



APPLICATION
Removal, Pruning, or Planting of Trees on Municipal Right-of-Way

Last Updated February 2012

Site Address or Location			
Owner	Phone #	E-mail	
Owner Mailing Address	City	State	Zip Code
Applicant	Phone #	E-mail	
Applicant Mailing Address	City	State	Zip Code

Quantity	Kind of Tree (Variety)	Requested Action Remove, Prune, or Plant
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason for Requested Action (NOTE: All requested action shall be at applicant's expense):

Applicant Signature	Date
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---- FOR CITY USE ONLY----

Field Comments / File Notes:

APPROVED **IF APPROVED, THIS FORM CONSITTUTES THE PERMIT.** PLACARD ISSUED

DENIED

Urban Forester Signature
Date

APPLICANT WILL BE ISSUED THE ORIGINAL AND A COPY WILL BE RETAINED BY THE CITY.

Sec. 17-76. - Permit required for the preservation, removal or planting of trees on public property.

- (a) No person shall prune, spray, treat, preserve, remove or plant any tree in any public place without first obtaining a permit.
- (b) Any person desiring a permit to prune, spray, treat, preserve or remove a tree in any public place shall submit a written application to the community development department setting forth:
 - (1) The number and kind of trees to be pruned, sprayed, treated, preserved or removed.
 - (2) The kind of treatment to be administered.
 - (3) The kind and condition of the nearest trees upon adjoining property.
 - (4) Such other information as the community development shall find reasonably necessary to a fair determination of whether a permit should be issued.
- (c) Any person desiring a permit to plant any tree in any public place shall submit a written application to the community development department setting forth:
 - (1) A diagram of the area showing pavement, streets, sidewalks, curbs and gutters, with a definite indicated scale.
 - (2) The number, location and variety of trees to be planted.
 - (3) The number, location and variety of trees already existing in the area.
 - (4) The method of planting, including the supplying of suitable soil.
 - (5) Information concerning the on-going maintenance for the proposed tree.
 - (6) Such other information as the community development department shall find reasonably necessary to a fair determination of whether a permit should be issued.
- (d) The community development department shall issue a permit under this section when it is determined that the desired action is necessary, the proposed methods satisfactory, and the plantings conform with the master street tree list, current comprehensive city tree plan as approved by the city council. Before and during all work authorized by the permit, the holder shall prominently keep the same on conspicuous display at the worksite.
- (e) Public utilities having the right to construct and maintain power or transmission lines on public areas pursuant to valid certificates of public convenience and necessity from the public service commission are authorized to properly, and of necessity only, trim such trees, without further permit, as is necessary for the safe and proper operation and maintenance of such lines and consistent with the preservation and protection of our urban forest. Public utilities shall communicate and cooperate with appropriate city staff to facilitate proper maintenance of urban trees as well as power and transmission lines.