



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.

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

Map key area with a large empty box for drawing and a legend defining symbols for Existing Tree, Tree Stump, Desired location of tree(s) to be planted, and Utility Pole.

Street Name _____

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: _____ Address : _____

Phone Number(s): _____ E-mail: _____

Applicant's Signature: _____ Date: _____

Office Use Only

Table with 4 columns: Inspected/Inventoried By, Date Inspected, Date Completed, Arborist's Signature. Second row contains: Species Authorized to Plant, Side-Site, Planting Address.

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