

# EL QUITO NEIGHBORHOOD

## Street Tree Request Form

\*\*\*\*SIGNED APPLICATION FORMS ARE DUE BY FEBRUARY 11, 2011\*\*\*\*

*The El Quito Trees for Free Program* is offered exclusively to the El Quito Community through its City of Saratoga administered Landscape and Lighting District fund. This program has been designed to reinvigorate our neighborhood and benefit our community at no incremental cost to the homeowner. Each eligible property owner can apply for up to two (2) free street trees (15-gallon size). Trees must be planted in the front yard of the property and be chosen from the *list of approved trees* that can be found at [www.ourcityforest.org/el\\_quito](http://www.ourcityforest.org/el_quito) (if you do not have access to the web, we will mail you a list). All ordering logistics, planting and code compliance will be handled for you- all you have to do is agree to care your new free tree over the next three years. For further details of the program, please visit [www.elquitona.org](http://www.elquitona.org).

The El Quito Neighborhood is specifically bound by Saratoga Avenue, Quito Road, and Highway 85 (excluding the Bellgrove housing development). See the City of Saratoga neighborhood association map or visit the El Quito Neighborhood Association website for further logistical details and other street exclusions.

### Step 1

- Complete your application
- Indicate tree(s) choice or ask for tree selection assistance

### Step 2

- OCF will consult with you regarding your tree selection and location
- Attend optional neighborhood information meeting

### Step 3

- OCF will plant your tree, and provide periodic inspections of your tree's progress

### Planting Site Information

Number of trees requested:  One  Two

Species of Tree Requested: Tree #1 \_\_\_\_\_ Tree #2 \_\_\_\_\_

I want to order a tree(s) but I need assistance from an OCF arborist to help make the best selection

### Planting Site Address

Name of Homeowner or Resident:

Address

City

Zip Code

Phone

E-Mail\*

\*All contact information will remain confidential to this organization only

### Tree Steward Information

(if different from above e.g. property owner should be listed here if there is a family member or renter residing at planting site)

Name

E-Mail

Address

City

Zip Code

Property Owner Name

Phone

**Please complete the information on BOTH sides of this document, signature is required.**

# EL QUITO NEIGHBORHOOD

## Street Tree Request Form

### Tree Care Agreement:

#### ***TO RECEIVE A FREE TREE YOU MUST AGREE TO THE FOLLOWING***

I/we agree to maintain the trees for a period of **three years** following the stewardship plan as outlined below. I/we also agree to provide Our City Forest with tree updates by completing and returning stewardship forms, which will be sent to me periodically over the next three years. I/we understand that Our City Forest provides periodic inspections and advice on care over this time period, and that the general care of the tree(s) is my/our responsibility as outlined below.

1. Water the tree(s) regularly (approximately ten gallons weekly)
2. Keep the water basin around each tree maintained and free of competing vegetation
3. Provide necessary pruning (OCF will provide pruning information and provide free pruning for optimal growth at the end of the 3 year stewardship period)
4. Keep the tree(s) properly staked, adjust or remove as necessary (unused stakes can be returned to OCF)
5. Monitor the health of the tree(s), checking for disease or pest infestation, changes in growth, etc.

\_\_\_\_\_  
**Tree Steward Signature**

\_\_\_\_\_  
**Date**

I am also interested in learning more about Our City Forest or being trained to be an OCF volunteer

You are finished, please return this application to Our City Forest

#### ***SUBMIT TO:***

#### **Our City Forest**

151 West Mission Street, Suite 151  
San José, CA 95110  
fax (408) 998-1078

***For questions or comments contact Jennifer Albin:***

Phone: (408) 998-7337 x 109  
Jalbin@ourcityforest.org  
www.ourcityforest.org



**El Quito Neighborhood Association**  
Saratoga California



# EL QUITO NEIGHBORHOOD/OUR CITY FOREST

## Please Keep For Your Records

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### Here is a copy of what you agreed to do when you signed the Tree Care Agreement:

*I/we agree* to maintain the trees for a period of **three years** following the stewardship plan as outlined below. I/we also agree to provide Our City Forest with tree updates by completing and returning stewardship forms, which will be sent to me periodically over the next three years. I/we understand that Our City Forest provides periodic inspections and advice on care over this time period, and that the general care of the tree(s) is my/our responsibility as outlined below.

1. Water the tree(s) regularly (approximately ten gallons weekly)
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### Application Process

#### Step 1

- Complete your application
- Indicate tree(s) choice or ask for tree selection assistance

#### Step 2

- OCF will consult with you regarding your tree selection and location
- Attend optional neighborhood information meeting

#### Step 3

- OCF will plant your tree, and provide periodic inspections of your tree's progress

### Here is what you can expect from Our City Forest

Our City Forest has been contracted by the City of Saratoga and the El Quito Neighborhood Association to provide the following services using the El Quito LLD funds and at no additional cost to the property owner.

1. Oversight of the tree planting process by a certified OCF arborist
2. Review and record tree application
3. Assess tree selection and confirm planting site meets all city code requirements
4. Planting site inspection
5. Tree species selection confirmation
6. Procurement and delivery of 15-gallon tree from approved nursery using California Department of Forestry specification
7. Staking with one Reddy stake or two wood stakes
8. Underground service alert coordination with Utilities prior to excavation for utility identification and protection
9. Site preparation and soil amendment as needed
10. Tree and stake installed to specifications
11. Watering basin development and initial watering at time of planting
12. Post planting inspection at 6 months, 18 months and 3 years
13. Stewardship update forms and reporting at 6 intervals over the three years
14. Provide general pruning instructions to each applicant; perform final structural pruning service at 3 years

*Questions or comments: contact Jennifer Albin*  
*[jalbin@ourcityforest.org](mailto:jalbin@ourcityforest.org)*  
*(408) 998-7337 x 109*

Our City Forest  
(408) 998-7337  
[www.ourcityforest.org](http://www.ourcityforest.org)



# OUR CITY FOREST

## MISSION

*Our City Forest provides free resources, training and support to residents, neighborhoods, businesses, schools and agencies throughout Santa Clara County to help them appreciate, cultivate, maintain and take pride in a greener, healthier community.*

## VISION & OBJECTIVES

*"One Million People, One Million Trees" was launched in 1994 to:*

- Increase community involvement in urban forestry and related environmental activities
- Demonstrate and recommend best urban forestry practices
- Develop and train a dedicated and diverse corps of volunteers, known as Tree Amigos, to support residents
- Select, plant and steward trees using the highest industry standards
- Develop neighborhood, school, government, business and volunteer collaborative opportunities
- Increase public awareness of the benefits and needs of the urban forest and a healthy urban ecosystem
- Achieve high tree survival rates through community-based stewardship
- Leverage funding – public and private – to support urban forest programs and services throughout Santa Clara County

## PROGRAMS & SERVICES

- Green Streets - free shade trees and technical assistance
- Tree Amigos – trained volunteer planting coaches
- Cool Schools - free shade trees and help for schools
- Healthy Trees - early tree care, pruning and education
- Trees for All - planting assistance for seniors and disabled
- Tree Inventories - including citywide street trees
- Cub Scout Forester Pin – hands-on lessons for local packs
- Earth Days & Arbor Days - including Tree City USA awards
- Community Tree Bank - growing trees for the Green Vision
- Trees 4 Parks – trees and trained volunteers
- Tree Patrol - tracks trees for 3 years after planting
- Green San José - AmeriCorps service/job training program
- Consulting Services – consulting and certified arborists
- Planet Tree – education provided in the classroom

## BY THE NUMBERS

- More than 50,000 15-gallon shade trees have been planted throughout Santa Clara County neighborhoods since 1994
- 150,000+ residents have participated in over 3,000 Our City Forest planting, tree care and community education projects
- A 90% tree survival rate has been achieved
- \$6 million in funding has been obtained by Our City Forest to provide free trees and services to Santa Clara County residents
- 15,000+ shade trees donated and planted at 200+ schools, 40+ city parks and numerous public facilities
- Issued two studies: *Shade Canopy by Land Use Type* and *Tree Species for San José*, in partnership with the U.S. Forest Service

## AWARDS

- **2010 Clean Air Award;** Santa Clara-San Benito American Lung Association
- **2007 Gold Leaf Award;** International Association of Arboriculture, Western Chapter
- **2003 Gold Leaf Award;** International Association of Arboriculture, Western Chapter
- **2002 Planting America's Future Award;** National Tree Trust, Washington, DC
- **1997 Community Enhancement Award;** Peninsula Conservation Foundation (now Acterra)
- **1996 President's Service Citationist Award;** Points of Light Foundation, Washington, DC
- **1995 Clean Air Award Finalist;** Santa Clara-San Benito American Lung Association
- **1995 Girl Scout World of Outdoors;** Girl Scouts of Santa Clara County