



For internal use:

TREE REQUEST FORM

For faster service, you can submit a request online at TreesForOaklandFlatlands.org/request-a-tree.html.

Your Name: _____

Street Address (with ZIP Code): _____

Telephone Number: _____

E-mail: _____

- Check your location against the online map linked at right.
 - **Trees for Oakland** (a project of the Oakland Parks & Recreation Foundation) handles requests inside the green area ("Disadvantaged Communities" or DACs).
 - **Sierra Club Tree Team** handles requests outside the green area, provides trees on a sliding-scale cost.



Are you the owner? _____ tenant? _____ neighbor? _____
(If you are not the owner, we need you and the owner to fill out an Owner-Tenant Agreement or Neighbor Sponsor Agreement.)

Do you need the tree(s) to be completely free? Yes ___ No ___

Are you able/willing to pay (sliding scale)?
Yes ___ No ___ Amount \$ _____

If it is possible, would you want more than one tree?
Yes ___ No ___

Areas in the green outline qualify for free trees. Check whether your property qualifies: bit.ly/FreeTreesforOaklandFlatlands

How did you hear about us? _____

By submitting this form, I agree to hold Trees For Oakland, a project of the Oakland Parks and Recreation Foundation, harmless from any damage or injury caused by reason of planting, placement, maintenance, or removal of the plants. The owner(s) of the property are solely liable for any damages, including the cost of replacement trees. I agree as the property owner (or will sign an agreement with the owner) to be responsible for watering the tree, removing leaves from the sidewalk and street area, keeping the tree wells free of weeds, litter, etc., and for preventing tripping hazards by maintaining the tree well at grade with the sidewalk. I certify that the above information is correct. I agree to water the tree weekly (at least 3 gallons) for 2 to 3 years.

Signature _____ Date: _____

SUBMIT YOUR REQUEST TO:

EMAIL: TreesForOakland@gmail.com

MAIL: Trees for Oakland, c/o Oakland Parks & Recreation Foundation, PO Box 13267, Oakland, CA 94661

WHAT'S NEXT? A member of our team will conduct a site visit with you to determine the best location and species for your new tree(s). Our planting season runs from November to June.

For Internal Use:

Date Received: _____ Date Visited: _____ By (initials): _____

Maximum Size Category: S / M / L / XL High-Voltage Wires? No / Yes _____

Pavement to be Removed? No / Yes Notes: _____

Date Pavement Removed: _____ Removed By: _____

Tree Species Approved: _____

Date USA Notified: _____ Ticket #: _____ Date Verified: _____

Date Planted: _____

Funds: Grant _____ / General _____ / Owner _____ (date paid: _____)