



# GROW ELKINS GREENER ADOPT-A-TREE APPLICATION

*Only completed forms will be accepted. For more information visit [cityofelkinswv.com/city-government/boards-commissions/tree-board/](http://cityofelkinswv.com/city-government/boards-commissions/tree-board/).*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## TREE ADOPTION AGREEMENTS

**Tree Care Pledge** I agree to accept a tree selected for me based on my preferences and planting location which is space compatible and appropriate for any utility lines conflicts. I agree to care for this tree and water it for at least two years. I understand an Elkins Tree Board City representative may confirm the type of tree appropriate for the location and make a site visit to my property to verify compliance with program requirements.

### Affidavit of ownership and hold harmless permission to plant tree

The undersigned being duly sworn and upon oath states as follows:

1. I am the current Owner (whether singular or plural) of the property known as \_\_\_\_\_ (address)\*.
2. All statements contained in this application have been prepared by me and are true and correct to the best of my knowledge.
3. The affidavit is being submitted with my knowledge and consent.
4. **Owner agrees to hold the City harmless for any loss or damage to persons or property occurring as a result of planting a tree in the city's right of way.**

Print Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Phone : \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

### Location where tree will be planted:

- Public Right of Way. This is the area usually between the curb and the sidewalk.
- Front yard close to street
- Property Owned by Applicant (**required**)

*\*If possible, please provide Property Parcel Number from county tax bill to ensure accuracy.*

**Address where the tree will be planted (if different from applicant address):**

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Tree selection preference options are determined by planting location and availability. The ETB will attempt to provide residents with the preferred tree but cannot guarantee.

**Small (up to 15-20 ft. in height, and suitable where utility lines are present, 2' wide tree berm)**

**Medium (30-35 ft. in height, no utility lines present, 4' wide tree berm)**

**Large (40 ft. plus in height, no utility lines present, 8' wide tree berm or front yard)**

**Program Requirements**

- Applicants must reside within the city limits of Elkins.
- One tree per household, per year.
- Priority will be given to residents who are replacing a street tree on their property.
- Applicant must sign the Tree Adoption Agreements.
- Once an application is approved, the resident will be notified. **Pick-up date is April 26, from 10 a.m.-Noon.** at the Elkins Tree Nursery located behind the historic Kump House, 401 Randolph Ave. (across from Kroger)

**Email completed/scanned applications to:** [elkinstreeboard@gmail.com](mailto:elkinstreeboard@gmail.com) **OR mail to:** City of Elkins Tree Board, c/o Marilyn Cuonzo, 160 Guy St., Elkins, WV 26241.

**DEADLINE: APRIL 11, 2025**

## **EIGHT THINGS YOU SHOULD KNOW WHEN PLANTING A TREE**

1. **Call before you dig**— Several days before planting, call the WV 811 hotline or go online: [wv811.com/homeowners/](http://wv811.com/homeowners/) to have underground utilities located.
2. Make sure street signage will be clearly visible. Street signage includes regulatory, warning, transit, and other City installed signs.
3. Handle with care— Always lift tree by the root ball. Keep roots moist until planting.
4. Digging a proper hole— Dig 2-5 times wider than the diameter of the root ball with sloping sides to allow for proper root growth.
5. Planting depth— The trunk flare should sit slightly above ground level, and the top-most roots should be buried 1-2 inches.
6. Filling the hole— Backfill with native soil unless it's all clay. Tamp in soil gently to fill large air spaces.
7. Mulch— Allow 1–2-inch clearance between the trunk and the mulch. Mulch should be 2-3 inches deep.
8. Trees are living, growing things and require ongoing care to thrive. The ETB provides resources on tree planting and care for young trees.