



Tree City USA® Application Checklist

- This checklist will help you organize everything you need for your application before you apply online
- You can save your application and come back
- Application deadline varies by state; check arborday.org/treecity for the official deadline in your state.
- If your community is having difficulty meeting a specific standard, reach out to your state coordinator to learn more.

COMMUNITY INFORMATION

Information Required for Application

Contact Information for:

- Mayor
- City Forestry Contact

STANDARD 1: A Tree Board or Department

Do you have an entity responsible for your community's trees?

- Yes
- No

Do you have a Tree Board?*

Check out <https://treeboardu.org/>

- Yes
- No

Information Required for Application

- Information on Tree Board/Department Meetings
- Names/Emails for Tree Board Members of Staff

STANDARD 2: A Tree Care Ordinance

Does your city have a tree ordinance that:

- Establishes a tree board, forestry department, or both, that assigns one of these entities responsibility over public trees?

— AND —

- Provides clear guidance about the planting, removal, and/or maintenance of public trees?

- Yes
- No

Information Required for Application

- Date Tree Ordinance was Adopted
- Upload current ordinance

**Having a Tree Board is optional if your community has a city department responsible for public trees.*





STANDARD 3: A Community Forestry Program With an Annual Budget of at Least \$2 Per Capita

Does your community spend \$2 or more per capita?

- Yes No

Information Required for Application

Expenditures on:

- Tree Planting and Initial Care, Tree Maintenance, Tree Removal, Management, Utility Line Clearance, Volunteer Time (in hours), Hours Other (please explain), and Total Community Forestry Expenditures
- Annual Work Plan*
- Supporting Budget Documents*

Number of:

- Total Trees Planted, Trees Pruned, and Trees Removed

STANDARD 4: An Arbor Day Observance and Proclamation

Did your community celebrate Arbor Day this year?

- Yes No

Does your community have a signed Arbor Day Proclamation this year?

- Yes No

Information Required for Application

- Date of Observation
- Evidence of Arbor Day Event activities, photos, and/or news coverage
- Signed Arbor Day Proclamation

Verification Information

- Mayor or Equivalent's Signature

**If required by your state coordinator.*

