

# 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](mailto: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](http://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 \_\_\_\_\_