

Newton Tree Conservancy Community Tree Planting GROUP APPLICATION

www.newtontreeconservancy.org newtontreeconservancy@gmail.com

(NOTE: This application is for groups of five or more homeowners, requesting eight or more trees in total.)

Group/Street Name _____

A) Find a leader and alternate leader.

Please select a Leader, as well as an Alternate Leader (in case the Leader is not available), to be the main contact person for Newton Tree Conservancy, to organize participants and keep them informed for planting day, and ensure that participants care for their trees:

Leader Name	_____	Alternate Leader	_____
Address	_____	Address	_____
Village/ZIP	_____	Village/ZIP	_____
Email (req'd)	_____	Email (req'd)	_____
Phone (home)	_____	Phone (home)	_____
(work)	_____	(work)	_____
(cell)	_____	(cell)	_____

B) Locate desired planting locations in your neighborhood.

Find at least five properties with a total of eight or more spots where trees can be planted, and whose owners wish to participate. We prefer to plant within a one-to-three block area, therefore preference will be given to compact groups. Please ensure that each participant reads and understands the requirements (*Attachment 1 – Commitment / Expectations*), and supplies the following information on the attached forms (*Attachment 2-Summary, Attachment 3-Supporting Detail*):

- 1) Resident name, address, and contact info (preferred phone #, and email)
- 2) Non-resident Owner (if any) and contact info, and whether you have received the non-resident Owner's permission to plant.
- 3) Planter: at least one person per property must be available to help dig on Planting Day. If a resident(s) is/are unable to assist in digging, an alternate or alternates from the other applicants should be available to help.
- 4) At least three planters per group should attend Tree Planting training.
- 4) Caretaker person who has agreed to water the tree weekly for two years and to keep the area around the tree mulched and weeded). This will probably be the Resident, but can also be a relative or neighbor, for example, in the case of an elderly resident or absentee landlord.
- 5) Maximum number of trees the property owner would like on their berm(s).
- 6) For corner lots, which side(s) of the property the owner would like a tree.
- 7) For each property, a map indicating desired planting spots (and areas where a tree is *not* desired, if any).

C) Please provide the following additional information:

1) How did you hear about the Community Tree Planting program? (check all that apply)

- Tab Other newspaper (which one?) _____
- Brochure (where did you find it?) _____ Email _____
- From a friend or neighbor From a Newton Tree Conservancy member
- Newton Tree Conservancy website Other _____

2) Have you applied before? Yes No If so, when? _____

3) Have you asked everyone within the range of your planting spots whether they would like to participate or left a customized copy of the "Dear Neighbor" letter (*Attachment 4*) in the mailbox of homeowners you were unable to speak with directly? Yes No

Please note any addresses with empty spots whose owners declined to participate, and reason given, if any: _____

Please note any addresses with potential planting spots whose owners you were unable to contact: _____

4) Does your group wish to be considered for:

Spring planting only Fall planting only Either spring or fall planting

5) Will additional people beside those listed on the Attachment 2 forms be available to help plant trees?

Yes No

If so, who? _____

Group Leader (Print Name) _____

Signature _____

Date _____

Please keep a copy of your application for your records, and send the original, including maps, as well as a copy of the letter you distributed to your neighbors to:

Newton Tree Conservancy
P.O. Box 233
Newton, MA 02468

In addition, please email newtontreeconservancy@gmail.com with "Group application for [street] mailed" in the subject line, so that we know to expect it.

If you wish, you may submit the entire application by email as a PDF attachment.

Newton Tree Conservancy Community Tree Planting GROUP APPLICATION – Attachment 1 - Commitment Expectations

Commitment Required From Each Tree Recipient (Homeowner or Resident):

1. Complete the application form with contact information.
2. Be present on Planting Day.
3. Be prepared to help plant (or have a friend or relative prepared to help) all of your group's trees until all trees have been planted. (Note: helping does not necessarily require digging; it may be holding the tree, watching to see it stays straight during the planting process, or watering).
4. Provide water (hose) for use during the planting process.
5. Water your tree by filling Tree Gator irrigation bag weekly for two years (or more often in hot, dry weather), from Spring through Fall.
6. If you, or your neighbor go away on vacation, coordinate to ensure trees are watered.
7. Keep the area 3 ft. on each side of the trunk mulched and free of weeds and other vegetation to ensure the tree is not competing for water, and that the trunk is not damaged by string trimmers or lawnmowers. (Note: This applies for the life of the tree, not just the two-year watering period.)
8. Keep trash and recycling containers an ample distance from your tree to ensure that robot arms do not hit the trunk and containers do not brush branches when they are set down.
9. Notify the Newton Tree Conservancy (newtontreeconservancy@gmail.com) of any problems such as missing or non-draining Tree Gator bags, broken branches, or tree health issues.
10. Notify the Newton Tree Conservancy if your email address changes, or if house ownership changes, as we send periodic emails regarding watering and other tree health issues.

Commitment Required from Group Leader & Alternate:

1. Contact owners of all potential planting spots within the range of your applicants to see if they want a tree, and to ensure that no one is left out. (Note: your NTC contact can help you determine which spots are potential planting spots.)
2. Leave a copy of the "Dear Neighbor" letter in the mailboxes of those homeowners you are not able to contact directly. A generic version of the letter is included as *Attachment 4* which you can customize for your community planting (www.newtontreeconservancy.org).
3. Ensure that individuals in your group understand and agree to tree care commitment.
4. If there is a home where the resident(s) is/are unable to participate in the digging process you may consider arranging for a neighbor to help, or if there is more than one home where residents are unable to help try to arrange for 2 or 3 neighbors to be the "Planting Team" for your community.
5. Meet with the Newton Tree Conservancy director assigned to your group and applicants during the review of specific planting sites.
6. Stay in touch with NTC and your group members.
7. After planting, keep an eye on all trees planted to make sure they are being watered, weeded and mulched. All three are important to the trees developing a healthy root system in their new locations.

Commitment Required from Group as a Whole:

1. At least three members of group must take the Newton Forestry Division's Planting Class and be available to help on Planting Day. For groups requesting more than 10 trees, the number taking the Planting Class should increase in line with number of trees.
2. On Planting Day, everyone helps until everyone's done. Each location must have someone assigned for digging and backfilling holes.
3. This is a Community effort. Be willing to help each other out. You may get to know neighbors you didn't know before. Be willing to help your neighbors' trees survive, as it will benefit everyone in the long run.

Newton Tree Conservancy Community Tree Planting GROUP APPLICATION – Attachment 3-Supporting Detail

Street Address: _____

Resident/Owner: _____

Phone _____

Email * _____

Number of trees requested _____

Which side (for corner lot)? _____

Non-resident owner (if applicable) _____

Has non-resident owner consented to have tree planted? Yes No

Contact info _____

Planter (person who will be available to help on planting day, a Saturday morning in mid- to late-April for Spring, or mid-November for Fall planting)

Name _____

Phone _____

Email * _____

Caretaker (person who will fill watering bag weekly for two years and keep mulch area weeded)

Name _____

Phone _____

Email * _____

***NOTE:** An email address is required for each participant in order to facilitate future updates on planting day plans, watering and other tree health issues. If you have no email, you may use that of a friend, relative or neighbor who is willing to forward you the information.

To be completed by Resident/Owner:

Are you a Newton Tree Conservancy member? Yes No

Do you anticipate any road, sidewalk or curb reconstruction, or driveway widening?

Do you know of any recent or planned underground utility repair work (gas, water, sewer)?

Are you aware of any natural gas leaks near your property, or have you smelled gas? Has the leak been reported to National Grid, and if so, what was their response?

Note any special circumstances that should be considered in placement of trees (e.g., sidewalk snow-plowing route, vehicles parking on berm, trucks backing up, limited space for trash/recycling containers, etc.) or areas you don't want shaded _____

(Required) Attach a rough sketch of your property indicating suggested planting spots on berm, relative to driveway, front walk, etc., and X out any areas where you do NOT want a tree. This may be a hand sketch, or you may make notes on a printout from the City of Newton Real Property Database:

<http://assessing.newtonma.gov/NewtonMAWebApp/>

Signature _____

Date _____

Newton Tree Conservancy Community Tree Planting
GROUP APPLICATION – Attachment 4 – Dear Neighbor Letter

[Date]

Dear Neighbor,

My name is [full name], and I live at [street address]. I'm sorry I haven't been able to contact you personally so I'm leaving this notice to advise you of an excellent opportunity to improve our street and surrounding community through a program offered by the Newton Tree Conservancy. There is no cost except for some of our time.

The Newton Tree Conservancy is a private, non-profit organization devoted to promoting the health, beauty, and longevity of Newton's urban forest, in particular its public trees (www.newtontreeconservancy.org). Twice each year, the Tree Conservancy opens a city-wide application process allowing residents to request a tree, or trees for planting on the berm (the space between the sidewalk and curb) in front of their homes. The requirements are: (1) that we have at least five properties with spots for planting eight or more trees that are within a one-to-three block area of each other; (2) that a few of us agree to attend the Newton Forestry Division's Tree Planting classes, and; (3) that each homeowner agree to care for their tree(s) for the first two years of their lives as they establish a healthy root system.

Because I believe that additional trees, and the many benefits they provide, would be a positive addition to our street I've agreed to be the group leader and contact person for our street with the Tree Conservancy. If you are interested in taking advantage of this opportunity please contact me as soon as possible (see below). Applications are due back to the Tree Conservancy by [date] for planting in the [choose Fall or Spring] of [year]. This lead time is necessary to allow for the review of planting spots and for ordering bare-root trees.

I look forward to hearing from you.

[Full Name]

[Home Phone or Cell Number]

[Your email address]