



City of Richmond

Urban Forestry Division

800 Forest Lawn Road

Richmond, VA 23227

Ph: 804-646-0681 Fax: 804-646-3087

Dear Supporter of Richmond's Urban Forest:

Thank you for your interest in the City's Adopt-A-Tree (AAT) Program. Your support of the Adopt-A-Tree program will help to replenish and sustain the urban forest.

1. **To participate**, fill out and sign the enclosed **Street Tree Planting Application** agreeing to care for the new tree. A staff arborist will inspect your site to identify what trees, if any, may best fit your site at this time. You will be notified at the time of inspection which species meet the site requirements and planting objectives of the city's urban forestry planting plan. You may select one of the species listed for your site. If no species selection is made within two weeks of receipt, a species will be selected for you to fit your site.

2. **Cost** - AAT participants are asked to contribute **\$50.00** toward the cost of one tree. If you would like to adopt more than one tree - each additional tree would require an additional donation of \$150.00 per tree. For additional information on neighborhood group plantings, please go to the Urban Forestry Website at:
www.richmondgov.com/departments/publicworks/urbanforestry.aspx.

3. **Payment** is in full, by check for tree(s), payable to the EnRichmond Foundation. Please write "Adopt-A-Tree" - DPW on the check memo line. This is a tax deductible donation. The Adopt-A-Tree Program, through the Urban Forestry Division, is a partner of the EnRichmond Foundation, a 501(c)3 charitable, non-profit, foundation.

4. **Mail to:**
Adopt-A-Tree Program - DPW
Urban Forestry Division
800 Forest Lawn Road
Richmond, Virginia 23227

5. **Timeline** for receiving applications is from **June 1 to September 1, 2010**. Any applications received after this deadline will be returned to the sender.

If you have any questions regarding the Adopt-A-Tree program or tree planting in the City of Richmond, please contact the Urban Forestry Division office at (804) 646-0681.

Thank you for your interest in Adopt-A-Tree
City of Richmond
DPW - Urban Forestry Division
"Committed to Richmond's Trees"