

Tree Conservation - Nomination Form

In November 2013, Charlottesville City Council adopted the Tree Conservation Ordinance regulating the preservation and removal of Heritage, Specimen, Memorial and Street Trees, (Chapter 18 (Parks and Recreation), Article II, Tree Conservation) in order to secure protection for a portion of the City's urban forest and the ecosystem services that this forest provides.

The ordinance can be used to protect individual trees on public land, or privately owned individual trees that property owners voluntarily agree to safeguard. Individual property owners and the Tree Commission may nominate trees. Four categories of trees can be considered: **specimen, heritage, memorial, and street trees**. As defined by Virginia State law, specimen trees are those that are notable in their size and quality for their species. Heritage trees have historical or cultural interest. Memorial trees can be designated to commemorate a person, group or life event. Street trees are those that have been planted by the City within a public right-of-way on public or private land. The Tree Commission reviews and City Council decides if nominated trees are worthy of this special status.

Instructions: Please complete and fill in (spaces expand) all applicable and highlighted sections and mail or drop off to: Parks Division, Attn: Exceptional Tree Nomination, 1300 Pen Park Road, Charlottesville, VA, 22911, or email to **Ronaynem@charlottesville.org**.

Application Number:

Date Received:

Nominator: Name (Print)
E-Mail:
Phone:
Signature:

Tree to be nominated:

Address:

Location description if address is unknown: Please include sketch below if needed.

Common name or Latin name of tree (if known):

Category of Tree (check one): Public: Private (If selected see added requirements below)

Designation Requested (check one):

Heritage tree means a tree that has notable historic or cultural interest.

Memorial tree means a tree that is intended to be a special commemorating memorial.

Specimen tree means a tree that is notable by virtue of its outstanding size and quality for its particular species.

Street tree means a tree that grows in the street right-of-way or on private property as authorized by the owner and placed or planted there by the local government.

Statement that supports requested designation (You may attach additional information)

If **Private Tree** the following information must also be received or the nomination cannot be processed:

Owner: Name (Print)
 E-Mail:
 Phone:

If Private Tree:	Requested	Received
Owner Affidavit :		
NDS Review:		
Public Works Review:		

All Nominations:	Assigned	Returned
Arborist Report Received:		
Commission Report Received:		
Recommendation Formulated:		
Action to Forward:		
Council Action Date:		

Nominator Notified:
Owner Notified:

Loaded in GIS: