



## TOWN OF LOOMIS

3665 Taylor Rd / P.O. Box 1330  
Loomis, CA 95650  
Phone: 916-824-1518  
townengineer@loomis.ca.gov

For Town Use

File Number \_\_\_\_\_

Date Received \_\_\_\_\_

Account Code 0-145-000-0000-000-50120-000

### APPLICATION ADOPT-AN-OAK TREE PROGRAM

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

Property Address: \_\_\_\_\_

Property must be within Town of Loomis limits to qualify.

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

Are you the property owner? ☐ YES ☐ NO

If no, please attach a notarized statement from the property owner authorizing tenant to plant oak trees at the property listed above.

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#### Oak Tree Species Requested: (Maximum of 5 trees total per applicant per fiscal year)

☐ Blue Oak, *Quercus douglasii*.....Quantity Requested: \_\_\_\_\_

☐ Interior Live Oak, *Quercus wislizeni*.....Quantity Requested: \_\_\_\_\_

☐ Oracle Oak, *Quercus x morehus*.....Quantity Requested: \_\_\_\_\_

☐ Valley Oak, *Quercus lobata*.....Quantity Requested: \_\_\_\_\_

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#### Acknowledgements:

By signing below, I certify that my property has sufficient space for the mature height and spread of the oak tree(s) I am requesting, and that I have reviewed, understand, and agree to be bound by the program terms and conditions on the following page.

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

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

#### Application Submission:

Submit a hard copy of your signed application and site plan, along with a copy of your DL/photo id and a utility bill to the clerk at Town Hall, 3665 Taylor Rd, Loomis, CA 95650, or email [townengineer@loomis.ca.gov](mailto:townengineer@loomis.ca.gov). Please allow up to 30 days for the Town to review your application and notify you of the date and time you may pick up your Oak Tree(s).

# TERMS AND CONDITIONS

## ADOPT-AN-OAK TREE PROGRAM

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### ELIGIBILITY

1. Applicants must provide proof of Town of Loomis residency (Drivers License, Photo ID, Utility Bill) to be eligible for this program.
2. Trees may only be planted on the private property of Loomis residents, and must be planted at the same address listed on the application form.
3. If you rent the property, you must present a photocopy of the property owner's identification and notarized written authorization to plant Oak trees on the property. The Town will retain the authorization.
4. Failure to adhere to the terms and conditions of this program may result in ineligibility to participate in future years of the Adopt-an-Oak tree program.
5. Oak trees acquired through the adopt-an-oak tree program are also eligible for the oak tree pruning grant program. Refer to the informational bulletin on the Town website for additional information.

### GENERAL TERMS

6. Trees will be distributed in up to #5 (gallon) containers and are typically 3-6 feet tall. The Town reserves the right to provide trees at a smaller container size, based on nursery availability.
7. Final availability of tree species is subject to nursery availability.
8. Each applicant may receive a total of up to five trees per property address per year. Trees are not for resale.
9. **All trees are given out on a first come first serve basis until funds are exhausted.**
10. All trees shall be picked up at the Town corporation yard by the same person who submitted the application. Please bring your photo identification for verification prior to pickup.
11. Once the tree(s) leave the corporation yard, the applicant assumes sole responsibility for transportation, locating the tree(s) on site, installation, watering and future maintenance of the oak tree(s).

### TREE PLANTING LOCATION

12. Trees may not be planted in right-of-ways.
13. Contact 811 before you dig, and ensure trees will not conflict with any above ground or underground utilities.
14. Ensure final planting location of tree(s) is in accordance with Placer County defensible space requirements.
15. The Town is not responsible for any damages resulting from the planting of the oak trees under this program.
16. The Town is not obligated to replace the tree(s) provided to applicants in the event that they die prematurely.
17. Applicants shall provide a basic site plan with the application showing the proposed planting locations for the Oak Tree(s). The site plan may be hand drawn and does not need to be to scale. The site plan should include the following information:
  - a. Approximate locations of property lines.
  - b. Locations of all buildings and structures, including on adjacent properties within 40' of property line.
  - c. Locations of existing trees, including on adjacent properties within 40' of property line.
  - d. Locations of any known above or below ground utilities.
  - e. Dimensions demonstrating proper clearances from all structures, trees and utilities.

Refer to the last page in this packet for an example site plan.

**SITE PLAN**  
TO BE SUBMITTED WITH APPLICATION

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# EXAMPLE SITE PLAN

## ADOPT-AN-OAK TREE PROGRAM

