



# CITY OF OTTAWA

Community Development Department  
301 W. Madison Street, Ottawa, Illinois 61350  
815-433-0161  
[www.cityofottawa.org](http://www.cityofottawa.org)

## City of Ottawa 2024 Spring Tree Planting Program

### Program Overview:

The City of Ottawa is committed to enhancing its green spaces and promoting environmental sustainability through its cost-sharing tree planting program. This initiative seeks to encourage residents to participate in the beautification and preservation of their neighborhoods by planting trees in collaboration with the city.

### Eligibility

Residents within the City of Ottawa are eligible to participate in the program. Please be aware that participation in this program will be on a first-come, first-served basis until all trees are allocated.

### Cost Sharing

The City of Ottawa is offering a cost-share program for residents interested in having a two-inch tree planted in the parkway (berm) in front of their home. Participants will pay a flat rate of \$100 per tree. Each participant can apply for up to two tree per lot, depending on the availability of trees and space.

### Tree Species

Participants may request their preferred tree species from the list provided below. However, it is important to note that city staff will have the final say in selecting the trees. The selection process will take into account factors such as location, availability, neighborhood diversity, and overall tree variety across all plantings.

Listed below are the available trees species. All trees have a 2-inch caliper.

| Small Trees            | Height   | Width    |
|------------------------|----------|----------|
| Spring Snow Crabapple  | 20'- 25' | 15'- 20' |
| China Snow Pekin Lilac | 20'- 30' | 15'- 25' |
| Eastern Redbud         | 20'- 30' | 25'- 35' |

| Medium and Large Trees | Height   | Width    |
|------------------------|----------|----------|
| Frontier Hybrid Elm    | 30'- 40' | 20'- 30' |
| Skyline Honey Locust   | 30'- 70' | 30'- 70' |
| American Sentry Linden | 40'- 45' | 25'- 30' |
| Magyar Upright Gingo   | 40'- 50' | 20'- 30' |
| Swamp White Oak        | 50'- 60' | 50'- 60' |
| Exclamation Planetree  | 55'- 65' | 40'- 50' |

## **Planting Guidelines**

Tree planting will be performed by a landscape contractor hired by the City of Ottawa.

While residents may suggest locations for the tree(s), these suggestions will be reviewed for suitability and to avoid utility conflicts.

Please indicate the desired planting location on the application and/or mark it in the field. A representative will conduct a field check of the location. If the tree poses a risk of interfering with utilities or is deemed too close to the driveway, the city will have the final say on its placement.

Locations will be assessed for suitability based on the following guidelines:

- Only small trees may be planted under overhead power lines.
- No tree may be planted within five lateral feet of any underground water line, sewer line, transmission line or any other utility.
- Ensure proper spacing between species:
  - Small tree species must be planted at least 20 feet apart.
  - Medium trees species must be planted at least 25 feet apart.
  - Large tree species must be planted at least 30 feet apart.

## **Watering of Trees**

All participants are required to take on the responsibility of watering the tree for a minimum of two years. It is essential to water the tree deeply at least once a week, particularly during dry periods. To ensure proper watering, allow a garden hose to run slowly at medium pressure for approximately five minutes on each side of the root ball.

## **Application Process**

To participate in the tree planting program, please fill out the application form and include a \$100 payment.

Please submit the completed application along with payment to either Tami Koppen or Courtney DeArcos, City of Ottawa, 301 West Madison Street, Ottawa, IL 61350. Payment options include cash, check or credit card.

If you choose to pay by credit card, please visit the City of Ottawa website at <https://cityofottawa.org/online-payments/>, then select “miscellaneous”, followed by “one-time payment”, and finally “miscellaneous”. During the payment process, make sure to enter your name, address, and tree planting application details for proper processing.

For any questions, please contact Tami Koppen via email at [tkoppen@cityofottawa.org](mailto:tkoppen@cityofottawa.org) or by phone at 815-433-0161 ext. 240. For questions regarding payment, please reach out to Courtney DeArcos at 815-433-0161 ext. 131.



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## 2024 Spring Tree Planting Program Application

Please complete the information below. Note that participation in this program will be on a first-come, first-served basis until all trees are allocated.

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_

Owner's E-mail: \_\_\_\_\_

Listed below are the available trees species.

| Small Trees            | Height   | Width    |
|------------------------|----------|----------|
| Spring Snow Crabapple  | 20'- 25' | 15'- 20' |
| China Snow Pekin Lilac | 20'- 30' | 15'- 25' |
| Eastern Redbud         | 20'- 30' | 25'- 35' |

| Medium and Large Trees | Height   | Width    |
|------------------------|----------|----------|
| Frontier Hybrid Elm    | 30'- 40' | 20'- 30' |
| Skyline Honey Locust   | 30'- 70' | 30'- 70' |
| American Sentry Linden | 40'- 45' | 25'- 30' |
| Magyar Upright Gingo   | 40'- 50' | 20'- 30' |
| Swamp White Oak        | 50'- 60' | 50'- 60' |
| Exclamation Planetree  | 55'- 65' | 40'- 50' |

List the top three preferred tree species, and we will try to accommodate the request.

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

Describe preferred planting location, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Check Payment Method: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_

\*Checks payable to: City of Ottawa

\*Online credit cards payments: <https://cityofottawa.org/online-payments/>