

**Print this form and return the completed form by fax to 504-620-2231 or by mail to Parkway Partners, 1137 Baronne St, N.O. 70113.**

CITY OF NEW ORLEANS  
DEPARTMENT OF PARKS AND PARKWAYS  
2829 Gentilly Blvd., New Orleans, LA 70122  
**Parkway Partners' Letter of Agreement**

This document serves as a Letter of Agreement between \_\_\_\_\_  
(Name of person or organization)  
hereinafter referred to as the "Partner" and the City of New Orleans through the Department of Parks and Parkway Partners to provide maintenance services on the neutral ground or park on \_\_\_\_\_  
(Block number(s) and street name or park)  
between \_\_\_\_\_ and, \_\_\_\_\_.  
(Name of Cross-Street) (Name of Cross-Street)  
beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.  
(Date) (Date)

By this letter, the Partner agrees to pick up litter and debris \_\_\_\_\_ time(s) per week and to the following services on the neutral ground or park described above:

- \_\_\_\_\_ Cut grass \_\_\_\_\_ time(s) per month
- \_\_\_\_\_ Remove weeds and vines from around plants
- \_\_\_\_\_ Water plants as needed during drought conditions
- \_\_\_\_\_ Replace and maintain plants in accordance with plan approved by the Department of Parks & Parkways
- \_\_\_\_\_ Plant trees (Tree approval form is attached)

Trees planted on city property **require the prior permission** and guidance of the Department of Parks and Parkways. When permission is granted you must first contact Louisiana One Call at 1-800-273-3020 or visit [www.laonecall.com](http://www.laonecall.com) before digging holes. They will respond within 48 hours, giving you location of gas lines, fiber optics, etc. Trees planted without permission may be removed without notice.

\_\_\_\_\_ Other services:

\_\_\_\_\_  
\_\_\_\_\_

By this letter, the Department of Parks and Parkways agrees to continue its current level of maintenance services and Parkway Partners' agrees to provide recognition to the Partner. It is further understood that this Agreement may be canceled by either party for any reason by providing ten (10) days written notice to the other party. It is also agreed that neither Parkway Partners nor the Department of Parks and Parkways assumes any liability for the actions of the Partner in performing maintenance on City neutral grounds. This Agreement may be amended at any time by mutual agreement of both the Department of Parks and Parkways & the Partner.

Accepted by: \_\_\_\_\_  
PARKWAYS

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Accepted by: DEPARTMENT OF PARKS AND

Ann E. Macdonald, Director

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

Please mail completed form to Parkway Partners at: 1137 Baronne St., New Orleans, LA 70113  
**Call Burdette Fouchia with questions at (504) 620-2224**