

Nancy Sunnenberg  
1607 Rosecliff av  
Cincinnati, OH 45237

September 29, 2009

**BOARD OF PARK**

**COMMISSIONERS**

Dear Nancy Sunnenberg

The Cincinnati Park Board's Natural Resource Management Section has received your Fall ReLeaf 2008 application request. We thank you for your interest and are pleased to inform you that you will receive the tree(s) listed below:

Cockspur Hawthorn	Yoshino Cherry	Star Magnolia	Kousa Dogwood	Red Sunset Maple	Nutall oak
15	3		4		

Please pick up your free trees on **SATURDAY, OCTOBER 17, 2009, BETWEEN 8:00 AM AND 12:00 PM**. If you have any problems with the Saturday pick-up date, please call 861-9070 to make arrangements or the tree will be forfeited. The map on the reverse side of this letter provides directions to the Park Operations building at 3215 Reading Road.

You will need to bring the following with you when you pick up your trees:

1. This letter,
2. Tarp(s) to adequately cover your tree(s) and to protect vehicle upholstery,
3. Any rope or straps needed to secure the tree(s).

Trees are in pots about the size of a 3 gallon bucket, 7-9 ft tall, and weigh about 15 pounds.

Please plant trees promptly to ensure survival. By accepting the ReLeaf tree, the property owner agrees to follow the guidelines:

- ReLeaf trees must be planted within thirty feet of the City street and visible from the street. (Planting in backyards is prohibited.)
- Trees shall be planted at the agreed upon address and location/s.
- Trees not planted in accordance with guidelines will result in an issuance of a bill for the cost of the tree.
- **To avoid utility conflicts, call the O.U.P.S. - Ohio Utility Protection Service at 1-800-362-2764 to check for the utilities prior to digging. There is no charge to the customer for this service.**

If you have any questions, please call Phil or Doug at 861-9070 ext. 21.

Sincerely,

Dave Gamstetter  
Natural Resource Manager

Marian J. Lindberg  
President

Roscoe A. Fultz  
Vice President

Robert D.H. Anning

Otto M. Budig, Jr.

Merri Gaither Smith

Willie F. Carden, Jr.  
Director

Gerald R. Checco  
Superintendent  
Operations

Steven L. Schuckman  
Superintendent  
Design & Planning

Julie W. Horne  
Manager  
Business Services

Marijane E. Klug  
Manager  
Financial Services



PARKS

# Fall ReLeaf 2009 Tree Request Form

Community: Roselawn

Planting Location: Eastlawn Garden @ Roselawn Park: Eastlawn terminus

Contact Person: Nancy Sunnenbera

Address: 1607 Rosecliff Avenue Zip: 45237

Phone # (home) 513:821-7488 (work/cell) 513:374-2246

Email : nancvsunnenbera@hotmail.com

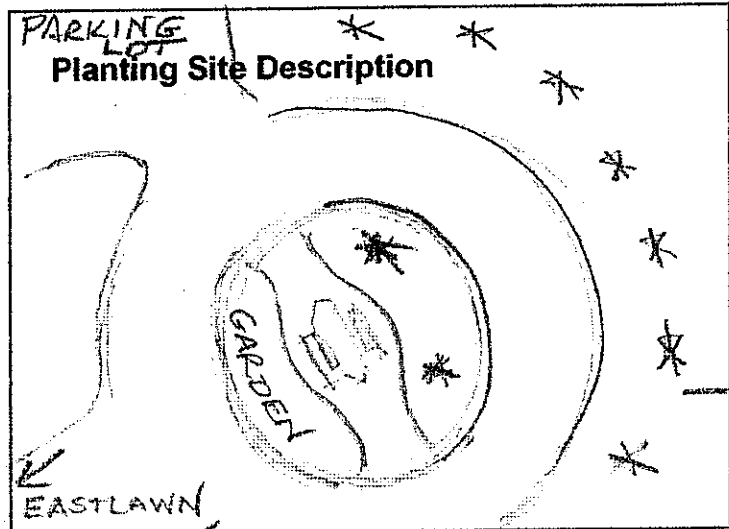
Name of Person Planting Trees (if different) : \_\_\_\_\_

Please describe the planting site below. Attach any plans or maps that provide specific planting locations. Urban Forestry staff will inspect all planting sites before approving tree requests, and will inspect afterward to ensure that the trees are planted in accordance to guidelines.

**NOTE: Trees must be planted within 30 ft of the sidewalk or visible from the street.**

Depending upon demand Urban Forestry may limit number of trees to one per site or substitute species.

TREE SIZE	SPECIES	REQUEST
Small	Star magnolia <i>Magnolia stellata</i>	
Small	Kousa dogwood <i>Cornus kousa</i>	
Small	Cockspur hawthorn <i>Crataegus crusgalli</i>	9
Medium	Yoshino cherry <i>Prunus x yedoensis</i>	
Large	Nuttall oak <i>Quercus nuttallii</i>	
Large	Red Sunset maple <i>Acer rubrum 'Red Sunset'</i>	



THIS SITE TO BE CERTIFIED AS NNF HABITAT.

Please return this form by September 25, 2009. You will receive a confirmation letter by October 9 if you are to receive a tree.

TO: Fall RELEAF  
3215 Reading Road  
Cincinnati, OH 45229  
Fax: 861-8669  
Email: [urban.forestry@cincinnati-oh.gov](mailto:urban.forestry@cincinnati-oh.gov)

**FOR OFFICE USE ONLY**

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

Site Inspected: \_\_\_\_\_

Site Comments:



# Fall ReLeaf 2009 Tree Request Form

Community: Roselawn

Planting Location: 7405 Reading Road: SW corner of Reading at Section

Contact Person: Nancy Sunnenberg

Address: 1607 Rosecliff Avenue

Zip: 45237

551514 60.0009 92

Phone # (home) 513:821-7488 (work/cell) 513:374-2246

Email: nancysunnenberg@hotmail.com

Name of Person Planting Trees (if different): \_\_\_\_\_

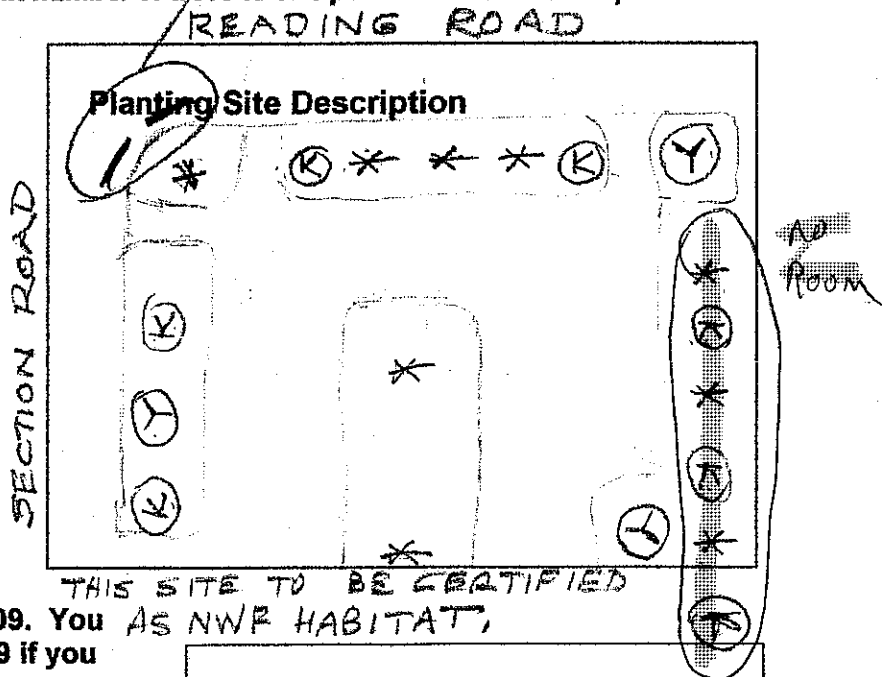
NEWLY REMADE  
DESIGNER BENCH  
SUITE

Please describe the planting site below. Attach any plans or maps that provide specific planting locations. Urban Forestry staff will inspect all planting sites before approving tree requests, and will inspect afterward to ensure that the trees are planted in accordance to guidelines.

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Small	Kousa dogwood <i>Cornus kousa</i>	7 (K)
Small	Cockspur hawthorn <i>Crataegus crusgalli</i>	9 *
Medium	Yoshino cherry <i>Prunus x yedoensis</i>	3 (Y)
Large	Nuttall oak <i>Quercus nuttallii</i>	
Large	Red Sunset maple <i>Acer rubrum 'Red Sunset'</i>	



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**FOR OFFICE USE ONLY**

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

Site Inspected: 9/3

Site Comments: 4 Kousa  
6 Hawthorn  
3 Yoshino