



City of Richmond

Department of Public Works
Urban Forestry Division

Dear supporter of Richmond's urban forest,

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

1. **To participate** – fill out, sign and submit the enclosed **Application/Citizen Tree Maintenance Agreement**, agreeing to care for the new tree. The arborist assigned to your area of the city will inspect your site to identify which trees, if any, may be best suited for your site at this time. You will be notified by email as to 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 one week of receipt, the best species for your site (as determined by the arborist) will be selected.
Remember – that you are donating to a program to help replant trees on city property, and as such, if the site(s) that you select isn't available and plant ready, a different site may be selected, but there will not be any refunds of your donation.
2. **Cost**- The trees the City purchases and has planted presently cost the City upwards of \$340.00 each. AAT participants are requested to contribute **\$50.00** toward the cost of each tree they adopt. Every application that is approved will be allowed 1 AAT tree and, depending upon that year's participation, may be allowed more than 1 tree at \$50.00 each.
3. **Contribution** - is required at the time of application and a separate check for each tree must be included with the application. Payment is only accepted by check and the check must be made out to the EnRichmond Foundation. Please write "AAT-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. Their website is: <http://www.enrichmond.org/>.
4. **Mail to-**
Adopt-A-Tree Program – DPW
Urban Forestry Division
800 Forest Lawn Road
Richmond, VA 23227
5. **Timeframe** - for receiving applications is from **July 1st until September 1st** each year. Any applications received before or after this timeframe will be returned to the sender.
6. **Planting Timeframe**- is from November 1st until April 15th, which is the City's designated planting season. Trees will be planted during the designated planting season and we will not be able to specifically schedule any particular date for the individual trees.

If you have any questions regarding the Adopt-A-Tree program or any other issue concerning our City's urban forest, please contact the Urban Forestry Division at (804) 646-0681.

Again, THANK YOU for your interest in the Adopt-A-Tree program
City of Richmond
Department of Public Works – Urban Forestry Division
"Committed to Richmond's Trees"

"The wonder is that we can see these trees and not wonder more" -Ralph Waldo Emerson-
800 Forest Lawn Road * Richmond, VA 23227
* 804.646.0681 * Fax 804.646.3087 *
www.richmondgov.com