



**City of Richmond**  
*Urban Forestry Division – “Committed to Richmond’s Trees”*  
**Adopt - A - Tree Program**  
 Application/Citizen Tree Maintenance Agreement

Please fill this application out completely and return to this address by August 27th:

FDA Adopt - a - Tree  
 208 N Strawberry Street  
 Richmond, VA 23220

\$25 per tree for Fan District Association members  
 \$50 per tree for non-members

Checks must be included and payable to The Fan District Association, a 501(c)3 nonprofit organization.  
 Applications are accepted only between July 1 to August 27th, 2018 for the November 1, 2018 through April 15, 2019 planting season. Any application received after August 27th will be returned unprocessed.

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Address (including zip code): \_\_\_\_\_

Planting Address (if different): \_\_\_\_\_

Street Name (if on corner): _____		Street Name (if on corner): _____	<p align="center"><b>MAP KEY</b></p> <p>Where relevant, please indicate on the map the approximate location of the following items:</p> <ul style="list-style-type: none"> <li align="center">▲ Existing Tree</li> <li align="center">X Tree Stump</li> <li align="center">★ Desired location of tree(s) to be planted</li> <li align="center">↑ Utility Pole</li> </ul>
<b>Street Name</b> _____			

**Tree Maintenance Agreement**

**Conditions - To adopt a tree, you must agree to care for the tree as follows.**

1. To ensure your new tree’s survival, your portable drip irrigation device must be filled with water at least once a week for the first two years during the growing season.
2. Mulch should not be piled up against the tree trunk. Keep grass and weeds out of mulch.
3. Do not cultivate or otherwise disturb soil under the tree (do not plant under trees.)
4. Keep lawn mowers and string trimmers away from tree to avoid wounding trunk.
5. Fertilize only with slow release formulas, if at all.
6. Do not use herbicides that may leach into the soil around the tree
7. Inspect the tree often to detect problems early. Report problems to Urban Forestry.

My signature indicates my agreement to the conditions listed immediately above.

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

For more information please access our website: <http://www.richmondgov.com/PublicWorks/UrbanForestry.aspx>