Adopt-a-Park Tree Donation Guide
Ann Arbor Parks and Recreation

Donating a tree is a wonderful way to honor a loved one, mark a celebration or simply leave a lasting gift to the City of Ann Arbor. One option for donating a tree is in partnership with the Adopt-a-Park program. There is a $200 donation fee in addition to providing the tree. The steps and details for donating a tree entail:

- Complete tree donation application form

- Understand and commit to watering. The importance in watering the tree in the first 2 years is critical to the success of the planting. This responsibility falls to the donor. Weekly watering during the summer period is recommended.

- Determine a site location. Adopt-a-Park staff will schedule a walk through at the desired park to identify site preferences, evaluate spatial requirements and consider water source and availability (for watering).

- Select tree species that is appropriate for site location. The donor works with Adopt-a-Park staff to select species that is appropriate for soil type, moisture level and mature size. The donor can refer to the approved street tree list and make a preferred selection. The species must be approved by Adopt-a-Park staff prior to purchasing. Trees must be larger than an inch and a half in diameter in order to be planted. No saplings.

- Wait for the approval process which may take 1-2 weeks to get appropriate staff sign off and approval on site and species choice.

- Set a tree planting date. Coordinate with Adopt-A-Park staff to determine a planting date in either the late fall or early spring. Often the date may depend on the tree species and its availability.

- Donor is responsible for purchasing the tree and arranging for transport or delivery of tree and site prep (digging of hole). This is typically done by nursery.

- As planting date nears, Adopt-a-Park staff coordinates between donor and nursery to finalize tree delivery specifics and planting event details.

- Attend and be involved in the planting event.

- Coordinate with Adopt-a-Park staff to ensure tree is weeded and mulched for at least 2 years after planting. This retains soil moisture and protects tree from damage.

Please note that there is no permanent onsite recognition at the tree planting site.

If the tree is properly cared for by the donor but does not survive, it may be covered by nursery warranty to be replaced for up to one year after planting. Tree nurseries may vary in their warranty policies and we encourage donors to inquire about these details prior to purchasing and to save all receipts of purchase, delivery and installation for at least one year. After the first year, replacement costs are the sole responsibility of the donor.

GIVE 365

Adopt-a-Park
city of ann arbor
LONG TERM PARKNERSHIPS | SPECIAL PARK PROJECTS
734.794.6445   A2GOV.ORG/ADOPT-A-PARK   ADOPT-A-PARK@A2GOV.ORG

Parks&Recreation
CITY OF ANN ARBOR

ANN ARBOR PARKS AND RECREATION TREE DONATION APPLICATION

Before completing this application, please read the Adopt-a-Park Tree Donation information page and refer to the *Guide to Gifts* for additional donation information. Upon completion, please mail to GIVE365, 1519 Fuller Rd. 48105 or email adopt-a-park@a2gov.org

APPLICANT INFORMATION

Name_____ Date_____

Alternate Name and contact information_____

Telephone Number including area code_____

Address _____
Street address City State Zip Code

Email Address_____

Proposed tree donation (species) _____

Proposed Park Location_____
Please be as specific as possible, including photo if possible.
_____
_____

I, _____, understand that gifts to the City of Ann Arbor are considered outright and unrestricted donations. I further understand that it is my responsibility to provide water for the first two years. If the tree is properly cared for, but does not survive due to pets, weather, soils or failure to adapt during the first year after planting, it will be covered by nursery warranty and will be replaced. After the first year, replacement costs are the sole responsibility of the donor. The donor is responsible for updating contact information to make sure that the City has accurate information.

Signed and agreed to on this _____ day of _____, 20_____

Signature _____

Printed Name _____

FOR OFFICE USE ONLY:
Application received_____Date_____
Cost $_____ Paid $_____ Date_____
Site and species approval_____ Date_____
Planting completed by_____ Date_____