



**RELEAF NEW ORLEANS  
LETTER OF AGREEMENT**

As a RELEAF NEW ORLEANS Project Participant, I agree to plant trees adjacent to my property at \_\_\_\_\_

**Species Requested** \_\_\_\_\_ **Number Requested** \_\_\_\_\_

***Attached is a sketch of the proposed planting location***

I agree to dig the hole and perform the following maintenance on the tree(s):

- watering once a week for the first year, especially during the summer months
- keeping mulch around the tree for the first year
- weeding around the tree

*\*Remember: The first year after planting is critical in the life of a tree! After receiving approval and before digging you must first contact Louisiana One Call at 1-800-272-3020 or visit [www.laonecall.com](http://www.laonecall.com). They will respond within 48 hours giving location of gas lines, fiber optics, etc. Permission for cement cutouts must be obtained from Department of Public Works 658-8050. Cutouts must be at least 3X3.*

Participant Acceptance:

Approved By:

\_\_\_\_\_  
(please print)

\_\_\_\_\_  
Ann Macdonald, Director  
Dept. of Parks and Parkways

Signature: \_\_\_\_\_

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

**Mailing Address:**

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

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