



**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: Adopt-A-Tree, Urban Forestry Division,  
 800 Forest Lawn Road, Richmond, VA 23227. Fax number: 804-646-3087. Phone: 804-646-0681  
 Check must be attached and payable to: “EnRichmond Foundation”**

Applications are accepted only between July 1<sup>st</sup> & September 1st of each year for the November 1<sup>st</sup>-April 15th Planting Season ***Any application received before July 1<sup>st</sup> or after September 1<sup>st</sup> will be returned unprocessed.***

*Please Print legibly (All Information is required)*

_____	-----	-----
Applicant’s Name	Email Address	<i>(Most communication will be via email)</i>
_____	_____	_____
Address (including zip code)	Phone#	Planting Address (if different)

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

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

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

**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

**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>