

City Neighborhood Tree Program Procedures

Step 1. Submit your application

Application shall be submitted to the Public Works Department on the form approved by the City on a first come first serve basis subject to annual funding. Application only valid for the current fiscal year. If an Applicant has any questions they may call the Public Works office at _____.

Applications will only be accepted by:

- Email at _____ or
- Drop-off at the Public Works office at 900 Donnelly Street, Mount Dora. FL.

Step 2. Request Confirmation

After submission of your request, you will be contacted by a City staff member to confirm your interest in our program. Confirmation funding is available will be required before advancing to the next step in the process.

Step 3. Site inspection and evaluation

City staff members will inspect the site to determine the location of the tree as requested. The results will be emailed. Results may include approval as requested, approval with alternate location, alternate tree type or access or denial based on the Arborists on-site evaluation. The Arborists determination is final, there is not appeal for a free tree.

Step 4. Submit Indemnity Agreement

Staff provide approved Applicants a Right of Entry and Indemnification form. The Applicant shall review, complete and submit Right of Entry and Indemnification on form approved by the City. Applicant must be property owner.

Step 5. Tree Planting

City crews will schedule and install the tree in the approved location or such other minor deviated location based on unforeseen field conditions.

Step 6. Water and care for your new tree

The Applicant (property owner) will be responsible to watering, pruning and regular maintenance of the tree. If the tree dies due to lack of proper care, it will not be removed or replaced by the City.