



January Urban Orchards Planting

(Bare root fruit trees)

PLANTER INFORMATION SHEET

Please e-mail, mail or fax form to:

Friends of the Urban Forest
Presidio of San Francisco
1007 General Kennedy Ave Ste 1
San Francisco, CA 94129

Fax 415-561-6899

*** Fastest and Most Reliable is Email: dougly@fuf.net ***

PARTICIPATION

To participate in a Friends of the Urban Forest (FUF) tree planting project, you (the property owner or property manager) must sign the FUF Letter of Agreement and submit the form to your neighborhood organizer or to FUF. You (or your representative) **must** select the species of the tree from the list, determine the location, and plan the planting day. On planting day, one person per tree is needed to help distribute materials and plant the tree. All neighbors work together until all the trees are planted.

FUF will incur expenses and costs prior to planting day through your participation in the process. These may include administrative expenses, underground utility identification, concrete cutting and removal, ordering of trees and supplies and coordination of volunteers and planting logistics. **If you withdraw from this planting less than two weeks before the scheduled planting day, you agree to reimburse FUF for any expenses and costs incurred by FUF (not exceeding \$150 per tree) which you have not previously paid for.**

SPECIES SELECTION

FUF staff and/or your garden coordinator (if you are participating with community garden) will help recommend tree species that do well in your area. FUF may also advise you of species that may be more disease prone. FUF may also make recommendations against planting a certain species. The following species are being selected for this planting:

- **Apples:** Gala, Fuji, Winter Banana, Anna, Pink Lady, Beverly Hills, Dolgo
- **Asian Pears:** Shinko, Shinseiki
- **Plum:** Green Gage, Late Santa Rosa, Satsuma

The above bare root fruit tree list may vary, so please provide FUF staff with a second and third choice. FUF will not choose a species for you and assumes no responsibility for any adverse consequences as a result of your choice. Note that healthy fruit trees produce more fruit than a typical family can consume, so be ready to eat, cook, store and share!

LOCATION

NOTE: All tree planting locations must be just out of the Public Right of Way (off the sidewalk) and be accessible and visible from the Public Right of Way

In most situations there is no concrete removal and the following method of marking should be performed: Use a wood stick with **white** paint or white fabric 'flag' to indicate where you would like your tree or trees to go by the date given to you on your planting schedule. Maintain this marking until your tree is planted on January 26th.

If there is existing concrete, the following method of marking should be performed: Use **white** paint, chalk or crayon to mark an "X" on the sidewalk/concrete where you would like your tree or trees to go by the date given to you on your planting schedule. Maintain your "X" until the utility companies have marked where underground lines are and until FUF staff approve tree locations with a **pink** "X", usually within 2 weeks. Notify FUF immediately if the pink "X" appears where you do not want a tree. Note that this sidewalk marking process is the only way to determine underground utilities.

11/06/12

FUF PLANTER INFORMATION SHEET (CONT.)

DIGGING OF HOLES

All tree planting holes will be dug by participants receiving trees and volunteers helping on the Planting Day. In the unlikely event that a water pipe or other utility line is broken while a hole is being dug, it is the responsibility of you (the property owner) to arrange and pay for the repair.

If you, the property owner/property manager, are aware of any lines, underground oil tanks or basements you must let FUF know prior to concrete cutting. It is also your responsibility to concrete over any hole in which a tree cannot be planted, due to previously unknown underground lines, rock, or other causes. **You agree that FUF is not responsible if damage to underground lines occurs during or subsequent to the planting process.**

MAINTENANCE

You are responsible for your tree's ongoing maintenance, using FUF's guidelines and following the International Society of Arboriculture (ISA) standards.

You agree to water the tree a minimum of 15 to 20 gallons per week. You may wish to delegate this responsibility to your tenants or fellow gardener. If you sell or transfer the property, the new owner legally assumes responsibility for care of the tree.

Although maintenance is the sole responsibility of the property owner, FUF staff or volunteers at any time may, at their discretion, prune the tree or adjust or remove stakes or hardware to promote healthy tree development. FUF typically will mail a postcard to the tree steward just prior to our pruning visit to remind him/her of our visit.

Proper maintenance and pruning in the early formative years of a tree can reduce or prevent future problems. FUF has a preventive maintenance program that is included with your planting. A qualified person will visit your tree to review the planting hardware and prune at the following intervals: 2 months, 12 months, 24 months and 36 months. You will be given a card at the time of the visit, indicating what was done. FUF and its partner organizations will continue to be a resource for your fruit tree beyond its first 3 years.

REQUIREMENT OF FRUIT USAGE:

Tree owners agree to ensure that all the fruit from the tree is used through personal consumption and/or providing excess fruit to neighborhood pantries or the food bank. Fruit tree owners can call SF Environment at 415-355-3700 for help identifying pantries that will accept excess fruit.

CONTINUING OVERSIGHT AND REPORTING:

Program trees are funded through the Local Carbon Fund. Tree locations will be recorded and visited periodically to verify carbon sequestration.

COST

Trees planted in association with this Bare Root Tree Planting are **\$25** each. This is a subsidized price partially covered by San Francisco's Local Carbon Fund through the S.F. Department of the Environment, grants, and other generous donations. We encourage civic organizations, corporations, foundations and individuals to help support our tree plantings to help maintain this reduced price paid by individual property owners. If you are interested in supporting future plantings, please contact Doug Wildman, Program Director at 415-268-0781. Costs are subject to change at any time.

TREE BUDDY PROGRAM

There are many community gardens, schools and individuals who cannot afford to plant trees due to financial constraints. Sponsoring a tree for \$25 will help a fellow gardener plant a tree and improve our collective urban forest. This is a tax deductible contribution.

**Please Keep This Page
For Your Records**

--FUF FILE COPY--

LETTER OF AGREEMENT

Return form to: Friends of the Urban Forest

1007 General Kennedy Ave. Suite #1, San Francisco, CA 94129

415-561-6899 (fax)

BEST TO E-MAIL TO: dougly@fuf.net

ADDRESS OF PROPOSED TREE(S) _____ Zip Code _____

BETWEEN CROSS STREETS: _____ and _____

NUMBER OF TREES REQUESTED (CIRCLE) 1 2 3 4 5 _____ As Many As Possible

Is this location in an open garden area? (where concrete has already been cut)? Yes ___ No ___

***** **NOTE: All tree planting locations must be just out of the Public Right of Way (off the sidewalk) and be accessible and visible from the Public Right of Way** *****

SPECIES (Fill in your first, second and third choices from the following list: **Apples:** Gala, Fuji, Winter Banana, Anna, Pink Lady, Beverly Hills, Dolgo; **Asian Pears:** Shinko, Shinseiki; **Plum:** Green Gage, Late Santa Rosa, Satsuma

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

When instructed, I will mark the **desired** tree location(s) with a wood stake with a white flag or a white X. Indicate below any special concerns or instructions for locating your tree(s):

I have read and agree with the **Planter Information Sheet**, which I have received and is part of this agreement. I understand the responsibilities I assume in joining a neighborhood tree planting in cooperation with the **Friends of the Urban Forest**. I understand that FUF will incur expenses and costs by my participation in the project. I agree to reimburse FUF for any expenses and costs incurred by FUF, which I have not previously paid for, if I withdraw from this planting less than two weeks before the scheduled planting day.

I understand that FUF does not warrant that any tree(s) planted as part of this project will thrive or survive. I also acknowledge that even if FUF's recommendations regarding tree species, advice regarding root development, and guidance regarding tree care and maintenance are followed, the tree(s) and activities associated with their planting may nonetheless result in injury or damage to persons or property. I hereby agree to release, hold harmless, and indemnify FUF, its employees, officers, contractors, sub-contractors, volunteers, agents, successors, and assigns from all liability arising or resulting from the project, and I agree voluntarily to assume all risks associated therewith.

I am the owner or legal representative of the property for which I have requested trees:

NAME (PRINT) _____

MAILING ADDRESS _____

CITY/STATE _____ ZIP CODE _____

TELEPHONE (h) _____ (w) _____ (EMAIL) _____

SIGNATURE _____ DATE _____

(Property Owner or Legal Representative Must Sign)

Tenant/neighbor/spokesperson for the community garden planning to care for trees, if different from the property owner:

NAME (Print) _____ PHONE: (h) _____ (w) _____

ADDRESS _____ EMAIL _____

SIGNATURE _____

(Local caretaker is REQUIRED if owner does not live in the building)

Please indicate the contact for this planting: TENANT OWNER