



**City of Richmond**  
*Urban Forestry Division – "Committed to Richmond's Trees"*  
**Street Tree Planting Permit**  
 Citizen Application Form  
 04/10

**Please fill out this application and return to the following: DPW - Urban Forestry Division, 800 Forest Lawn Road, Richmond, VA 23227. Fax number: 804-646-3087. Phone: 804-646-0681**

I hereby request permission to plant a tree on city property. I understand that after my application has been received a staff arborist will inspect my site to ensure that it complies with the city's tree ordinance. The final species selection and location are also subject to approval by a city arborist.

City arborists ask that you submit a separate permit for EACH tree you are planting

Please indicate below the proposed planting location including desired type and number of trees.

Street Name (if on corner): Demonstration St.

Address: 402 Example St.  
 Tree ID: 2202  
 River birch

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 Example St.

**Tree Maintenance Guidelines**

1. To insure your new tree's survival, your tree should be watered at least twice 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.

Applicant's Name: Jane Doe Address: 404 Example St.  
 Phone Number(s): (804) 111-1111 E-mail: jane.doe@gmail.com  
 Applicant's Signature: Jane Doe Date: 8/27/19

*Office Use Only*

Inspected/Inventoried By	Date Inspected	Date Completed	Arborist's Signature
Species Authorized to Plant		Side-Site	Planting Address

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