Builder's Guide to Planting Street Trees

Development Plan Review Procedures (What the Builder Should Know)

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, 10th 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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