



**PUBLIC WORKS DEPARTMENT**  
City Hall Permit Counter  
10890 San Pablo Avenue  
(510) 215-4382

## **TREE CARE AGREEMENT**

Completed forms and fees may be submitted by mail or in person at the location listed above.  
(Business hours: Monday, Wednesday & alternate Fridays 8:00-4:00, Tuesday, Thursday 8:00-6:00)

### **TREES TO BE PLANTED IN THE PUBLIC RIGHT OF WAY**

I/We, \_\_\_\_\_, owner(s) of the real property at the address described below in El Cerrito, California, do hereby agree to care for the new street tree(s) installed by the City in the public right-of-way adjacent to my/our property for the next three (3) years.

I/We shall water the tree(s) and keep the root crown free of weeds as instructed by the City Arborist and this Tree Care Agreement (see reverse). I/We also agree to inform the City Public Works Department (510-215-4369 [maintenance@ci.el-cerrito.ca.us](mailto:maintenance@ci.el-cerrito.ca.us)) immediately of any problems or issues relating to the new street tree or watering bag. I/We also agree arrange replacement of the tree(s) by the City, at our expense, if they/it die(s) due to lack of adequate water and/or care on my/our part within the three (3) year establishment period.

I/We hereby authorize THE CITY EL CERRITO and its employees/agents to, have the exclusive right to plant, trim, prune, remove, or otherwise control said tree(s) as official street trees pursuant to Chapter 13.28 of the El Cerrito Municipal Code.

Tree Species \_\_\_\_\_ Quantity \_\_\_\_\_

Address \_\_\_\_\_

Property Owner (Print Name) \_\_\_\_\_

Signature  
Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Concrete removal square feet \_\_\_\_\_ Approved by: \_\_\_\_\_:  
Stephen Prée, City Arborist #WE- 8663A

**Fees: \$ \_\_\_\_\_ per tree** (planted, staked and mulched including water bag)  
**\$ \_\_\_\_\_ per 16 square feet of concrete removal by City**

**TOTAL** \_\_\_\_\_

# **TREE CARE INSTRUCTIONS**

**Watering** — You (the Property Owner/Signatory) are responsible for watering the tree during the 3 year establishment period. It is critical to the success of the tree that you follow the instructions herein.

- **How**

- 1) On the top side of the provided watering bag (Arbor Rain 32 gallon), locate the black fill- hole and unscrew the cap all the way by turning it to the left.
- 2) Using a normal garden hose with tap water, rain water or grey water under pressure, insert the hose end into the black screw top fill- hole; grasp the rim of the fill- hole and hold it up above the level of the bottom of the brown watering bag and fill the bag until it will hold no more water-this will take several minutes. Replace and tighten cap by turning to right.

- **When**

- 1) Fill the watering bag one week (7 days) and two (2) weeks (14 days) after your trees are planted (please mark your calendar)
- 2) Then fill the watering bag every **28-30 days** after planting starting March 1st to December or until periods of extended rain or nearly all tree leaves have dropped. No water should be required from December to March.
- 3) More frequent watering is not required unless requested by the City. Watering too frequently facilitates root disease and can harm the trees.
- 4) PLEASE DO NOT WATER MORE FREQUENTLY THAN LISTED ABOVE UNLESS INSTRUCTED BY THE CITY ARBORIST. IF YOU THINK THE TREE REQUIRES MORE WATER or have questions PLEASE CONTACT THE CITY ARBORIST ([spree@ci.el-cerrito.ca.us](mailto:spree@ci.el-cerrito.ca.us) or 510-559-7685).

**Weeding & mulching**— Keeping weeds and other competing plants away from the tree roots is very important for tree root development. Maintain a weed and plant free area at least two (2) feet from the tree trunk (or a 4' diameter area) around the base of the tree using wood chip mulch. Keep mulch 4 inches away from the tree trunk.