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.

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.

COMMUNITY INFORMATION
Information Required for Application
Contact Information for:
☐ Mayor
☐ City Forestry Contact
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.