



Dear Potential Trees for Tomorrow Recipient:

Thank you for your interest in planting trees with the City of West Sacramento's Trees for Tomorrow Grant Program. Through this program, the City of West Sacramento grants requests for trees at schools, parks, churches, and other community agencies. We are here to assist you in bringing your tree planting project to fruition.

To become a recipient of trees within the Trees for Tomorrow Grant Program, we require the following items from you:

1. A letter stating:

- a) **The purpose and benefit of the tree planting**
- b) **The number of trees required (not to exceed 50)**
- c) **Where the trees will be planted**
- d) **How you will find and organize volunteer planters**
- e) **The proposed planting date**

2. Completion of the enclosed forms:

- a) **Tree Planting Responsibility and Liability Agreement**
- b) **Tree Manager Agreement**
- c) **Principal's Tree Care Agreement (schools only)**
- d) **Simple map showing proposed planting locations and the neighboring area**

Upon receipt of both the letter and required forms, your request will be reviewed by the City of West Sacramento Tree Program. If approved, the City of West Sacramento will provide up to 50 fifteen gallon trees with stakes. You will be notified within two weeks as to the status of your request.

For projects receiving less than 50 trees...the success of this program is dependent upon your ability to pick up and transport all of the trees and stakes you are granted. If requested, the City of West Sacramento will have a trained volunteer available to help with the tree planting.

If you have any questions, please call me at 617-4629.

Thank you and happy tree planting!

Dena Kirtley,
Tree Program Specialist
617-4629



Tree Planting Liability Agreement

In consideration of City of West Sacramento providing trees and stakes we agree to:

1. Grant the City of West Sacramento (its volunteers, agents, and contractors) permission to inspect trees on the property located at:

_____ street _____ city _____ zip

2. Pre-auger or pre-dig tree planting sites prior to the planting date, plant the trees in the locations previously agreed upon and plant on the specified planting date. **Underground Service Alert (USA) will locate underground cables and lines for free (1 800 642-2444).**

3. Hold the City of West Sacramento (and its volunteers, agents, and contractors) harmless from any liability arising from the planting or care of any trees planted under this agreement including damage to the underground lines (utilities or otherwise).

This agreement shall continue in effect for a period of three (3) years unless revoked by written notice served upon the West Sacramento Tree Program.

Complete **one** of the following statements:

LEGAL OWNER:

I am the legal owner of the above listed property.

Name: _____ Date: ___/___/___
please print

Signature: _____

Day Telephone:(____) _____ Evening: (____) _____

LEASEE/TENANT:

I am not the legal owner of the above listed property. I have contacted the owner and I have received permission to act as his/her agent in the matter. The legal owner's name is:

_____ at (Address) _____

please print street city zip

Name: _____ Date: ___/___/___
please print

Signature: _____

Day Telephone:(____) _____ Evening: (____) _____



Tree Manager Agreement

This agreement designates a project volunteer to enter in partnership with the West Sacramento Tree Program to manage and inspect the trees planted for three (3) growing seasons.

In consideration of the West Sacramento Tree Program providing trees for the

(name of project)

Tree Project, the following persons have agreed to assist in the management of the trees provided.

TREE MANAGER

Name: _____

Address: _____

City: _____ Zip Code: _____

Day Telephone: _____ Evening Telephone: _____

ALTERNATE TREE MANAGER

Name: _____

Address: _____

City: _____ Zip Code: _____

Day Telephone: _____ Evening Telephone: _____

The West Sacramento Tree Program will assist the Tree Manager by providing tree planting and maintenance information, technical assistance, and care and inspection reminders. West Sacramento Tree Program volunteers will also monitor the trees to assess care and maintenance practices

**West Sacramento Tree Program 1110 West Capitol Ave. West Sacramento, CA 95691
617-4629**



Principal's Tree Care Agreement

To West Sacramento Tree Program:

I, _____, the Principal of _____
(print name) (print school name)

located at _____
(print address of school)

understand that the trees planted on my campus must be cared for in the following manner:

☒ The trees will be cared for and watered for 5 years after planting.

☒ Soil around the trees will be kept moist by watering from the root ball-out...5 to 10 gallons every 5 to 10 days when it is not raining.

☒ In the warmest months, periodic manual checks will be provided to ensure that the tree is receiving sufficient water. (Place your finger 3 to 4 inches into the root ball...it should be damp at that depth, if not damp, water more frequently)

☒ A 4 foot circle at the base of the trees should be kept free of weeds and grass. Use mulch 4 to 6 inches deep, kept 3 inches from the trunk of the tree to prevent weeds from sprouting.

☒ The trees will be kept properly staked until they no longer require support or protection.

Note: If the principal signing this form leaves his/her position within 5 years of the planting of these trees, the West Sacramento Tree Program will be notified of the change and the principal's successor will assume responsibility for all tree care.

_____ is the volunteer Tree Manager for this project. If he/she is no longer able to help the principal monitor the health of the trees, a new Tree Manager will be assigned and West Sacramento Tree Program will be notified.


Signed,

Principal's Signature

Note: Please make a copy of this form and return original to Dena at the West Sacramento Tree Program.

**West Sacramento Tree Program 1110 West Capitol Ave. West Sacramento, CA 95691
617-4629**

Simple Map

Instructions: Please note the North direction in relation to buildings on your site ie: **N** ↑
Use rectangles to draw existing buildings 
Use **X**'s to indicated location of proposed trees