

# OUR CITY FOREST

## TREE STEWARDSHIP APPLICATION

FOR OFFICE USE ONLY:

PR	
/ /	

We believe in the **POWER OF TREES** to transform homes, communities, and cities. Mature trees clean air, fight drought, prevent crime, and provide beauty for generations. For a healthy urban forest, our job is to help plant the **RIGHT TREE** in the **RIGHT PLACE** with the **RIGHT CARE**.

### TELL US ABOUT YOUR TREE

#### HOW MANY TREES WOULD YOU LIKE?

- Park Strip (or 10 ft. from street)  
 Front Yard     Back Yard  
 Other: \_\_\_\_\_

#### REMOVAL REPLACEMENTS:

- I am replacing a tree that was recently removed.  
 The stump has been fully removed. (24" in depth)  
*\*Must be fully removed to plant new tree.*

#### DO YOU HAVE A PERMIT?

If planting in a Park Strip (or 10 ft from street), most cities require a permit, including the City of San José.

- I already have a permit. Permit deadline: \_\_\_\_\_  
*\*Please attach your permit to this application.*  
 I would like Our City Forest's help in obtaining a permit.

#### SPECIES

Indicate any particular species you would like to plant. We will help you get the right tree for the right place. If you don't know, tell us characteristics like Deciduous or Evergreen, flowering or non-, drought-tolerant, height, etc.

#### PLANTING ADDRESS

Name of Property Owner		Email	
Address		Neighborhood	
City	State	ZIP	Phone

### TELL US ABOUT YOU

#### TREE STEWARD INFO

A Tree Steward is the person who will be caring for the tree. \*See below for details.

- I am both the Tree Steward and the Property Owner. ***\*If checked, skip to the Special Requests question below.***

Name of Tree Steward		Email	
Mailing Address			
City	State	ZIP	Phone

#### SPECIAL REQUESTS

- I am a senior resident (65+).     I am a person with a disability.  
 I am from a low-income household and would like financial assistance. *\*Only if checked one or more of the boxes above.*  
 I would like Our City Forest to help plant my tree. *\*Note: We prioritize the above groups when scheduling.*  
 I will pick up my tree(s) from the Community Nursery & Training Center at 1000 Spring St. San José, CA 95110.  
 I would like my tree(s) to be delivered for \$35.

**PLEASE FILL OUT BOTH SIDES OF THIS FORM, SIGNATURE IS REQUIRED.**

# I AGREE TO CARE FOR MY TREE

I agree to maintain the tree(s) for a period of **three years** following the Stewardship Care Required outlined below. I agree to return stewardship surveys, which will be sent periodically. I understand that Our City Forest (OCF) provides information on the care of the tree(s) and that it is my responsibility, as the Tree Steward, to oversee their care.

**I am aware that I am responsible for trees on my property for the duration of their life per the city code.**

## STEWARDSHIP CARE REQUIRED:

- Water the tree(s) regularly.** 10 - 15 gallons per week.
- Provide necessary pruning.** Contact OCF to obtain direct assistance regarding pruning, as incorrect pruning can impact tree health.
- Keep the watering basin maintained.** Remove debris, grass, and other plants; maintain soil berm and mulch.
- Keep the tree(s) properly staked.** Adjust and remove as necessary.
- Return stake(s) after 2 - 3 years.** Please return to the nursery at 1000 Spring St. San José, 95110. Stake pick-up is available for seniors and disabled residents.
- Monitor the health of the tree(s).** Contact OCF if you need assistance. Complete stewardship surveys, which will be sent via email.

SIGN HERE

\_\_\_\_\_  
Tree Steward Signature Date

SIGN HERE

\_\_\_\_\_  
Property Owner Signature *\*Only required if different from Tree Steward* Date

## NEXT STEPS

**1** Please EMAIL or MAIL this form to  
**streettrees@ourcityforest.org**  
Our City Forest, 1195 Clark St. San José, CA 95125

**2** Our City Forest will contact you as soon as possible to coordinate a site visit, schedule a planting demo, and provide you with more information regarding costs and further instructions.

Questions? Call (408) 998-7337 x 125

## HOW DID YOU HEAR ABOUT OUR CITY FOREST?

- Community event    
  Marketing, flyers, or doorhanging    
  City (Permitting or other)    
  Friend, family, or neighbor    
  Social media    
  Other: \_\_\_\_\_

## KEEP IT GROWING

All donations may qualify for a charitable deduction for federal income tax purposes. It is recommended that you retain your receipt for your tax records. Donations help cover our cost for materials, care, transportation, and our mission to make trees available to all. Suggested donation is \$100 per tree or more.

Donate at [ourcityforest.org/donate](http://ourcityforest.org/donate) or make check payable to **Our City Forest**.

**Community Nursery & Training Center: 1000 Spring St. San José, CA 95110**

**Open Hours: Thursday, Friday, and Saturday 9AM - 12PM**

**Our City Forest is a 501(c)(3) non-profit: EIN# 77-0371911**



Administered by California Volunteers, Office of the Governor, and sponsored by the Corporation for National and Community Service.



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- |  |                                 |   |  |  |
|--|---------------------------------|---|--|--|
| <input type="checkbox"/> Full sale                 | <input type="checkbox"/> PAID   | Grant Qualified for:                    | <input type="checkbox"/> Delivery        | <input type="checkbox"/> Permit request needed   |
| <input type="checkbox"/> New reservation           | <input type="checkbox"/> UNPAID | <input type="checkbox"/> Cool and Green | <input type="checkbox"/> Planting        | <input type="checkbox"/> Permit extension needed |
| <input type="checkbox"/> Picked up old reservation |                                 | <input type="checkbox"/> _____          | <input type="checkbox"/> Pending pick up | <input type="checkbox"/> Species change needed   |

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