



Photo: CSFS

# Tree City USA® Application Checklist

- This checklist will help you organize everything you need for your application or yearly renewal before you apply online through the Arbor Day Foundation portal.
- You can save your application and come back after starting.
- Application deadline is by the end of each calendar year.
- If your community is having difficulty meeting a specific standard, reach out to your Colorado State Forest Service Field Office for assistance - see bottom of page for information.

## STANDARD 1: Delegating responsibility for city- or town- owned trees by having a tree board or department manager

Do you have an entity responsible for your community's trees, such as a tree board or city/town department?  
 Yes     No

Do you have a Tree Board?\*

If not, check out <https://treeboardu.org/>  
 Yes     No

- Information Required for Application**
- Contact information for Department Chair or Town/City Manager
  - If a tree board, contact information for members

*\*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 / Town Manager
- Community Forestry Contact

## STANDARD 2: Establish 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 into portal

### \*\*Growth Award (not required)

- Awarded to communities that demonstrate higher levels of tree care and community engagement
- Review Growth Award categories to determine if community is qualified - apply through portal





Photo: Kamie Long

### STANDARD 3:

**Maintain 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    Community Population: \_\_\_\_\_

#### Information Required for Application

##### Expenditures on:

- Tree Planting & Initial Care \$ \_\_\_\_\_
- Tree Maintenance \$ \_\_\_\_\_
- Tree Removal \$ \_\_\_\_\_
- Management \$ \_\_\_\_\_
- Utility Line Clearance \$ \_\_\_\_\_
- Volunteer Time (in hours) \_\_\_\_\_
- Hours Other (please explain) \_\_\_\_\_
- Total Community Forestry Expenditures \$ \_\_\_\_\_

##### Total Number of:

- Trees Planted \_\_\_\_\_
- Trees Pruned \_\_\_\_\_
- Trees Removed \_\_\_\_\_

*\*Annual work plan or supporting budget documents are not required in Colorado*

### STANDARD 4:

**Signed annual Arbor Day Proclamation and Observe Arbor Day**

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, news coverage, posters, flyers, social medial posts\*\*
- Signed Arbor Day Proclamation by mayor or equivalent\*\*  
*\*\*= documents must be uploaded to application in portal*

#### Last Step of Application Process

##### \*Complete Application Verification Information\*

- Mayor or equivalent's signature on the summary application form and uploaded to portal or e-sign the online application



Questions? Contact your local Colorado State Forest Service Field Office

UCF Staff  
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<https://col.st/W9Liu>