tree wells are required to protect the tree from deck mowers and improve water percolation. Tree wells must be maintained and remain weed free.
- Species
 - The tree must have a reason for being planted beyond the symbolic planting day event. *What will this tree give back to the school based upon its species characteristics?*
- Timelines
 - A Facilities Project Manager must be assigned to the request and our capacity is limited. We need time to schedule availability and respond

Please contact Monica Fleisher with any questions, mfleisher@pps.net.