TREE CITIES OF THE WORLD™

APPLICATION CHECKLIST

TREE CITIES OF THE WORLD™ is an annual international recognition programme celebrating cities and towns committed to planting, maintaining, and celebrating urban trees and forests. This checklist is designed for you to collect the information and documentation required to apply for recognition, it is not an application for recognition. Applications will be submitted online at **TreeCitiesoftheWorld.org** and the application deadline each year is December 31.

CITY INFORMATION

☑ **Content to include on application:** To apply for recognition as a Tree City, you will be asked to provide some basic information about your city:

- ☐ City name and country
- ☐ Current population
- ☐ Applicant contact information

Type of Local Government (check one)

- ☐ City
- ☐ Town/ship
- ☐ Municipality
- ☐ Village
- ☐ Borough
- ☐ Other

STANDARD 1: RESPONSIBILITY FOR CITY TREES

For the city tree canopy to meet local goals for sustainability and resilience, there must be a person, a department, or a group of citizens — often called a Tree Board — with the responsibility for tree planting, care, and planning. The application will ask you to identify who is responsible for city trees:

Our city has a *(check any that apply)*:   ☐ City Tree Manager   ☐ Department/Office   ☐ Tree Board

☑ **Content to include on application:** Names, qualifications, and contact information for responsible parties; schedule for tree board or department meetings; key issues addressed during the year.

STANDARD 2: CITY TREE POLICIES

Rules for tree planting, care, and removal that are accessible to city staff and residents set the stage for quality tree coverage, on city owned lands or private property. The application will ask you to describe the laws or policies that govern the care of city trees:

- ☐ Our city has a law or an official policy that governs the management of forests and trees. These rules describe how tree planting, tree care, and tree removal work will be performed by city staff, contractors, or residents.

☑ **Content to include on application:** Links to current laws or policies for tree care.

STANDARD 3: TREE AND FOREST ASSESSMENTS

To devise an effective plan for managing city trees and forests, it is essential to understand the tree and forest resource. Applicants will have access to a recent inventory, survey, or canopy assessment and the summary data and report detailing the extent, character, and condition of trees and forests. The application will ask for at least one of the following and the method used to calculate it:

☐ Count/number of street trees (within 5 years)
☐ Count/number of park trees (within 5 years)
☐ Percent tree canopy coverage (within 10 years)

Methods Used for Counts (check all that apply)

☐ Complete census   ☐ Sample inventory
☐ i-Tree Canopy   ☐ Hi-res canopy study

☑ **Content to include on application:** Links to current assessment and inventory reports. For inventories, list year completed, number of public trees, tree diversity chart, tree size chart, and if sample or complete census. For canopy assessments list year of assessment, canopy extent, percent coverage, and how estimate was derived.

STANDARD 4: ANNUAL BUDGET

Management of the urban forest depends on budgeted funding and donated resources that are allocated each year for tree planting, care, and other management activities. The application will ask for documentation of:

☐ City budget for tree planting, maintenance, and removal

☑ **Content to include on application:** Numbers of trees planted, maintained, and removed during the year, with associated staff time, purchases, and in-kind contributions.

STANDARD 5: CELEBRATING ACHIEVEMENTS

Celebrations of trees — and the city staff and volunteers who work to keep them healthy — are central to communicating the importance of trees to the public. How did your community celebrate city trees and forests during the year? For dates when different countries celebrate trees and tree planting, see **arborday.org/celebrate/world-dates**.

☐ Our city held one or more public events celebrating city trees and the workers who plant and maintain them.

☑ **Content to include on application:** Name and date of event(s); programme of activities and/or city proclamation; estimate(s) of attendance; media coverage and photos.

CERTIFICATION

☑ **Content to include on application:** The application for recognition through Tree Cities of the World™ requires an official digital signature from the appropriate chief executive (e.g. mayor, city administrator).

For more information, go to **TreeCitiesoftheWorld.org**

A programme of:

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