



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

Please fill out this application and return to the following:  
 FDA Adopt-A-Tree, 208 N. Strawberry Street, Richmond, VA 23220

Application are accepted only between July 1 – September 1 of each year for November 1– April 15 Planting Season. Any application received before July 1 or after September 1 will be returned unprocessed.

(Check must be attached and payable to: Fan District Association. \$50 a tree;  
 \$25 for Fan District Association members Deadline is Friday August 25, 2017 )

*Please Print legibly  
 All Information is required*

**Applicant’s Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_ **Email:** \_\_\_\_\_

Address (including zip code)

Planting Address (if different)

\_\_\_\_\_

\_\_\_\_\_

Street Name (if on corner): \_\_\_\_\_

Street Name (if on corner): \_\_\_\_\_

**MAP KEY**

Where relevant, please indicate on the map the approximate location of the following items:

- Existing Tree
- Tree Stump
- Desired location of tree(s) to be planted
- Utility Pole

**Street Name** \_\_\_\_\_

**Tree Maintenance Agreement**

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

1. To insure 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>