



# Project Evergreen—Free Christmas Tree Application

## Live Root Ball Christmas Tree Rules and Regulations

- **Keep Your Tree Moist** – It is important that your live Christmas tree does not dry out when it is inside the house, so we recommend that trees be watered daily. Make sure the tree is always moist but avoid excessively soaking the tree. *Do not allow it to stand in water.*
- **Keep Trees Away from Heat Sources** – Keeping trees away from heat sources such as fireplaces, heaters, and stoves will both prevent trees from drying out and will also protect the trees from breaking dormancy or becoming a fire hazard. Ideally trees should be placed in the coolest part of your house by a window. When using string lights, please limit the hours in which the tree is fully lit.
- **Leave Burlap/Wire Net Intact** – Leave the burlap and wire net intact until the tree is picked back up.
- **No Cutting or Pruning** – Please do not alter the tree height or shape in any way. This tree will be in a dormant phase and any cutting could jeopardize its transplanting health.
- **Avoid Heavy Ornaments** – Avoid overloading the limbs with heavy ornaments or decoration. This will help keep the tree limbs intact.
- **Delivery and Pickup** – Your tree will be delivered and picked up by the City of Zanesville. We ask that you have a spot prepped with no obstructions or obstacles in the way so we can set the tree up safely (preferably close to a window) and avoid any additional moving of it. *Please avoid moving it on your own.*
- **This Tree is an Offering** – This tree is not intended for the homeowner/renter to keep. The tree has already been plotted to be used within the city in accordance with the City of Zanesville Tree Commission obligations.
- The above rules and regulations do not relieve applicants from compliance with applicable federal and state laws and the City of Zanesville Ordinances.

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Primary Participant’s Signature

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Date

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Zanesville Tree Commission Staff Signature

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Date