

# Arbor Day Tree Giveaway

# 2025

The City of Ellensburg invites you to participate in the Arbor Day Free Tree Program. Right-of-way and private residential trees are available. The City covers the cost—you just pick up, plant, and care for your tree!

## Event Dates

**Applications Open:**

APRIL 7th—25th

&

Last Day to Pick Up

Trees is **May 4th**

- **Apply** – Submit an application by **April 25, 2025**.
- **Approval & Permit** – City staff will review applications, planting locations, and notify approved participants.
- **Pick Up Your Tree** – Take your permit to a participating nursery to collect your tree. The City pays the nursery directly. (Tree Pick-Up Deadline: Sunday May 4, 2025)
- **Plant & Maintain** – Call 811 before digging, plant your tree, and follow care guidelines to help it thrive.
- **First-come, first-served basis – apply early to secure your tree!**

## **Applications Available**

CITY HALL  
PUBLIC WORKS  
501 N Anderson St

## **Contact**

PUBLIC WORKS  
(509) 962-7230



CITY OF ELLENSBURG  
2025 ARBOR DAY TREE GIVEAWAY  
April 7<sup>th</sup> – May 4<sup>th</sup>

The City of Ellensburg's Arbor Day Free Tree Program offers **residents within city limits** the opportunity to receive a free tree to plant in either the public right-of-way or on private property within a residential zone. The City approves the type and location of the tree and covers the cost. The applicant is responsible for picking up the tree from a participating nursery, then planting and maintaining it.

Each applicant is eligible to receive one tree. Corner lots may qualify for two trees (one per frontage), depending on demand.

## Eligibility & Planting Locations

### Street Trees (Public Right-of-Way)

- The tree must be planted in the City right-of-way.
- In most older parts of town, the platted right-of-way is 80' wide, with 10'-15' available behind the curb or sidewalk.
- In newer areas, the right-of-way often extends only inches behind the sidewalk, meaning there may be no planting space.
- The planting strip is the area between the curb and sidewalk; where no strip exists, trees must be planted at least 5' behind the sidewalk.

### Private Property Trees (Residential Zones)

- The tree must be planted on private property within a residentially zoned area.
- The applicant must submit a photo of the planted tree to City Staff to qualify for next year's program.
- Photos will not be publicly shared unless written permission is provided by the applicant.

## Application & Approval Process

### Step 1: Submit an Application

- Fill out a Street Tree Permit at City Hall Public Works Office (501 N. Anderson St.).
- Provide your name, address, telephone number, and tree preferences (1st and 2nd choice).
- Applications must be submitted by **Friday April 25th**.

### Step 2: Site Review & Approval

- Street Trees: City staff will inspect the location to ensure it meets right-of-way planting requirements.

- Private Trees: The City does not conduct on-site inspections but reviews applications for compliance.
- Approved applicants will be notified, and permits will be available for pickup at City Hall.

### Step 3: Pick Up Your Tree

- Take the approved permit to a participating nursery to collect your tree.
- If changes to the requested tree type are needed, they must be approved by City Staff.
- The nursery will bill the City directly.
- The last day to pick up trees is **Sunday May 4th**.

### Step 4: Plant & Care for Your Tree

- Call 811 before digging to request utility locates and paint your planting location in white. (48 working hours prior notice required).
- Plant the tree according to provided guidelines.
- Private Trees Only: Submit a photo of your planted tree to City Staff.

## Tree Care Guidelines

- Water frequently to help the tree establish roots.
- Apply mulch around the root ball for moisture retention.
- Delay pruning for one full growing season to allow the tree to recover.
- Avoid staking, unless necessary for wind protection. If staked, remove stakes after one growing season to promote strong root development.

## Summary Checklist for Applicants

- ☐ Submit application at City Hall by April 25th.
- ☐ Wait for approval notification and pick up permit.
- ☐ Collect tree from a participating nursery by May 4th.
- ☐ Call 811 for utility locates before digging.
- ☐ Plant the tree in the approved location.
- ☐ (Private Trees Only) Submit a planting photo to City Staff.
- ☐ Care for your tree by watering, mulching, and avoiding unnecessary staking.

### **For questions, contact:**

**Public Works Department** – (509) 962-7230

**Erin McGowan** – Stormwater & Urban Forestry Tech

Email: [Mcgowane@ellensburgwa.gov](mailto:Mcgowane@ellensburgwa.gov) | Phone: (509) 962-7237



PERMIT No. \_\_\_\_\_

**CITY OF ELLENSBURG**  
2025 Arbor Day Tree Giveaway Application & Planting Permit

**Applicant Information:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Tree Request:**

**Preferred Tree Species (1st Choice):** \_\_\_\_\_

**Preferred Tree Species (2nd Choice):** \_\_\_\_\_

Planting Location:

☐ Public Right-of-Way (Street Tree)

☐ Private Residential Property

**Street Tree Planting Requirements (If applicable):**

- Trees must be planted in the City right-of-way in accordance with City standards.
- Minimum distance from intersections, driveways, and utilities must be maintained.
- The stake proposed planting site; City will inspect and approve planting locations before issuing permits.

**Private Property Tree Planting Requirements:**

- Trees must be planted on private property in a residential zone, within the City Limits.
- Applicants must submit a photo of the planted tree to qualify for future programs.

**Applicant Agreement:** By signing below, I agree to:

- Call 811 before digging and mark the planting location in white paint.
- Pick up the tree from a participating nursery by **May 4, 2025**.
- Plant and maintain the tree following City guidelines.
- Provide a planting photo (private trees only) as proof of compliance.
- Allow the City to inspect the tree (street trees only) for compliance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Return to Public Works Department by April 25<sup>th</sup> \*\***

**For Office Use Only:**

Application Received: ☐ Approved ☐ Denied - \_\_\_\_\_

Site Inspection (If Required): ☐ Passed ☐ Not Approved

Nursery Name: \_\_\_\_\_

Permit Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Photo Received (Private Trees Only): ☐ Yes ☐ No



## 2025 ARBOR DAY TREE LIST

<u>Common Name</u>	<u>Latin Name</u>	<u>Size Class</u>	<u>Height</u>	<u>Spread</u>
Norway Maple 'Crimson Sentry'	Acer platanoides 'Crimson Sentry'	1	25	15
Amur Maple	Acer tataricum ssp. ginnala	1	20	20
Amur Maple 'Flame'	Acer tataricum ssp. ginnala 'Flame'	1	20	20
Beethoven™ Amur maple	Acer tataricum ssp. ginnala 'Betzam'	1	20	10
Apple Serviceberry 'Autumn Brilliance'	Amelanchier x grandiflora 'Autumn Brilliance'	1	20	15
Kousa Dogwood	Cornus kousa	1	25	20
Flowering Crab Apple 'Spring Snow'	Malus 'Spring snow'	1	25	22
Flowering Plum 'Krauter's Vesuvius'	Prunus cerasifera 'Krauter's Vesuvius'	1	20	15
Flowering Plum 'Thundercloud'	Prunus cerasifera 'Thundercloud'	1	20	20
Flowering Plum 'Mt. St. Helens'	Prunus 'Frankthrees'	1	20	20
Flowering Plum 'Newport'	Prunus 'Newport'	1	20	20
Flowering Cherry 'Kanzan'	Prunus serrulata 'Kanzan'	1	30	20
Common Chokecherry 'Canada Red'	Prunus virginiana 'Canada Red'	1	25	20
Norway Maple 'Columnar'	Acer platanoides 'Columnar'	2	35	15
Norway Maple 'Crimson King'	Acer platanoides 'Crimson King'	2	40	35
Norway Maple 'Royal Red'	Acer platanoides 'Royal Red'	2	40	30
Red Maple	Acer rubrum	2	40	40
Red Maple 'Bowhall'	Acer rubrum 'Bowhall'	2	40	15
Red Maple 'Redpointe®'	Acer rubrum 'Frank Jr.' PP 16769	2	45	30
Red Maple 'Armstrong Gold'	Acer rubrum 'JFS-KW78'	2	40	12
Red Maple 'Burgundy Belle'	Acer rubrum 'Magnificent Magenta'	2	45	45
Red Maple 'October Glory'	Acer rubrum 'October glory'	2	40	35
Norwegian Sunset Maple	Acer truncatum x A. platanoides 'Keithsform'	2	25	35
Freeman Maple 'Armstrong'	Acer x freemanii 'Armstrong'	2	45	15
Callery Flowering Pear 'Capital'	Pyrus calleryana 'Capital'	2	35	12
Callery Flowering Pear 'Chanticleer'	Pyrus calleryana 'Glen's Form'	2	40	15
Callery Flowering Pear 'Redspire'	Pyrus calleryana 'Redspire'	2	35	25
European Mountain Ash 'Cardinal Royal'	Sorbus aucuparia 'Michred'	2	35	20
American Linden 'Redmond'	Tilia americana 'Redmond'	2	35	25
Little Leaf Linden 'Greenspire'	Tilia cordata 'Greenspire'	2	40	30
Silver Linden 'Green Mountain'	Tilia tomentosa 'PNI 6051'	2	45	35
Glenleven Linden	Tilia x flavescens 'Glenleven'	2	45	30
Black Maple 'Greencolumn'	Acer nigrum 'Greencolumn'	3	50	20
Norway Maple 'Emerald Queen'	Acer platanoides 'Emerald Queen'	3	50	40
Norway Maple 'Deborah'	Acer platanoides 'Deborah'	3	45	40
Red Maple 'Brandywine'	Acer rubrum 'Brandywine'	3	40	30
Red Maple 'Red Sunset'	Acer rubrum 'Franksred'	3	45	35
Red Maple 'Scarlet Sentinel'	Acer rubrum 'Scarsen'	3	40	20
Sugar Maple 'Green Mountain'	Acer saccharum 'Green Mountain'	3	45	35
Sugar Maple 'Autumn Fest®'	Acer saccharum 'JFS-KW8' PP 22034	3	50	35
Sugar Maple 'Legacy'	Acer saccharum 'Legacy'	3	50	35
Freeman Maple 'Autumn Blaze'	Acer x freemanii 'Jeffersred'	3	50	40
Ginkgo 'Autumn Gold'	Ginkgo biloba 'Autumn Gold'	3	45	30
Honey Locust 'Shademaster'	Gleditsia triacanthos 'Shademaster'	3	45	35
Honey Locust 'Skyline'	Gleditsia triacanthos 'Skycole'	3	45	35

<b><u>Common Name</u></b>	<b><u>Latin Name</u></b>	<b><u>Size Class</u></b>	<b><u>Height</u></b>	<b><u>Spread</u></b>
Honey Locust 'Sunburst'	Gleditsia triacanthos 'Suncole'	3	45	35
Tulip Tree	Liriodendron tulipifera	3	60	30
Swamp White Oak	Quercus bicolor	3	45	45
Scarlet Oak	Quercus coccinea	3	50	40
Pin Oak	Quercus palustris	3	55	40
Zelkova 'Green Vase'	Zelkova serrata 'Green Vase'	3	50	40

\*Trees are not guaranteed to be in stock and are available on a first-come, first-served basis. They must be priced at \$150 or under to qualify.



# How to Plant Containerized Trees

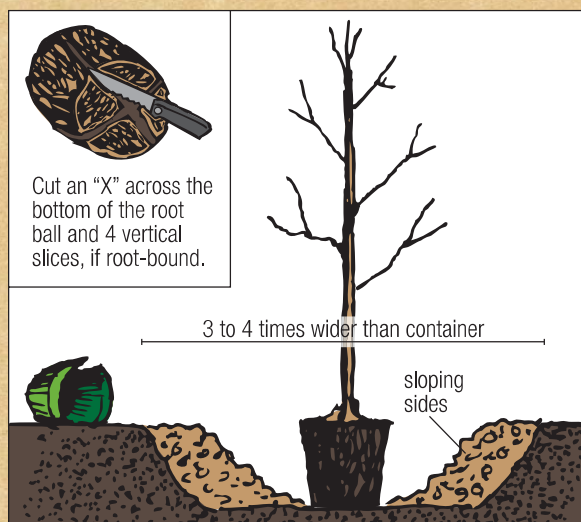
*Trees from nurseries are often potted in a container. These instructions are for planting containerized trees.*

1 Dig a hole the same depth of the container and 3 to 4 times wider than the container. The hole should have sloping sides like a saucer to allow for proper root growth.

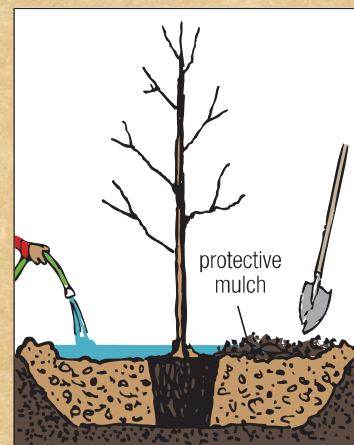
2 Lay the tree on its side and carefully remove the tree from the container, keeping the soil around the roots intact. It helps to tap the outside of the container to loosen the edge. Carefully slide the tree from the container. Don't yank the tree out of the container as this can separate the roots from the tree.

3 Sometimes containerized trees become root-bound or the roots look like they're about to circle the root ball. If your tree is like this, cut an X across the bottom of the root ball and four vertical slices along the sides of the root ball with a sharp knife.

4 Set the tree in the middle of the hole. Avoid planting the tree too deep. If the root collar sits below the top of the hole, compact some soil under the tree so that the root flare at the base of the trunk is slightly above ground level. Using some soil, secure the tree in a straight position, then fill and firmly pack the hole with the original soil, making sure there aren't any air pockets. Keep backfilling until the soil is just below the root collar.

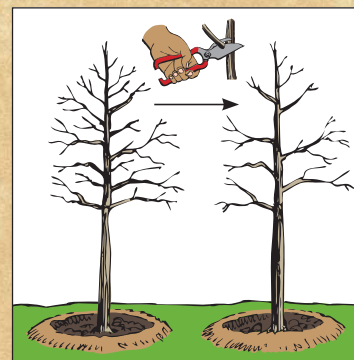


5 Create a water-holding basin around the hole and give the tree a good watering. After the water has soaked in, spread protective mulch 2-4 inches deep in a 3-foot diameter area around the base of the tree, but not touching the trunk.



6 The soil and mulch around your trees should be kept moist but not soggy. During dry weather, generously water the tree every 7 to 10 days during the first year. Water slowly at the dripline.

7 Remove any tags and labels from the tree as these will affect the tree as it grows. You may need to prune any broken or dead branches. (Please refer to the [arborday.org](http://arborday.org) pruning guide.)



**Fertilizer?** DO NOT use fertilizer, potting soil, or chemicals on your newly planted trees. Such products will kill your young trees.



**Watering:** Keeping your trees watered is important during their first year. Keep the soil and mulch moist but not soggy. In dry weather, you should water generously every 7 to 10 days. The water should soak into the soil and mulch. Avoid watering so much that you see standing water.