

Friends of the Urban Forest
Presidio of San Francisco, Bldg #1007
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PLANTER INFORMATION SHEET

PARTICIPATION

To participate in an FUF tree planting project, you (the property owner) must sign the Friends of the Urban Forest (FUF) Letter of Agreement and the Department of Public Works (DPW) permit application and submit both forms to your neighborhood organizer. You (or your representative) **must** attend any scheduled meeting(s) to select the species of the tree, determine the location, and plan the planting day. On planting day, one person per tree is needed to help distribute materials and plant the tree. All neighbors work together until all the trees are planted.

FUF will incur expenses and costs prior to planting day through your participation in the process. These include permit processing, administrative expenses, underground utility identification, concrete cutting and removal, augering of holes, ordering of trees and supplies and coordination of volunteers and planting logistics. **If you withdraw from this planting less than two weeks before the scheduled planting day, you agree to reimburse FUF for any expenses and costs incurred by FUF (not exceeding \$225 per tree) which you have not previously paid for.**

SPECIES SELECTION

At the mandatory meeting, FUF staff will recommend tree species that do well in your area. FUF will also advise you of species that may cause problems such as invasive roots. FUF may make recommendations against planting a certain species or advise you to install a root barrier. A list of trees along with those with invasive roots will be provided at the meeting. You are encouraged to discuss your tree choice with your neighbors. You must choose a species by the date given at the meeting. FUF will not choose a species for you and assumes no responsibility for any adverse consequences as a result of your choice. If you are not sure whether the tree you want has invasive roots or another potential problem (such as being too big for overhead lines), ask your FUF planting manager before deciding.

LOCATION

Use **white** paint, chalk, crayon to mark an "X" on the sidewalk where you would like your tree or trees to go by the date given to you on your planting schedule. Maintain your "X" until the utility companies have marked where underground lines are and until FUF staff approve tree locations with a **red** "X", usually within 2 weeks. Notify FUF immediately if the red "X" appears where you do not want a tree.

DIGGING OF HOLES

FUF will auger the tree basin prior to planting day to loosen the soil. Sometimes this is not possible due to obstructions and the hole will have to be hand-dug on planting day. FUF follows all standard DPW guidelines for avoiding utilities and will not cut or auger tree basins that conflict with these guidelines. In the unlikely event that a water pipe or other utility line is broken while a hole is being dug, it is the responsibility of you (the property owner) to arrange and pay for the repair unless it is determined that the breakage is due to a marking error made by a public utility company, such as PG&E.

FUF PLANTER INFORMATION SHEET CONT.

If you, the property owner, are aware of any relocated lines, underground oil tanks or basements you must let FUF know prior to concrete cutting. It is also your responsibility to concrete over any hole in which a tree cannot be planted, due to previously unknown underground lines, rock, or other causes.

You agree that FUF is not responsible if damage to underground lines occurs during or subsequent to the planting process.

MAINTENANCE

You are responsible for your tree's ongoing maintenance, using FUF's guidelines and following the International Society of Arboriculture (ISA) standards. The basin should be kept free of weeds and debris and full of soil. We recommend placing bricks in the basin flush with the sidewalk after the soil has settled, about two weeks after your planting. Do not place anything above sidewalk level without a city permit, as you may be liable should pedestrians injure themselves on an obstruction. If the tree dies, you may order a replacement tree from FUF for a fee.

You agree to water the tree a minimum of 15 gallons per week. You may wish to delegate this responsibility to your tenants; you can add this responsibility to their lease. If you sell or transfer the property, the transferee must assume responsibility for care of the tree.

Although maintenance is the sole responsibility of the property owner, FUF staff or volunteers at any time may, at their discretion, prune the tree or adjust or remove stakes or hardware to promote public safety and healthy development of the tree.

Proper maintenance and pruning in the early formative years of a tree can reduce or prevent future problems. FUF has a preventative maintenance program that is included with your planting. A qualified person will visit your tree(s) 12-18 months after it has been planted. The visit will include (as needed) any pruning, checking basin for toxic materials, adjusting or removing screen, stakes, and ties, and inspecting for insects and diseases. You will be given a card at the time of the visit, indicating what was done and (if applicable) an option to have a second visit after 12-18 months for a fee of **\$35/tree**.

COST

Each tree planted through FUF costs **\$150**. \$35 of the fee pays for 18 month arborist visit, and the additional \$115 will cover the amount not covered currently by government funding. We encourage civic organizations and other groups to fund some of these costs to lower the amount owed by individual property owners.

**Please Keep This Page
For Your Records**

LETTER OF AGREEMENT

ADDRESS OF PROPOSED TREE(S) _____ Zip Code _____

BETWEEN CROSS STREETS: _____ and _____

NUMBER OF TREES REQUESTED (CIRCLE) 1 2 3 4 5 _____ As Many As Possible

Corner Building? Yes _____ No _____

Is this a Replacement Tree (where the sidewalk has already been cut)?

Yes _____ No _____

SPECIES (Fill in your choice if you already know what you want, otherwise leave blank)

1st Choice: _____

2nd Choice: _____

When instructed, I will mark the **desired** tree location(s) on the sidewalk with a white X.

Indicate below any special concerns or instructions for locating your tree(s):

I have read and agree with the **Planter Information Sheet** which I have received and is part of this agreement. I understand the responsibilities I assume in joining a neighborhood tree planting in cooperation with the **Friends of the Urban Forest**. I understand that FUF will incur expenses and costs by my participation in the project. I agree to reimburse FUF for any expenses and costs incurred by FUF, which I have not previously paid for, if I withdraw from this planting less than two weeks before the scheduled planting day.

I am the owner or legal representative of the property for which I have requested trees:

NAME (**PRINT**) _____

MAILING ADDRESS _____

CITY/STATE _____ ZIP CODE _____

TELEPHONE (h) _____ (w) _____ (E-mail) _____

SIGNATURE _____ **DATE** _____

(Property Owner or Legal Representative Must Sign)

Tenant or neighbor planning to care for trees, if different than property owner:

NAME (Print) _____ PHONES: (H) _____ (W) _____

ADDRESS _____ (E-mail) _____

SIGNATURE _____

Please indicate the contact for this planting: TENANT OWNER

Yes, I would like to help a neighbor or someone else pay for their tree by sponsoring \$150
(refer to Planter Information Sheet for "Tree Buddy Program")

Marking Information (For FUF Use Only)

# Trees <u>Approved</u> in <u>unmarked</u> location	1	2	3	4	5	—
# Trees <u>Approved</u> in <u>marked</u> location	1	2	3	4	5	
# Trees <u>Approved</u> in <u>existing</u> basins	1	2	3	4	5	
# Trees <u>Moved</u>	1st	2nd	3rd	4th	5th	Total

<u>Traffic Related</u>	<u>Underground Lines</u>	<u>Miscellaneous</u>	<u>Utility Poles/other</u>
intersection approach	electric/st. light	basement	bus zone
intersection egress	sewer	away from existing tree	streetlight
stop sign	gas	driveway	hydrant
traffic signal	water	property line	electric/Muni
parking meter	phone	fire escape	electric call box
_____sign	cable	spacing	narrow sidewalk

NOTES:

SPECIES:

# Trees <u>Disapproved:</u>	1st	2nd	3rd	4th	5th	Total
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<u>Traffic Related</u>	<u>Underground Lines</u>	<u>Miscellaneous</u>	<u>Utility Poles/other</u>
intersection approach	electric/st light	basement	Muni
intersection egress	sewer	existing tree/shrub	streetlight
stop sign	gas	driveway	hydrant
traffic signal	water	property line	electric pole
parking meter	phone	fire escape	electric call box
_____sign	cable	spacing	narrow sidewalk

No Other Location _____ Alternate Location in Private Property

Trees approved in: (4x4 basin): _____ (3x3 basin): _____ (2x3 basin): _____ (ex. basin): _____

Grass Parkway: _____ Private Prop: _____ **Hand Dig:** _____

TOTAL # TREES APPROVED: _____

Pending: Water Gas Sewer Electric Phone Cable USA Street Lt. Forms