

# Builder's Guide to Planting Street Trees

## Development Plan Review Procedures (What the Builder Should Know)

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Section 14-705(2) of the Philadelphia Code requires that Street trees be planted in all residential and apartment house subdivisions including land abutting any Street previously opened.

**Step 1:** The Builder must deliver **three (3) copies** of the proposed site plans to the main office of *Philadelphia Parks & Recreation / Urban Forestry Division, One Parkway Building, 10<sup>th</sup> Floor, 1515 Arch Street, Phila., PA. 19102*

**NOTE:**

- **Plans must be a 24" x 30" or larger with correct scale**
- **Overhead and underground utilities must be shown on plans**
- **Steps must show direction of entry & landing zones designated**
- **PPR must be notified of any changes, revisions or extensions of plans**

**Step 2:** The site is evaluated by the District Arborist.

**Step 3:** The District Arborist completes a **Development Plan Review (DPR)** letter stating if *or* how many street trees need to be planted and notifies the designated contact by email or phone.

**Step 4:** Per the arborist's DPR letter, a \$700.00 deposit is required for **each** tree to be planted. The Builder must submit a cashier's check or money order made *payable to* Philadelphia Parks & Recreation delivered to the address listed above.  
*Corporate or personal checks are not an accepted form of payment.*

**Step 5:** The Accounting Department receives the funds and issues a receipt. The Builder then receives an *original* validated DPR letter **stamped as 'PAID'** along with the receipt and two (2) copies of the approved plans. The arborist keeps a copy of the approved plans.

The deposit funds are placed in escrow and refunded after the trees are planted.

**Step 6:** Once the required trees are planted within the appropriate time period,\* the Builder should contact us to have the District Arborist re-inspect the site. If the planting meets Philadelphia Parks & Recreation requirements, the District Arborist issues a refund as per the DPR letter.

*\*The trees must be planted before the second anniversary of the issuance of the validated development plan review letter or the escrow will be forfeited.*

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**CITY OF PHILADELPHIA / PARKS & RECREATION**  
**Urban Forestry & EcoSystem Management Division**  
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