

PRINCE GEORGE'S COUNTY  
**TREE ReLEAF**  
 INTENT TO APPLY FORM



**Return this completed document to:**  
**Department of the Environment**  
 Sustainability Division  
 1801 McCormick Drive, Suite 500  
 Largo, Maryland 20774  
**ATTN: Carole Ann Barth**

FOR INTERNAL USE ONLY  
 ID: \_\_\_\_\_

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

**Name of Organization or Municipality:** \_\_\_\_\_  
 \_\_\_\_\_

**Official Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Proposed planting address:** \_\_\_\_\_  
*(if no address, describe site)*  
 \_\_\_\_\_  
 \_\_\_\_\_

**Project Coordinator:** \_\_\_\_\_

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

**Telephone number:** \_\_\_\_\_

The Department of the Environment's (DoE) Tree ReLEAF Program is a countywide program that provides funds to civic, neighborhood, community and homeowner organizations, libraries and local municipalities to plant native trees and shrubs in public or common areas. The program provides a hands-on opportunity for residents to learn how to properly plant and care for trees and shrubs.

DoE, in partnership with the Low Impact Development Center, can provide assistance with selecting tree planting locations and developing a tree planting plan and post-planting maintenance schedule. Upon completion of services, DoE will reimburse the applicant for applicable expenditures up to the amount permitted by the program. The applicant must provide receipts and expenditures must be consistent with the agreement.

Interested organizations or municipalities should complete and submit this form. The DoE Program Coordinator will then contact you to schedule a consultation. During the consultation, additional information will be provided on completing the Application Form, and developing a tree planting plan and a post-planting maintenance plan your site.

We look forward to working with you to "tree-vitalize" your community!

**1 What are the goals of this project?**  
*(Circle all that apply)*

Beautification       Education       Edible  
 Air Quality Improvement       Habitat Creation  
 Water Quality Improvement       Other

**2 Season and Year of Proposed Planting:**  
*(Circle one season and enter year)*

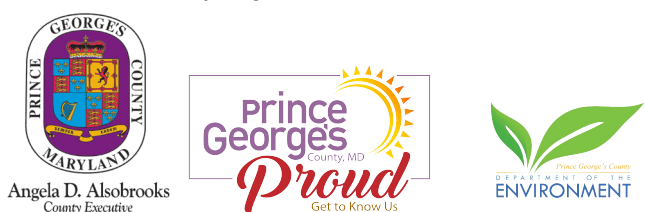
Fall       Spring      20\_\_\_\_

**3 Is this project part of a larger project?**  
*(Circle all that apply)*

Stormwater management       Landscaping  
 Greening Master Plan       Habitat Restoration  
 Other \_\_\_\_\_

**4 Are you interested in planting plan design assistance?**  
*(Circle one)*

Yes       No



For assistance, call 301-883-3264  
 or email cabarth@co.pg.md.us



## YOUR RESPONSIBILITIES

- 1 Complete application and receive approval prior to beginning your project.**
- 2 Inform and obtain support of the landowner or management agency.**
- 3 Inform and obtain support of maintenance and grounds crews, if relevant.**
- 4 Reach out to community members.**
- 5 Involve groups like environmental clubs, master gardeners or naturalists.**
- 6 Pay for the project upfront and get reimbursed later. Submit documentation showing that the project has been paid in-full.**
- 7 Contact MISS Utility.**
- 8 Develop a maintenance plan to include:**
  - A** Responsible party who will take care of the plants year-round for 2 years.
  - B** Description of how you will ensure that the plants will be watered at least every 7 days during dry periods.
  - C** Identification of nearby water access or a plan to obtain water access near the intended planting site.
  - D** Replacement schedule for any plants that do not survive the first two (2) years.
- 9 Obtain and submit three written cost estimates for the plant material.**
- 10 Submit locational information and pictures of the trees that were planted.**
- 11 Allow the County to assess tree survivability within a year of the planting and then every three years thereafter.**