



VALPARAISO TREE FUND REIMBURSEMENT FORM

The City of Valparaiso Tree Fund, administered through the Valpo Parks Department, is dedicated to the replacement and preservation of trees within the City of Valparaiso.

A reimbursement program exists to aid Valparaiso residents in the replacement and/or implementation of trees within city limits. The eligibility requirements and program procedure are provided below.

Eligibility Requirements

- Applicant must be a city resident (those persons that reside within the Valparaiso city limits and pay Valparaiso city taxes) as verified by Parks Department personnel.
- The tree must be:
 1. A species approved by the Valpo Parks Department. (refer to ["Suitable Tree" Lists](#))
 2. Visible from a public way.
 3. 2" caliper or greater.

Procedure for Reimbursement

- Submit completed Tree Fund Reimbursement Form, along with tree proof of purchase to Valpo Parks Administration Office within 90 days of tree purchase.
- The Valpo Parks Department will verify the location of the tree and that it meets the eligibility requirements.
- The applicant will receive approval or denial of a reimbursement request within 10 days. This is based on eligibility requirements and sufficient funds within the Tree Fund.
- Upon approval of a reimbursement request, the Parks Department shall remit to the applicant 50% of the cost of the tree, not to exceed \$100 per household, per year. This remittance shall be done once per month following approval of claims by the Park Board at the monthly meeting.
- Special provisions may be put into place for a limited time as deemed by the Valpo Park Board, such as in the case of natural disasters in which the city and its residents suffer massive tree loss/damage.
 - **LIMITED TIME PROVISION FOR REIMBURSEMENT DUE TO TREE LOSS/DAMAGE FROM MARCH 31, 2025, STORM.** Effective April 29, 2025, to April 30, 2026. Upon approval of a reimbursement request, the Parks Department shall remit to the applicant up to \$100 per household, per year. This remittance shall be done once per month following approval of claims by the Park Board at the monthly meeting.

VALPARAISO TREE FUND REIMBURSEMENT APPLICATION

Property Owner Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Approximate Location of Tree: _____

Species of Tree (refer to approved tree listing): _____

Price of Tree: \$_____ Is Proof of Purchase/Receipt Attached? Yes No

Was the tree you are replacing damaged as a result of the March 31, 2025 storm? Yes No

Signature of Applicant: _____

Date: _____

Park Department Use Only

-Original to Director's Office Administrative Assistant

_____ Approved by Horticulture Department

_____ Denied/Reason: _____

_____ Applicant notified

_____ Claim forwarded to Accounting for Park Board approval of claims
Date/initials