Print Form

E - 14

Leon County Tree Bank Application

Name of Organization_____

Contact Person _____ Phone_____

Address _____

Project Name _____

Please fill out the following questionnaire. It should be returned to:

Tree Bank, Leon County Division of Operations
2280 Miccosukee Road
Tallahassee, Florida 32308
or
Faxed to (850) 606-1401

1. Describe or show on a plan:

   a. Location and ownership of property.

   _____
   _____
   _____

   b. Existing plant material, including that which will be retained.

   _____
   _____
   _____

   c. Number and type of material(s) requested.

   _____
   _____
   _____

   d. Where the material(s) will be used.

   _____
   _____
   _____

   e. Where water is available.

   _____
   _____
   _____

2. Attach a site plan showing how material will be used. Other significant information which will help show the scope of the overall project should be shown where possible.

_____
_____
_____
_____
_____

3. Identify who will benefit from the proposal. Describe how the public will benefit, including visual or physical accessibility to trees.

_____
_____
_____
_____
_____

4. Describe plant installation plans including estimated date, who will perform the work, what will be done to ensure proper growing conditions (soil, fertilizer, water, etc.), and other significant factors.

_____
_____
_____
_____
_____
_____

5. Identify who will be responsible for maintaining the planted material and describe what will be done to maintain all plantings including protecting them from abuse, providing water, and other important maintenance steps.

_____
_____
_____
_____
_____
_____

6. Add any additional information you believe will be of value in evaluating the application.

_____
_____
_____
_____
_____

I certify that to the best of my knowledge this application is complete and accurately represents the intended use of materials requested from the Tree Bank.

Signature_____ Date_____

Typed or Printed Name_____

LEON COUNTY TREE BANK
Withdrawal Procedures

1. Interested individuals or groups must complete a "Leon County Tree Bank Application".

2. Tree Bank resources are to be located on approved public sites. Public sites are defined as:

   a) Property owned by local, state, regional or federal agencies.

   b) Property owned by a not-for-profit organization when the use of planting material provides a documented public benefit.

   c) Other private property which provides a documented public benefit.

3. Tree Bank resources are not to be used to fund new projects which should routinely budget for landscaping as part of the project design and construction.

4. Tree Bank resources are for the purpose of enhancing tree canopy rather than general beautification and will not normally include other plants or planting materials.

5. All Tree Bank applications will be reviewed, ranked and submitted to the Director of Development Support and Environmental Management by the Tree and Wildlife Committee. The Director may approve, approve with conditions or deny the application.

6. Appeals of the Director decision must be filed within 10 working days to the Director. Appeals are reviewed by the County Administrator.

7. Submit the completed application to:
   Tree Bank
   Leon County Division of Operations
   2280 Miccosukee Road
   Tallahassee, Florida 32308
   or
   Fax to (850) 606-1401