



# Public Works Parkway Tree Planting Permit

Property Address: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Number of Tree(s) requested \_\_\_\_\_

### Ordinance Requirements:

The City's policy is that all of the following conditions be met for approval of all Parkway tree planting requests.

1. Policy states that before planting a tree in the Parkway it is necessary to obtain a tree planting permit from the City. (*Municipal Code §95.03 Permits are at no cost to resident*)

2. City will first approve type of tree, size of the tree (*no larger than 36" box*) location of the tree. Parkway trees may not be planted closer than 30' apart. (*Municipal Code §95.02*)

3. It shall be the duty of all owners and persons having the possession and control of real property within the city to properly care for and maintain all trees and shrubs planted within the parkway. (*Municipal Code §95.04*)

4. Trimming of parkway tree(s) will be the responsibility of the City. (*Municipal Code §95.05*)

5. Resident may purchase a tree for self planting or purchase the tree through the City which will plant the tree in the parkway for a nominal fee based on parkway size.

- \$265.00-\$385.00

**OWNER SIGNATURE:** *I certify that I am the owner of the property and have read and understand the information provided above:*

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

(Required)

**Applicant to provide photo or plan  
of Parkway planting area.**

**For questions, please call the  
Public Works Department at (626)  
308-2825 weekdays between  
7 a.m. and 3 p.m.**

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### CITY USE ONLY BELOW THIS LINE

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Signature \_\_\_\_\_

Public Works Director

Planted Date \_\_\_\_\_. **Note: Trees to be planted within seven (7) days of approval.**