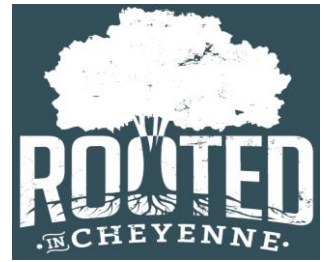


Application Process

- Submit your application request online or by mail.
- We process your request (which can take up to 14 days).
- We have your underground utilities marked.
- Our Arborist will assess where a tree can be planted on your site.
- We send you an email that includes your permit & a tree species list, showing you which options are available to plant.
- You' ll log onto our website to pick and purchase your desired tree.
- Your tree will be scheduled to be delivered and planted.
- Rooted in Cheyenne will manage the care of your tree for the first 12 months after planting. After that, we will continue to be in touch to give you advice on the [short-term and long-term care of your tree](#).
- At every step of the process, we will be in contact with you to let you know what is happening.



Is there room in the right-of-way for a tree?

There must be adequate space in or adjacent to the right-of-way to request a tree. Rooted in Cheyenne will help to designate where your tree can be planted, but here are some guidelines to use when deciding on your planting location:

- 15-30 feet from all other trees
- 20 feet from stop signs
- 10 feet from fire hydrants
- 5 feet behind attached sidewalks
- 5 feet from water meters/pits, driveways, and alleyways
- Centered within tree-lawns/boulevards

These are typical right-of-way layouts in Cheyenne



Rooted in Cheyenne Tree Application

Please fill out the below information if you would like to participate in planting a tree in the right-of-way adjoining or adjacent to your property. All trees available through our program are required to be planted in or adjacent to the right-of-way, as indicated in our [Terms and Conditions](#). The total purchase of new trees is approximately 50% of the total cost of the tree itself. * One application is permitted per property owner per planting year. Tree species selection is subject to guidelines established in our [Terms and Conditions](#) and is subject to change dependent on seasonal availability. Rooted in Cheyenne will review all tree choices and locations for approval before planting dates occur.

Planting events will be scheduled on Saturday and are subject to change due to inclement weather and tree availability. Tree requirements and maintenance for all newly planted trees can be found in Rooted in Cheyenne's [Terms and Conditions](#).

Name: _____ Phone: _____

Street Address: _____

Email: _____

Tree Total: 1 2

Planting Site Description (please be as detailed as possible; we will try to take your suggestions into consideration when we assess the site).

Please return completed application to: Cheyenne Urban Forestry c/o Rooted in Cheyenne, 2101 O' Neil Ave., Cheyenne WY 82001 or email to fseasonal@cheyennecity.org.

* Scholarship opportunities are available for qualifying applicants. For more information, please contact (307) 637-6428.