

**50/50 Parkway Tree Program PRE-ORDER Approval Form**

The City of Prospect Heights is now offering trees for planting in the parkways through its new “50/50 Parkway Tree Planting Program.” Please contact the Public Works Department to request a review of your parkway if you are interested in qualifying for this program.

**All requests must have an approved parkway review before an order will be placed. Please do not send payment at this time. Once approved, residents will receive a confirmation letter, approved order form and details on how to order a parkway tree. Please have approval form filled out and returned to City Hall by Friday, July 7.**

For your information, the available tree species are listed below and your cost for **Fall 2017** planting is approximately **\$200.00**.

*Autumn Blaze Maple*  
*Sugar Maple*  
*Honeylocust*  
*American Linden*

*Black Oak*  
*Shingle Oak*  
*White Oak*  
*Swamp White Oak*

While you are awaiting approval for the parkway tree addition, you may review more information regarding the specific species available by visiting the Morton Arboretum website at [www.mortonarb.org](http://www.mortonarb.org). If you have any questions please contact the Public Works Forestry Department at 847-398-6070 ext 261 or email at [jkron@prospect-heights.org](mailto:jkron@prospect-heights.org).

Guidelines:

- To begin the Approval Process, complete the form below. Send your completed form to:  
*City of Prospect Heights Public Works Attn: Joe Kron, 8 N. Elmhurst Rd Prospect Heights, IL 60070*
- Once we receive your completed pre-order form, a member of the Public Works department will conduct a parkway review. They will review the area for tree spacing, soil condition and existing underground utilities. All of these factors will impact the planting of a new tree. Our team looks forward to helping you select the best tree for your parkway.
- After the parkway review, a letter will be sent to your address detailing approval status for a 50/50 Parkway Tree Addition. If your request has been approved, you will also receive an Order Form and instructions on where to send your order with payment for the program.
- If at any time you have questions, please contact the Public Works Forestry Department at 847-398-6070 ext 261

<b>DATE</b>	
<b>NAME</b>	
<b>ADDRESS</b>	
<b>DAYTIME PHONE #</b>	
<b>EMAIL ADDRESS</b>	
<b>Draw map showing proposed location for tree planting</b>	

**\*\* PLEASE DO NOT SEND PAYMENT AT THIS TIME \*\***

PUBLIC WORKS INTERNAL OFFICE USE ONLY		To be completed by Public Services Staff	
Approval Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Declined	Date:	
Completed by:		Pkwy Location:	<input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear
Markings for Planting:	<input type="checkbox"/> Yes (in white paint)	Location:	<input type="checkbox"/> Not Marked
Species Recommendation:		Comments:	