

District Tree Planting Check List

(Landowner must initial each item)

_____ There is absolutely no survival guarantee on stock sold by the district or planted by the district.

_____ **White Flags Received:** All Tree rows should be marked where the individual row begins, ends and about every 250 feet. Marking the rows with white flags will assist our tree planting crew in planting the trees where you want them and will also alert the “digger’s hot line” personnel where the trees will be planted. All planting sites *must be* checked by the digger’s hotline prior to the NRD planting your trees. The CPNRD will make all necessary contacts to digger’s hotline regarding your tree site.

_____ **Site Prep:** Area to be planted must be disked and harrowed or tilled prior to planting. A minimum of 6 feet in width if no weed barrier, or a minimum of 11 feet in width if weed barrier will be installed. Soil should be worked a minimum of 8-10 inches in depth.

_____ Trees must be paid for at time of ordering. If installing Weed Barrier, 50% deposit is due when ordering. Remaining balance will be billed when project is completed.

_____ If eligible for Cost Share, this will be paid out to the landowner when project is completed and paid in full.

_____ Landowners must be ready to go by April 15th.

_____ Landowners will receive a letter, *email if provided or text message*, a month prior to planting starting. And again 2 weeks prior to planting.

_____ Tree Planter, Tom Backer, will call you the night before to verify he will be there the next day.

_____ If you’re not ready when tree planters arrive after they’ve contacted you. You are then put on the bottom of the list and if we have to return to your county, a **\$250 return fee** will be added to your tree order.

_____ If you must cancel the planting, the trees you ordered are yours. There are no refunds on trees ordered.

_____ Absolutely **NO CHANGES** are allowed when the tree planter gets out to field to plant.

_____ Any left-over trees from the planting will be left for the landowner to handplant elsewhere. Our tree planters will do their best to notify you as to where the extra trees were left.

Landowner NAME: _____