



CITY OF KEY WEST TREE COMMISSION
HERITAGE TREE NOMINATION FORM

Date: _____

TREE LOCATION: _____

PRIVATE OR PUBLIC
PROPERTY: _____

TREE NAME/SPECIES: _____

NOMINATOR NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

E-MAIL ADDRESS: _____

PHONE: _____

ARE YOU THE PROPERTY OWNER _____ Yes _____ No

Approval from the Property Owner will be required to process application

- _____ Tree is a unique specimen, size and/or age
_____ Tree is connected to a historical event/building, or individual
_____ Tree was dedicated/planted as a memorial
_____ Other

Attach supporting documentation including photos, newspaper articles, or any additional text or letters.

Sketch the location of the tree below:

Applications: Applications can be submitted for trees located on public or private property. If the property owner is not the one submitting the application, the property owner must give consent. Prior to final issuance of a Heritage Tree status, a signed agreement with property owner must be part of the file (see attached agreement).

The application must state the address for the tree, tree species, and a statement as to what notable local or regional historical event, person, structure, landscape the tree is associated with or if it is an important or unique species, or if the tree had been dedicated or planted as a public memorial. Historical photos, newspaper articles, age of the tree, and other supporting documents should be attached to the application. Trees being considered for the heritage tree program must be certified as being sufficiently healthy by an arborist.

Processing: Applications will be accepted from January 1 to June 30 of each year. The submitted application is then reviewed by the Urban Forester who will review the application for completeness, verify and document the condition and status of the tree, and collect any additional information, as necessary then forward accepted and completed applications to the Tree Commission for final review and vote. Trees are then given a marker approved of the City then placed on a website list and map.