



## 2026 – 2027 Department of Parks & Parkways Tree Planting Grant managed by the Greater New Orleans Foundation

### Table of Contents

Permitting.....	1
Planting Location and Species .....	2
Buying Trees .....	2
Tree Care.....	3
Mulch.....	3
Supplies .....	3
Helpful Links.....	3
Tree Planting Permit Sample .....	4
Tree Planting Permit Aerial Imagery Requirement .....	6
2026 – 2027 Tree List .....	10
Tree Planting Detail .....	11
Installing the Tree Application on Smart Phones .....	12

### Permitting

- Submit the Tree Planting application and sketch to [treepermit@nola.gov](mailto:treepermit@nola.gov). Example provided.  
OR
- Create a map and spreadsheet; include address, tree species, and owners' information. Directions provided.
- If removing concrete from the right-of-way, submit a Street Cut permit application on [One Stop](#).
  - Include “Parks and Parkways tree planting street cut permit, no deposit required” in the description. Application fees still apply.
- If planting trees on state highways, see Louisiana Department of Transportation & Development’s [policy](#) and [application](#).
- Check for planned roadwork projects at [Roadwork NOLA](#).
- New Orleans’ planting season is from November 1<sup>st</sup> through March 15<sup>th</sup>.

## Planting Location and Species

- Right tree in the right place: Evaluate your surroundings
  - If there are overhead utilities, a smaller species should be planted.
  - If there is a narrow planting strip, a smaller species should be planted.
- Use a [measuring wheel](#) and [inverted marking spray paint](#) to measure and mark planting locations
- Trees must be planted at a minimum distance from the following:

Intersection	25'	
Street Sign	10'	20' for larger trees
Bus Stop	40'	
Stop Sign	20'	
Driveway	5'	10' for Live Oak and Cypress
Light Pole	10'-20'	
Utility Pole	10'	
Fire Hydrant	10'	
Utility Connection	5'	10' for larger trees
Catch Basin	5'	10' for larger trees

- Tree wells should be a minimum of 24 square feet, typically 4'x6' or 5'x5'.
- A minimum of 4' width of sidewalk must be maintained.
- Tree spacing: Smaller species should be spaced at least 15' trunk to trunk and larger species should be spaced 30'-40' trunk to trunk.
- Check for underground pipes and cables by calling Louisiana 811 at 811 or 800-272-3020 or by submitting online [here](#).
- Upcoming Parkways tree planting locations can be found [here](#) and a map [here](#).

## Buying Trees

- Trees must be a minimum of 2" caliper, with single trunks. Caliper is the diameter of the trunk taken six inches above the ground. Try to find 2" trees in 15-gallon pots, as this size is much easier for volunteers to plant, and cheaper than 30-gallon trees.
- Look for trees with [straight trunks and good form](#).
- [Plant Ant](#) can assist with finding species and nurseries.
- Below are nurseries who sell wholesale to non-profits (these nurseries take only cash or check, no cards):
  - Bracy's, Amite - 985-748-4716 (business account required)
  - Brumfield Nursery, Folsom - 985-796-0687
  - Cedar Hill Nursery, Covington - 985-630-2311
  - Dubs Nursery, Franklinton - 985-515-4104
  - Jenkins Nursery, Amite - 985-517-9637
  - Pretty Trees, Folsom - 985-373-4419
  - Westfarms Nursery, Franklinton - 985-335-8897

## Tree Care

- Trees are required to be watered at least twice a week for the first year.
- Watch this [video](#) for more information on tree planting.
- Watch this [video](#) for more information on tree staking.

## Mulch

- Parkways is offering recycled wood chip mulch to utilize for grant tree plantings. Please email Shannon Evans ([shannon.evans@nola.gov](mailto:shannon.evans@nola.gov)) to coordinate how many yards of mulch required at least two weeks prior to your planned planting(s). Shannon will also coordinate the mulch pickup date(s) at Parkways' campus (1 Green Parade Lane).

## Supplies

- Water Bags: the best price is often on [Amazon](#)
- [Tree stakes](#), [pole drivers](#) to drive the stakes in the ground, and [stake remover](#) tool: the best price is often at [Tractor Supply](#)
- Arbor Ties, Tree Guards, etc.: the best price is often at [Forestry Suppliers](#)

## Helpful Links

Department of Parks & Parkways: <https://nola.gov/next/parks-parkways/home/>

DEPARTMENT OF PARKS AND PARKWAYS  
**CITY OF NEW ORLEANS**

HELENA MORENO  
MAYOR

MICHAEL E. KARAM  
DIRECTOR

**TREE PLANTING PERMIT**

I am requesting a permit to plant 1 of SAVANNAH HOLLY trees adjacent to the  
(quantity) (tree species)  
property at HOUSE  
(address)

- I have attached a sketch of the planting location.
- I agree to provide the tree, dig the hole, water and maintain the tree for one year (the City will maintain the tree upon successful completion of the one-year establishment period).

Notes:

1. If there is no grass planting strip at the location, it is your responsibility to cut the planting pit in the sidewalk; contact the Department of Public Works Traffic Engineering Department at 504.658.8040 for permission to make a sidewalk cut. Please provide a minimum of 24 square feet of open planting area for each tree planted. Maintain ADA compliant clearance for pedestrians along the sidewalk, typically a passageway 60" wide with 80" clearance in height (current ADA information can be found at [www.access-board.gov/ada/#ada-403](http://www.access-board.gov/ada/#ada-403)).
2. Contact Louisiana One Call (1.800.272.3020) at least 96 hours before cutting/digging to have utilities marked. This is a free service.
3. Purchase healthy trees of a size that can withstand some abuse. A two-inch (2") caliper tree is the minimum acceptable size.
4. The optimum time to plant trees is the cool season of the year. Trees planted at this time are able to start establishing a root system, making them better able to withstand the stress of hot weather.
5. Watering is critical for the first year. Give the trees a good soaking three times a week. Modify the watering schedule accordingly if it rains sufficiently and as the tree becomes well established.

**Property Owner's Information**

Signature: Santa Claus

Name (print): SANTA CLAUS

Mailing Address: CANDY CANE LANE

City, State and Zip: NORTH POLE

Telephone: 504-000-0000

Email: PRESENTS@NORTHPOLE.COM

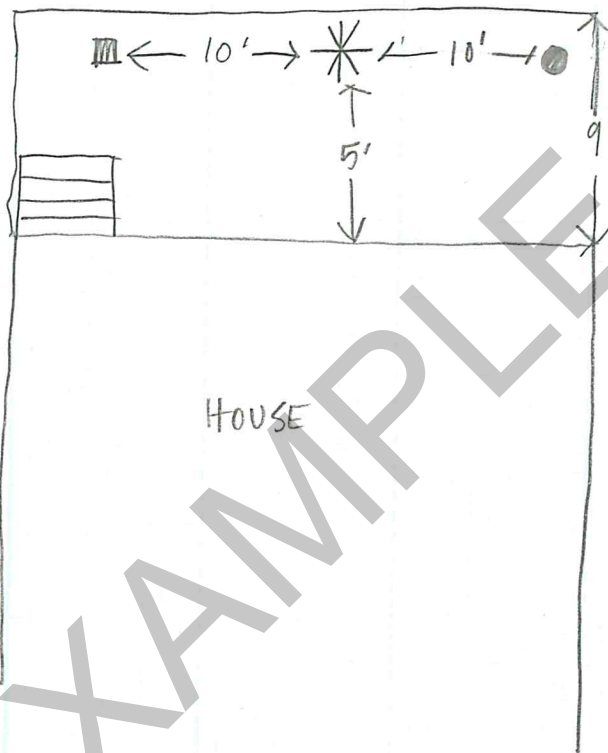
**RETURN THIS FORM TO THE DEPARTMENT OF  
PARKS AND PARKWAYS VIA EMAIL AT  
[PARKSANDPARKWAYS@NOLA.GOV](mailto:PARKSANDPARKWAYS@NOLA.GOV) OR BY FAX  
AT 504.658.3232 FOR REVIEW AND APPROVAL.**

Approved by:

\_\_\_\_\_  
For the Department of Parks & Parkways

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

STREET



- UTILITY POLE
- ▨ FIRE HYDRANT
- \* TREE

EXAMPLE

HOUSE



## Tree Planting Permit Requirement Update

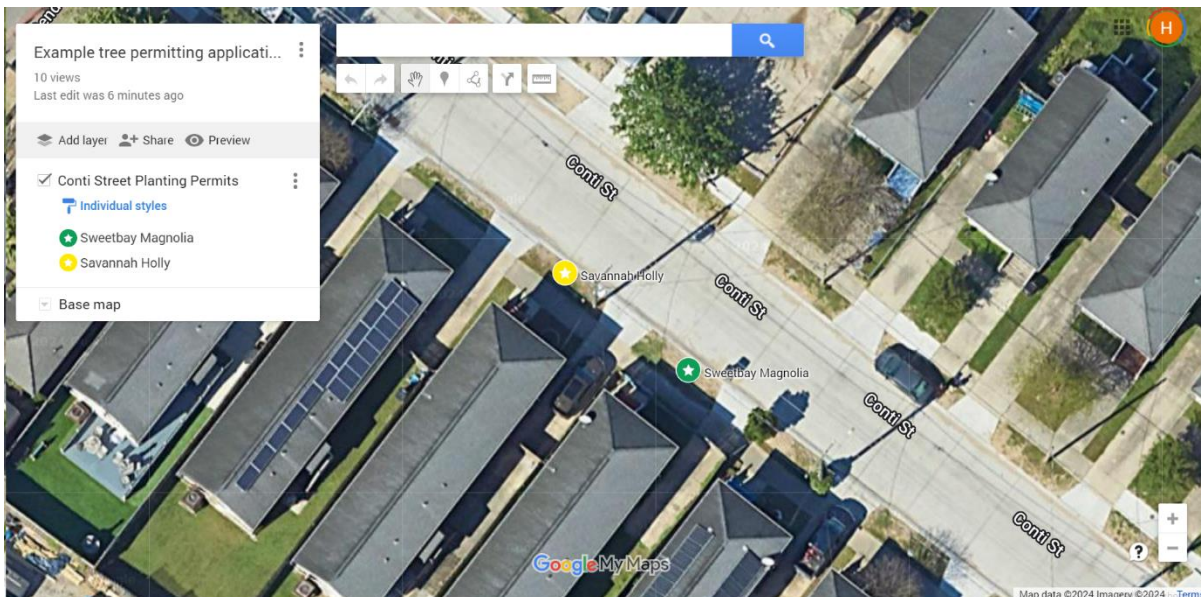
The Department of Parks & Parkways (PKW) announced that hand drawn sketches will not be accepted for large scale tree planting projects at the [Tree Planting Partner Biannual Meeting](#) on January 26, 2024. PKW will require aerial imagery for multi-property tree planting permits during the 2024 planting season and beyond. Aerial imagery ensures more accurate and legible documentation required by PKW and other city and state agencies, as well as public record keeping. Accurately dimensioned detailed sketches will continue to be accepted for single property tree planting permit applications.

Below are some examples of acceptable aerial imagery:

A. Google My Maps (**Preferred Method**)

1. [Create a map](#) of the proposed planting locations. The map should include symbology for each species. Ensure that all required setback and other standards are followed per the [Neutral Ground and Public Greenspace Planting Guide](#).
2. Submit a link to the map along with the permit request

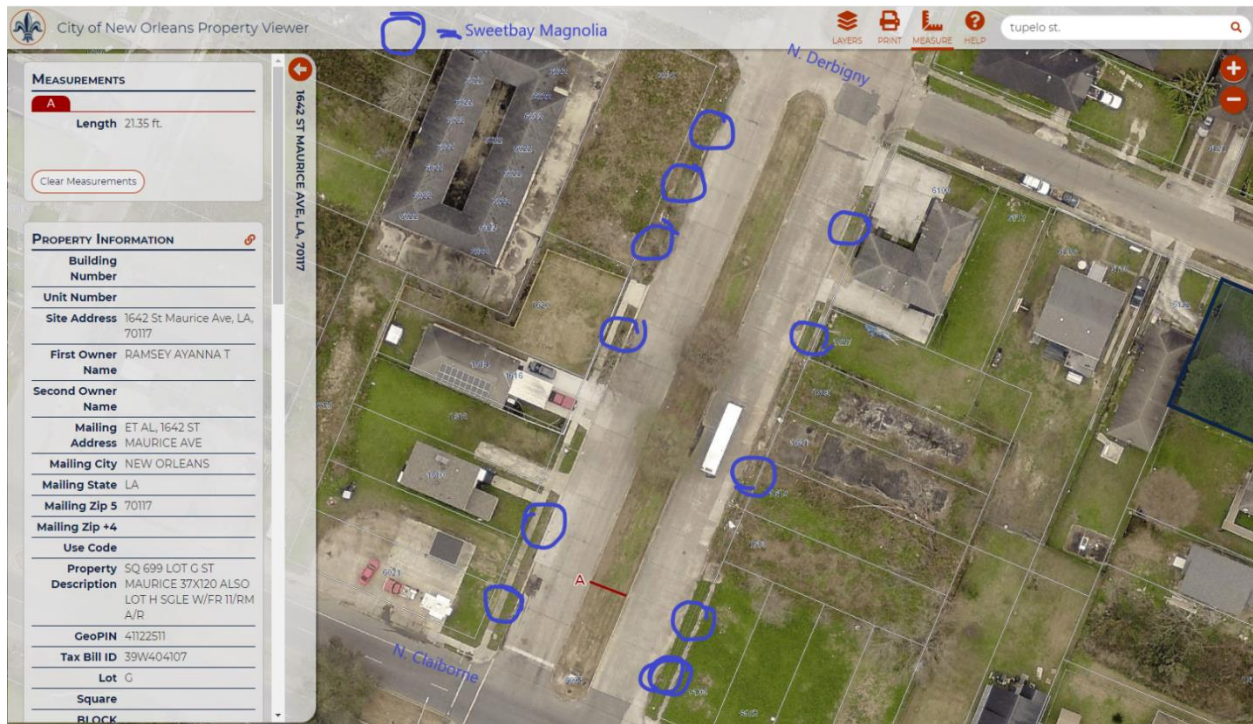
Below is an image of the Google My Maps:



B. [City of New Orleans Property Viewer](#)

1. Using the [Snipping Tool](#), take a screenshot of the lot, block, etc. The imagery should include a graphic scale or a labeled measurement/dimension that can be scaled and should clearly depict site features.
2. In a program such as Snipping Tool, Paint 3D, or similar, draw the existing tree locations, including species. Ensure that all required setback and other standards are followed per the [Neutral Ground and Public Greenspace Planting Guide](#). An alternative method would be to hand draw the trees onto printed aerial photographs.
3. Submit the image along with the permit request.

Below is an example of acceptable imagery obtained from Property Viewer:



C. [Google Maps](#)

1. Using the [Snipping Tool](#), take a screenshot of the lot, block, etc. The imagery should include a graphic scale or a labeled measurement/dimension that can be scaled and should clearly depict site features.
2. In a program such as Snipping Tool, Paint 3D, or similar, draw the existing tree locations, including species. Ensure that all required setback and other standards are followed per the [Neutral Ground and Public Greenspace Planting Guide](#).  
An alternative method would be to hand draw the trees onto printed aerial photographs.
3. Submit the image along with the permit request.

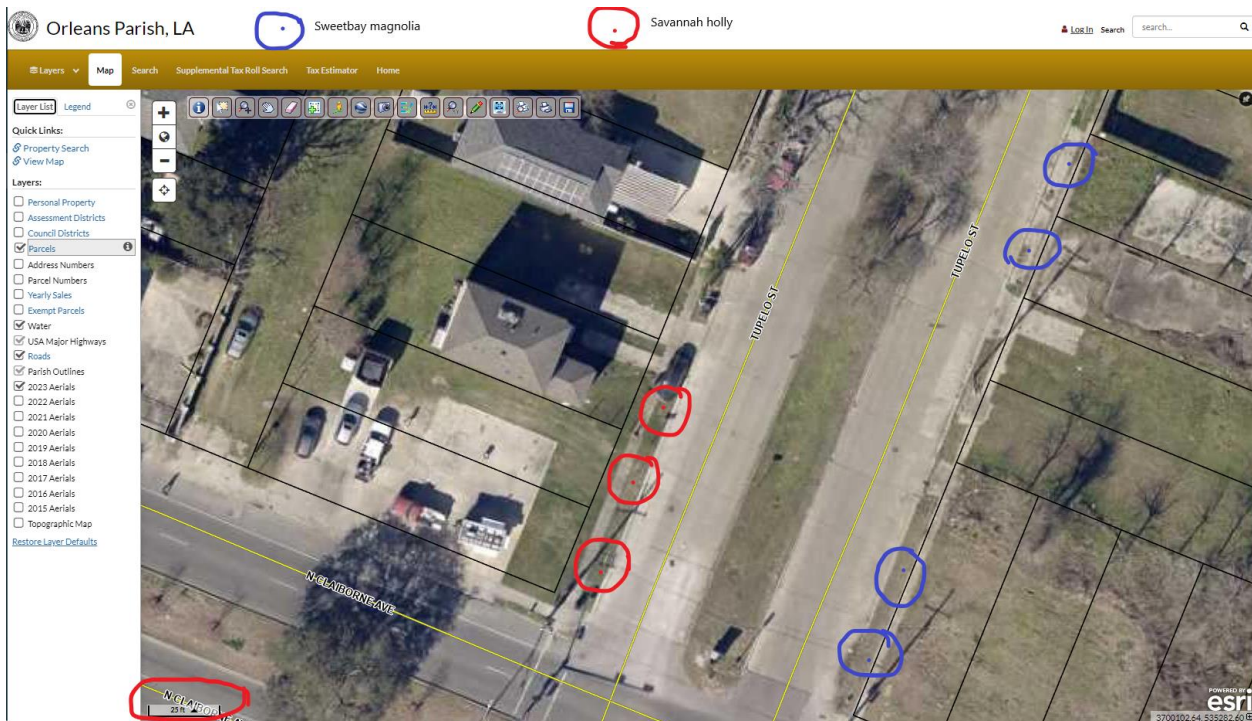
Below is an example of acceptable imagery obtained from Google Maps:



#### D. Orleans Parish Assessor's Office

1. Using the [Snipping Tool](#), take a screenshot of the lot, block, etc. The imagery should include a graphic scale or a labeled measurement/dimension that can be scaled and should clearly depict site features.
2. In a program such as Snipping Tool, Paint 3D, or similar, draw the existing tree locations, including species. Ensure that all required setback and other standards are followed per the [Neutral Ground and Public Greenspace Planting Guide](#).  
An alternative method would be to hand draw the trees onto printed aerial photographs.
3. Submit the image along with the permit request.

Below is an example of acceptable imagery obtained from the Orleans Parish Assessor's Office:



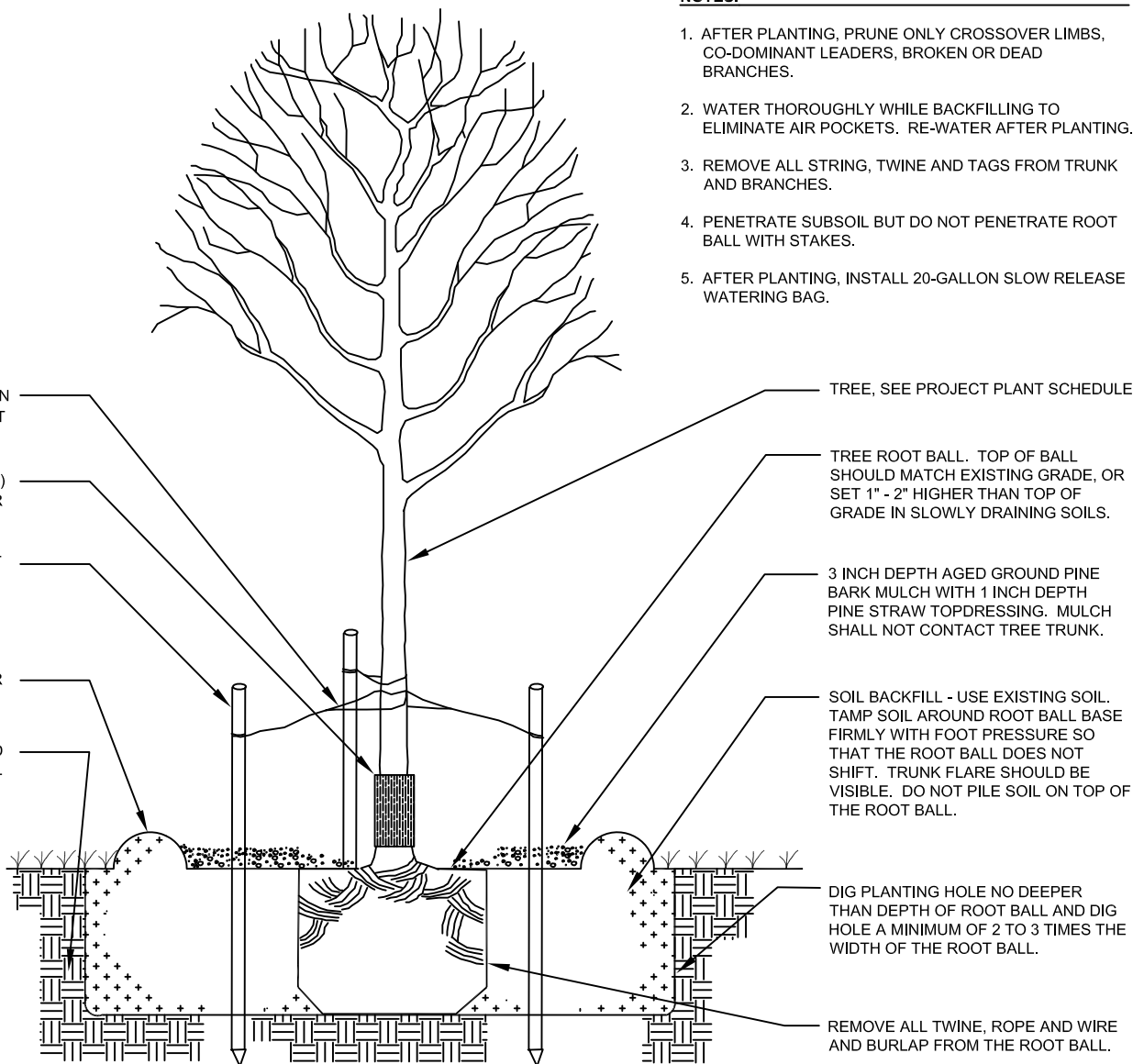


## 2026 – 2027 Tree List

Below is a non exhaustive list of adapted and native trees that are commonly planted right-of-way trees. Additional species may be submitted for consideration.

Prior to planting written permission must be obtained from Parkways.

Common Name	Scientific Name	Type	Zone	Height	Spread
<b>Small Trees</b>					
Savannah Holly	<i>Ilex x attenuata</i>	Evergreen	6,7,8,9	20-30'	10-15'
Eagleston Holly	hybrid	Evergreen	6,7,8,9	20-25'	10-20'
Yaupon	<i>Ilex vomitoria</i>	Evergreen	7,8,9	20-30'	15-20'
Dahoon Holly	<i>Ilex cassine</i>	Evergreen		20-30'	10-15'
Natchez Crape Myrtle	<i>Lagerstroemia "Natchez"</i>	Deciduous	7,8,9	15-20'	15-20'
Muskegee Crape Myrtle		Deciduous			
Tuscarora Crape Myrtle	<i>Lagerstroemia 'Tuscarora'</i>	Deciduous	7,9	20-30'	15-20'
Sweetbay Magnolia	<i>Magnolia virginiana</i>	Deciduous	6,7,8,9	30-50'	20-30'
Little Gem Magnolia	<i>Magnolia grandiflora 'Little Gem'</i>	Evergreen	7,8,9	30-50'	10-15'
Alta Magnolia	<i>Magnolia 'Alta'</i>	Evergreen	6,7,8,9,10	30-50'	15-20'
Teddybear Magnolia	<i>Magnolia grandiflora 'Southern Charm'</i>	Evergreen	7,8,9	15-20'	10-15'
Kay Parris Magnolia	<i>Magnolia grandiflora 'Kay Parris'</i>	Evergreen	7,8,9	30-50'	20-30'
Chinese Fringe	<i>Chionanthus retusus</i>	Deciduous	6,7,8,9	15-20'	10-15'
Native Fringe	<i>Chionanthus virginicus</i>	Deciduous	4,5,6,7,8	15-20'	10-15'
<b>Medium Trees</b>					
Nuttall Oak	<i>Quercus nuttallii</i>	Deciduous	8,9	over 50'	30-40'
Chinese Pistache	<i>Pistacia chinensis</i>	Deciduous	6,7,8,9	30-35'	20-25'
Palmetto					
<b>Large Trees</b>					
Magnolia D.D. Blanchard	<i>Magnolia grandiflora</i>	Evergreen	7,8,9	over 50'	over 50'
Pond Cypress	<i>Taxodium ascendens 'Prairie Sentinel'</i>	Deciduous		over 50'	10-15'
Bald Cypress	<i>Taxodium distichum</i>	Deciduous	6,7,8,9,10	30-50'	20-30'
Red Maple (Drummond)	<i>Acer rubrum</i>	Deciduous	8,9	over 50'	30-40'
Green Ash	<i>Fraxinus pennsylvanica</i>	Deciduous	4,5,6,7,8	over 50'	40-50'
Slash Pine	<i>Pinus elliottii</i>	Evergreen		over 50'	20-30'
Shumard Oak	<i>Quercus shumardii</i>	Deciduous	5,6,7,8,9	over 50'	over 50'
Live Oak	<i>Quercus virginiana</i>	Evergreen	7,8,9,10	over 50'	over 50'
Overcup Oak	<i>Quercus lyrata</i>	Deciduous	5,6,7,8,9	30-50'	30-40'
Saw Oak	<i>Quercus acutissima</i>	Deciduous	6,7,9	30-50'	30-40'
Swamp Chestnut					
American Elm (Creole Queen)	<i>Ulmus americana</i>	Deciduous	2,3,4,5,6,7,8,9	over 50'	over 50'
Allee Lacebark Elm	<i>Ulmus parvifolia 'Allee'</i>	Deciduous	6,7,8,9,10,11	30-50'	20-30'
Bosque Lacebark Elm	<i>Ulmus parvifolia 'Bosque'</i>	Deciduous	6,7,8,9,10,11	30-50'	20-30'
American Hop Hornbeam	<i>Ostrya virginiana</i>	Deciduous	3,5,6,7,8,9	30-50'	20-30'
American Hornbeam	<i>Carpinus caroliniana</i>	Deciduous	3,4,5,6,7,8,10	30-50'	20-30'



## TREE PLANTING DETAIL

N. T. S.

## Installing ESRI Field Maps on your device

All grant recipients are required to document their tree planting activities using the mobile tracking application. The mobile app ensures that every tree planted through this grant is properly documented and contributes to measurable outcomes. Your participation helps: verify planting completion; monitor tree survival and health over time; share impact data with funders, partners, and the community; and improve future program planning and resource allocation.

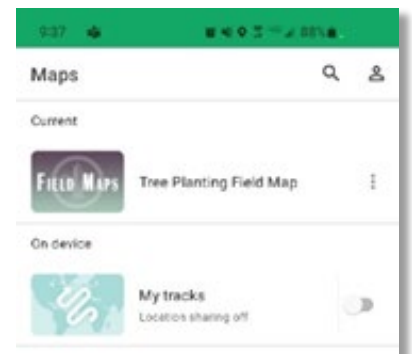
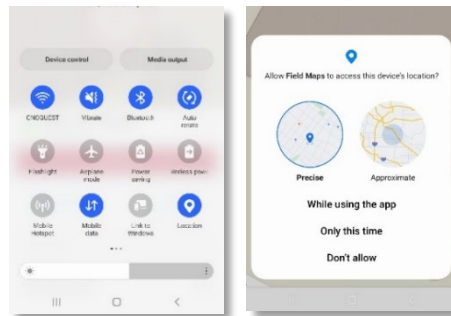
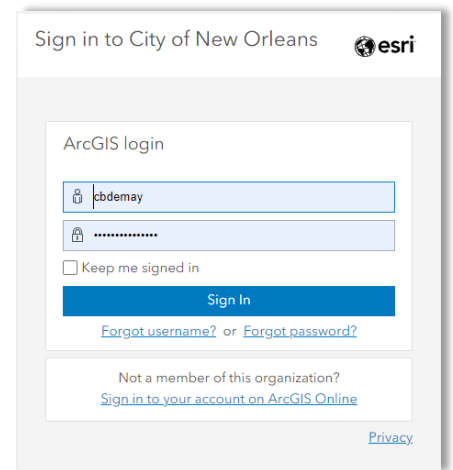
- Install ArcGIS Field maps from the app store (Google Play). The field maps icon looks like this.



**IMPORTANT NOTE:** ESRI Field Maps requires an ArcGIS Online account to log in. If an individual does not have a pre-existing account set up with ESRI, one will need to be created. Please email Carrie DeMay, GIS Manager at [cbdemay@nola.gov](mailto:cbdemay@nola.gov) to check to see if an account has already been created with the City of New Orleans or if you are having trouble logging in, please email Carrie as well. If you have an existing ArcGIS Online account established with either your own ArcGIS Online Organization or with ESRI via <https://www.arcgis.com/index.html>, you do not need to request an account. However, you will need to be invited to join the City's ArcGIS Online Organization. To do so, send Carrie an email with your username and contact information to send the invite to join.

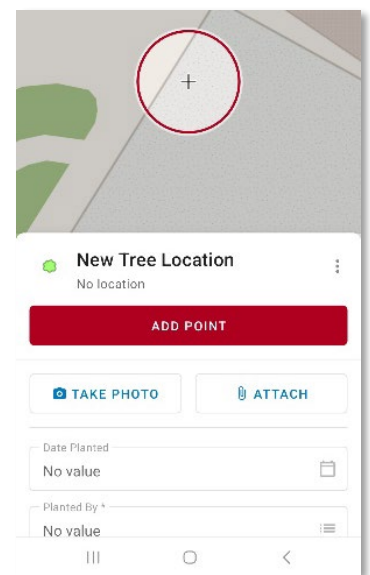
- Log into Field Maps with your ArcGIS.com (AGOL) Account

Note: For Android Users be sure to check phone to see if enable location is set. Allow **Field Maps to access this device's location**. Make sure **Precise** is selected and select using **While using the app**.



## Using the Field Maps

- Once logged in select the appropriate Tree Planting Field Map from the list.
- To enter in a new location, hit the plus sign.
- Enter in the information associated with the location. This will include:
  - Date
  - Planted by (organization)
  - Tree Species
  - Parkway type
  - DBH
  - Notes about the location



## Tree App notes for Android & iPhone

- Click **Add Point**. If the location needs to be corrected and/or updated at some point, adjust the location by moving the cursor and hitting **Update Point** (location or table info)
- Include a photo of the location. This can be done either by hitting the Take Photo button or by Attach if the photo is already on the phone.



### Information about location

- **Date Planted** - Click OK for today's date otherwise select a previous date.
- **Planted By** - Select your affiliation. Defaults to Parks & Parkways.
- **Common Name** – Select the common name of the tree from the list provided. If you do not see the tree listed, please indicated this in the Notes field. Be sure to follow up with GIS so it can be properly added to the list.

*Note: Botanical name is calculated to auto populate on the back end based on common name.*

- **Parkway Type** – Select type from the list provided.
- **DBH** - Record Tree DBH (inches)
- **Notes** – Please add additional notes of importance either about the tree or the location in this field.
- Once all the required information has been entered in, click either the **Submit** button (iPhone) or **Check Mark** (Android) located at the top of the screen to finalize location.
- To edit or update an existing point, select the point and hit edit. Change the information and hit Submit to commit the changes.