



## Community Partner Commitments and Tree Maintenance Agreement

This is an agreement between the Morton Arboretum (Arboretum) and a community partner or tree recipient (Partner), for the completion of a tree planting project and ongoing care of trees provided through the Arboretum.

The following outlines the responsibilities of the designated Partner:

1. Work with the Arboretum to schedule the tree planting event and provide a designated number of staff, students (if applicable), and/or volunteers to help plant the trees.
2. If the Partner is the landowner, the Partner will call JULIE (Joint Utility Locating Information for Excavators) (all locations other than the City of Chicago) or DIGGER (all locations within the City of Chicago) two weeks before the planting event. These organizations check utilities before any digging occurs (811). For sites in the city of Chicago dial 811 or 312-744-7000. For sites outside of the city of Chicago call 811 or 1-800-892-0123.
  - a. The landowner must call JULIE to ensure the proposed planting sites are clear of utility lines.
  - b. Work with the Arboretum to mark the proposed tree locations prior to the JULIE/DIGGER visit.
  - c. Notify the Arboretum once JULIE/DIGGER has been notified and the site has been checked.  
*Trees cannot be planted until these JULIE/DIGGER steps are completed.*
  - d. If JULIE/DIGGER is not called in time for the planting event the event may either: a) need to be postponed to a new date at which time the partner will be responsible for providing enough support to properly plant the trees or b) canceled and the trees will be reallocated to a different site.
3. The Arboretum will work with the Partner to schedule delivery of the trees. Trees may be delivered the day of, or a few days before, the planting event. The Arboretum and the Partner will determine the best location on-site for the trees to be delivered.
4. Care of the trees, once they are delivered and post planting is the responsibility of the Partner.
  - a. All trees must be watered appropriately, when they are planted and after they are planted. The Partner will determine the water source and provide the water for the new trees on the day of planting and thereafter for a minimum of three years.
  - b. The Partner will work with the Arboretum to determine a location for disposal of excess sod, soil, used plastic mulch bags, and tree container disposal and recycling. The Arboretum can advise you, as needed.



## Tree Maintenance Agreement

This Tree Maintenance Agreement between The Morton Arboretum (Arboretum) and the Community Partner and/or Tree Recipient (Partner) certifies that the Partner will provide customary and reasonable tree care and maintenance three years post planting.

The Partner is responsible for mulching and watering the trees appropriately for three years to enable trees to become fully established and thrive. Following are the Partner's responsibilities:

1. During the growing season approximately 10-15 gallons of water or 1" of water should be applied once weekly to the root ball of newly planted trees unless adequate soil moisture is present. *Please note: if a supplemental watering plan is confirmed, the watering schedule must be adhered to.*
2. A 3" – 4" layer of organic, wood chip mulch will be maintained in a circular area around the base of the tree that is at least 3 feet in diameter, taking care that the mulch does not touch the trunk of the tree.
3. All tags, rope, and wire will be removed.
4. Trunk wrap may remain in place for the first winter season if necessary for thin-barked trees.
5. If trees are staked, stakes will only be used in windy locations and will be removed after one year.
6. All trees will be monitored for pests or other signs of stress, and conditions will be remedied when appropriate and possible.

I certify that, according to the above, I will comply with these requirements.

### Tree Partner/Recipient #1

Signature:			
Print Name:			
Email:		Date:	

### Tree Partner/Recipient #2

Signature:			
Print Name:			
Email:		Date:	