



City of Jacksonville, Florida

Public Works Department Tree Planting Programs

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1. Remove and Replace Program

This program is specifically for the removal and replacement by the City of Jacksonville of damaged, dead, dying, or hazardous street trees located within the City of Jacksonville rights-of-ways and parks.

- a. Replacement tree must be:
 - i. installed within 6 months of the removal of the existing tree; and
 - ii. a tree species included on the Tree Commission Approved Tree Planting List and approved by a City Arborist.
- b. The City Arborist will visit each site to determine the appropriate location and species of the replacement tree based upon the site conditions: such as locations of overhead/underground utilities, sidewalks, and driveways; planting space available; the amount of sun or shade; soil type; and maintenance requirements.
- c. The location of the replacement tree must be in close proximity to the tree removal site and within the right-of-way, or park, as follows:
 - i. Within the right-of-way of the parcel, or adjacent parcel, abutting the removal site;
 - ii. Within the right-of-way in a median or across the street, but no more than 100 feet away, from removal site.
 - iii. Within the park, no more than 100 feet from the removal site.

2. 630-CITY Tree Planting Program (f/k/a Level 1 Tree Planting Program)

This program allows the City to plant trees within public street rights-of-way in Duval County when a property (residential or commercial) owner requests the installation of trees in the street right-of-way adjacent to their property. The procedure for this program is as follows:

- a. Property owner requests, through the MyJax System (630-CITY), the installation of one or more trees within the public street right-of-way adjacent to their property. The Mowing and Landscape Maintenance Division of Public Works consults with the requesting property owner to determine what species of tree, if any, is appropriate for the location(s) suggested by the property owner. The species and location must be approved by a City Arborist, City Urban Forester, or City Landscape Architect.
- b. The City Arborist will visit the site to determine if each requested tree is appropriate for the site conditions, considering conflict with overhead/underground utilities, planting space available, the amount of sun or shade, soil type, and maintenance. The particular site conditions may limit the tree species and location selected, or the site may be unsuitable for any tree. The concept of "Right Tree, Right Place" is utilized.
- c. The City installs the selected trees at the approved location(s) during the next scheduled planting period in that section of town.

- d. It is important that the property owner understand the maintenance requirements of the tree(s) to get them established (mostly watering) because the warranty period is only 3 months

3. Level 2 Tree Planting Program – (projects require approval by the Tree Commission)

This program provides funding for tree planting projects of up to 200 trees on public property, such as street rights-of-way, parks, and schools within Duval County suggested by citizens or organizations. Once the request is received, the City Arborist will work with the individual or group, and, on their behalf, develop a tree planting plan. The plan will then be submitted for review and approval by the Tree Commission and the Mayor’s Budget Review Committee. Once approved, the City will install the project. The procedure for this program is as follows:

- a. A citizen or organization suggests the location for a tree planting project to the City Arborist for implementation by the City by completing the “Level 2 Community Organization Tree Planting Program” form. The form requires the following information:
 - i. Project title and location.
 - ii. Name and contact information of individual or organization making suggestion.
 - iii. Project written description.
 - iv. Rational for project.
- b. If, after consultation with the applicant, the City Arborist determines that the proposed project can be designed to be in conformance with the site constraints and the City tree planting design standards, the City Arborist develops a final design for the project.
- c. Two weeks before each monthly meeting of the Commission, the City Arborist provides a copy of each completed Level 2 tree planting program form and final design plan to the Tree Commission and to the Council Member in whose district each project is located.
- d. The Tree Commission reviews each project based upon established design criteria. If the project is approved by the Commission, the project is forwarded to the Mayor’s Budget Review Committee (MBRC) for its final approval.
- e. Once approved by the MBRC, the City Arborist will either bid out the project or utilize the City’s County Wide Tree Planting contractor to perform the work. The City Arborist shall also provide contractor oversight during project installation and during the maintenance period.

4. Level 3 Tree Planting Program – (projects require approval by the Tree Commission)

Organizations can request funding for a tree planting project (no limit on the number of trees) on public land within Duval County that the organization will implement. In this program, the organization is responsible for the design, putting the project out to bid, the installation of the landscaping, and irrigation if any, and for an agreed upon maintenance period.

- a. The funding request will be made through the Level 3 Application which is available on the Tree Commission website, as well as Instructions for filling out the application, and the Grant Agreement template.

- b. Level 3 Planting Program applications are reviewed by the Tree Commission, which will vote to recommend approval, approval with conditions, or denial to the Mayor's Budget Review Committee (MBRC).
- c. The application will require disclosure of design consultant fees, construction (planting) costs and administrative fees.
- d. Upon approval, or approval with conditions by the MBRC, the organization will be responsible for procuring bids from tree planting contractors, managing the project, satisfying insurance/performance requirements established by the City, coordinating with the City Contract manager, as well as performing all other functions relating to the project.
- e. If the approval is "with conditions" then the organization will be responsible for providing the revised drawings, specifications, or other items that were revised as a part of the approval prior to submittal to MBRC.
- f. In some instances, the organization may provide support for the project by providing funding or volunteer labor, or may be required to use the City's tree planting contractor to provide, plant and warranty the trees if using the City's tree planting contract proves to be less expensive.
- g. Any trees planted (or removed) will be recorded in Plan-It GEO.