



Fairfax County Government

Tree Preservation and Planting Fund Application Form

Program Information

The Tree Preservation and Planting Fund, initiated by the Board of Supervisors, is intended to help support the County's Tree Action Plan to expand and replace tree canopy in the County, and protect, manage, and enhance urban forest resources.

- 1) Tree fund applicants are required to submit the following information for funding consideration:
 - Location of project
 - Sequence of actions to be taken to complete the project
 - General description of site conditions (slope, exposure, constraints)
 - Tree quantities, species, and sizes to be planted
 - Quantities/units and costs of supplies and materials
 - Estimated hours and costs of any paid staff involved
 - Digital photos of planting site
 - Documentation of permission needed to access the planting site
 - Agreement to locate unground and overhead utilities
 - Statement of safety concerns and plans
 - Statement of liability coverage
 - Description of measures to protect planting from deer damage
 - Planned maintenance activities
- 2) Key Dates - Refer to Tree Preservation and Planting Fund Disbursement Procedure for more detailed concerning program requirements and reporting dates.
 - Spring Planting Application Period: October 15-November 30
 - Spring Planting Period: March 1 – May 15 (or as approved by UFMD)
 - Fall Planting Application Period: April 1 – May 15
 - Fall Planting Period: October 1 – December 15 (or as approved by UFMD)
- 3) Save your completed form electronically and send it to treemail@fairfaxcounty.gov.
- 4) If you have questions, please call Urban Forest Management Division at (703) 324-1770.

Applicant Information

Organization/Name:			
Contact Person:		Title:	
Phone:	E-mail:	Fax:	
Street Address:			Suite:
City:	Magisterial District:	ZIP Code:	

Tree Planting and Management Plan

Site Location:	Applying For: Fall Season <input type="checkbox"/> Spring Season <input type="checkbox"/>		
Address:			
City:	Magisterial District:	ZIP Code:	

Project Objectives: (use additional paper as needed)

Signatures:

I hereby certify that I have read and understand the conditions of the TPPF. I agree to abide by the terms and conditions of this application and the Rules and regulation of the Fairfax County Tree Preservation Ordinance. I understand any false statement, information, or failure to follow the terms of this agreement, may lead to the immediate denial or cancellation of this agreement and additional legal action by the Urban Forest Management Division.

Applicant Name (print):	Signature:	Date:
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For Urban Forest Management Division use

Date Application Received:	Application No.:
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Seasonal Tracking Reports

Tree Preservation and Planting Fund recipients shall submit seasonal planting/activity reports that:

- summarize the project objectives
- itemize the placement of trees
- itemized geographic disbursement required through proffer or development conditions
- itemize hours contributed by volunteers and paid staff
- summarize the size, the numbers and species planted
- summarize the survival rates of planting projects
- provide before, during and after digital photos
- summarize the distribution of any educational materials developed or distributed by TPPF funds
- summarize the results of any education and outreach efforts funded by TPPF funding
- summarize the results of any research funded by the TPPF
- summarize the social or environmental benefits that have resulted from the project