

CITY OF NEWPORT BEACH

GENERAL SERVICES DEPARTMENT

DATE: _____

TO: _____

YOUR STREET TREE

A NEW TREE HAS JUST BEEN PLANTED IN YOUR PARKWAY

SPECIES: _____

So that the tree will be properly maintained and remain healthy, the following care should be provided:

1. The City will prune, stake, and spray the tree as needed.
2. The property owner will be responsible for watering and fertilizing the tree, as follows:
 - a. Your tree should be deep-soaked weekly throughout the year. (Water is very important)
 - b. The tree should be fertilized at least twice a year with a well balanced food.
 - c. Please avoid use of weed killers, soil sterilizers or other poisonous substances near the tree.
 - d. Please do not plant Ivy or other shrubbery in the tree basin, this weakens the growth of the tree.
 - e. Please do not bruise trunk with lawn mowers or other garden implements.
 - f. Please Keep ants under control.

Thank you for your cooperation,

Street Tree Maintenance Division

P.O. Box 1768, 3300 Newport Boulevard, Newport Beach, CA 92659
(714)644-3083

City of Newport Beach Municipal Code

[Title 13 STREETS, SIDEWALKS AND PUBLIC PROPERTY](#)

[Chapter 13.09 PARKWAY TREES](#)

13.09.010 Parkway Trees Required.

Any person who constructs a new building, who causes a building to be moved onto vacant land, or who causes an increase in the original floor area of an existing main building by more than fifty (50) percent of its original size, shall be responsible for planting trees in the parkway abutting the building site in accordance with City rules, regulations and policies. The parkway tree shall be at least a thirty-six inch (36") box of the type, variety and/or species determined by the City in accordance with the City Street Tree Designation List. If the City determines that because of the location, terrain or condition of the property that required tree planting is impractical at the abutting parkway, the City shall plant the thirty-six inch (36") box tree at a location designated by the City. (Ord. 2002-13 § 1, 2002: Ord. 1338 § 1 (part), 1970)

13.09.020 Costs.

The property owner shall be responsible for all costs associated with the purchase and planting of the tree(s) as required by this chapter. (Ord. 2002-13 § 2 (part), 2002: Ord. 1338 § 1 (part), 1970)

13.09.030 Maintenance.

It shall be the responsibility of the abutting property owner to water and fertilize the parkway trees adjacent to his property. The City shall be responsible for pruning and spraying parkway trees. (Ord. 2002-13 § 2 (part), 2002: Ord. 1338 § 1 (part), 1970)

13.09.040 Waiver Procedure.

Upon written application, the City Manager, or such other City official as he may designate to act for him, may grant a waiver from all or part of the requirements set forth in Section 13.09.010, if he determines that because of the location, terrain or condition of the property or the surrounding properties, the required tree planting is determined to be unnecessary or impractical. (Ord. 1338 § 1 (part), 1970)

City Council Policies

General Services Policy G6: Maintenance and Planting of Parkway Trees

MAINTENANCE AND PLANTING OF PARKWAY TREES

The City Council is vitally interested in beautification of City parkways. Public cooperation in helping to develop and maintain healthy and attractive parkway trees is encouraged.

MAINTENANCE OF PARKWAY TREES

The General Services Department will trim the parkway trees on a rotation schedule. An effort will be made to trim the parkway trees on less than a three-year cycle. If the rotation trimming is completed in less than three years, more frequent trimming will be performed on certain trees and in view areas. Public safety issues such as low branches and heavy foliage will be given priority over view trimming. An effort will be made to trim parkway trees located in heavy summer traffic areas during the fall and winter months. The trimming schedule will be altered to avoid trimming streets with flowering street trees during their blooming time. This will apply to streets having a large number of flowering trees, not to one or two trees on a street. Annual trimming of certain species of trees prone to wind damage will be done prior to the winter season.

TREE LIST

The City Council has adopted an official street tree list which will be used by the General Services Department to determine species for planning purposes in all new subdivisions and replacement in established parkways. The list, which is entitled Street Tree Designation List, will be reviewed on an annual basis by the General Services Department staff with any recommendations forwarded to the Parks, Beaches and Recreation Commission for review before adoption of any recommendations by the City Council.

STANDARDS AND SPECIFICATIONS FOR PLANTING PARKWAY TREES

A. General Requirements

1. 72-hour notification shall be given to the General Services Department staff prior to the initial installation of parkway trees for approval of species, material quality, and planting supervision. 24-hour notice shall be given prior to all subsequent inspections as required.
2. Relative position of parkway trees is subject to approval by the General Services Department, and any tree not properly placed will be relocated at no cost to the City. In the interest of public safety, trees shall be planted not less than:
 - a. 25 feet back of beginning of curb returns at intersections.
 - b. 10 feet from lamp standards.
 - c. 10 feet from fire hydrants.
 - d. 10 feet from service walks or driveways.
 - e. 10 feet from meters and sewers.
 - f. 25 feet from stop signs.

3. Trees shall be a minimum container size of 24" box.
 - a. Condition: Plants shall be symmetrical, typical for variety and species, healthy, vigorous, free from plant disease, insect pests and shall have healthy, normal root system free from being root bound. Trees shall not be pruned nor topped prior to delivery.
 - b. Inspection: All plant material shall be subject to inspection and approval by the General Services Department staff prior to planting. The City has the right to reject any item offered.
4. Soil Analysis Requirement for Land Developers
Developers may be required to submit a composite soil analysis completed by a bona fide soil testing laboratory of soil to receive parkway trees at no cost to the City. The location and number of soil samples shall be determined by the City. Analysis shall include fertility level and organic content of the samples take. A copy of the test results shall be forwarded directly to the General Services Department staff a minimum of 60 days prior to the scheduled planting of parkway trees.

PARKWAY TREE PLANTING

- A. All tree planting pits shall be dug with the bottom level width equal to two times the diameter of the ball, and the depth 1 1/2 times the height of the container from which the tree is planted.
- B. Where land developers are required to provide soil analysis, the prepared soil backfill shall be based on test results.
- C. When soil analysis is not a requirement, native soil with a commercial fertilizer approved by the General Services Department staff shall be used for backfill.
- D. Set plants in center of pit, in vertical position, so that crown of ball will be level with finish grade after allowing for watering and settling and shall bear the same relationship to finish grade after allowing for watering and settling and shall bear the same relationship to finish grade that it did to soil surface in its container.
- E. Prepare a depressed water basin capable of holding 10 gallons of water. Water shall be applied in that quantity at time of planting in a fashion that insures wetting the entire root ball and that all air pockets are removed.
- F. If houses are not occupied, trees shall be watered one week later. Thereafter, watering shall be done at week intervals by the developer for a period of one year or until homes are occupied.
- G. Each tree must be properly supported by one Reddy Stake System or other material approved by the General Services Department staff. Stakes shall be a minimum of seven feet in length. Stake all trees at time of planting by placing a stake in the prepared hole and placing the stake as prescribed by the manufacturer.
- H. All trees shall be secured to stakes with a W-resistant vinyl tubing. A root barrier approved by the General Services Department staff shall be installed.

GUARANTEES

- A. 24" boxed trees shall be guaranteed as to growth and health for a period of ninety (90) days after final acceptance by the General Services Department staff.
- B. Trees that fail to grow or are injured or damaged during planting operations shall be replaced within 15 days after notification. Replacement material shall be guaranteed as specified as original guaranteed material.

ESTABLISHED PARKWAYS

Applicant must:

- A. Applicant must accept responsibility for watering and fertilizing new trees.
- B. If an applicant has questions regarding the street tree program they should contact the Urban Forester at (949) 644-3083 or send a written request for one or more parkway trees to: Attn: Urban Forester, P. O. Box 1768, Newport Beach, California 92659-1768.

City of Newport Beach will:

- A. Approve species, location, and spacing of tree planting.
- B. Furnish, install, stake, and initially fertilize new trees (exception would be trees planted in accordance with City Code 13.09.010).
- C. Prune and spray tree as required.
- D. Approve type of root barriers for installation.
- E. Assume trimming responsibilities.

PARKWAYS IN ESTABLISHED RETAIL COMMERCIAL/OFFICE CENTERS

Parkway street trees that are removed because they are diseased or have damaged property may be replaced with the same species of trees (and a species other than the designated street tree) provided (a) the parkway street tree is located adjacent to or within an established retail commercial/office development; (b) replacement with the same species will maintain the appearance of the streetscape and/or ensure consistency with an established landscape masterplan adopted by the adjoining landowner; (c) the parkway street trees have a history of little or no hardscape damage nor injury claims related to hardscape damage caused by the tree; and (d) the property owner has agreed in writing to repair or pay the cost of repair/and or replacement of hardscape or underground utilities damaged by the new trees.

Adopted - November 22, 1982

Amended - November 14, 1983

Amended - October 22, 1992

Amended - January 24, 1994

Amended - July 23, 2002

Amended - April 13, 2004

Amended - August 24, 2004

Formerly 1-19