

City of Roland
PUBLIC WORKS DEPARTMENT
120 N Main Street, PO Box 288
Roland, IA 50236-0288

To plant or remove a tree in the right-of-way contact the Public Works Director 515-215-2861

Tree Planting/Removal Application

(A separate form is required for each tree to be planted and/or removed in the street right-of-way.)

Completion of this permit is required for each tree to be planted and/or removed in the street right-of-way (the area between the sidewalk and the street, or if no sidewalk, then the area between the property line and the street).

Permits will be valid for 30 days after the date of issue.

The property owner should note that trees that are planted in the street right-of-way become the property of the City and could be removed at any time there is a need to repair a buried utility. The City shall not be held responsible for the removal or the replacement of a tree that is removed for utility work. Furthermore, the abutting property owner agrees to be responsible for maintaining street trees planted in the street parking at their request.

Trees approved for planting must be tagged nursery stock unless previously approved by the City Council. The tag shall not be removed until the City has inspected the planting. If the species are not as specified, the City will remove the tree(s) at the owners expense.

Date: _____

(Please Print)

Applicant's Name: _____

Applicant's Address: _____ Applicant's Phone Number: _____

Planting/Removal Location: _____

Species of tree to be planted/removed: _____
(Latin Name of tree to be planted.) _____

Reason tree need to be removed: _____

Distance between trees: _____ ft. Size of tree at maturity: _____ ft. Height at maturity: _____ ft.

Crown width at maturity: _____ ft.

Company or Person (performing the planting): _____

Company's Address: _____ Company's Phone Number: _____

City, State, Zip Code: _____ Company's Proof of Insurance on file:
Yes _____ No _____

Work to Begin: _____ Work to be Completed: _____
(Requires five (5) working days' notice for approval.)

Have the utilities in the right-of-way been located? call Iowa One Call - 811 Yes _____ No _____
(Utilities shall be located prior to submitting this permit.) Utility Locate Permit # _____

Are the following utilities located in the right-of-way?	Water	Yes_____	No_____
	Sewer	Yes_____	No_____
	Storm Sewer	Yes_____	No_____
	Gas	Yes_____	No_____
	Electric	Yes_____	No_____
	Cable	Yes_____	No_____
	Telephone	Yes_____	No_____

Once the utilities have been located, has the tree location been staked? Yes_____ No_____

(Trees shall be staked prior to submitting this permit.)

What is the depth of the right-of-way of the property where the tree will be placed? _____ ft.
 (Depth is the distance between the curb (or edge of road if there is no curb) and the sidewalk (or property line if there is no sidewalk.)

Is there a curb or a sidewalk within four feet (4') of the planting site? Yes_____ No_____

Distance to Intersection: _____ ft. Distance to Driveway: _____ ft. Distance to Alley: _____ ft.

Are there any traffic signs, utility/light poles, or fire hydrants in the area of planting? Yes_____ No_____

If yes, Distance from traffic signs: _____ ft. Distance from utility poles: _____ ft.
 Distance from light poles: _____ ft. Distance from fire hydrant: _____ ft.

Are there overhead power lines in the area of planting? Yes_____ No_____ Height: _____ ft.

Sketch Required (Please use the area provided on the next page). Sketch **must** include:

1. Dimensions of the right-of-way: width between sidewalk and curb (or property line and edge of traveled street if no sidewalk or curb is installed) and length from property line to property line.
2. Indicate location of any fire hydrants, street lights, and/or traffic signs. Include their dimensions measured from center of the object to the property line.
3. Indicate location of any driveways, alleys, sidewalks and streets. Include their dimensions to the property line and/or curb.
4. Indicate all existing trees and shrubs, both in the right-of-way and on private property, within 20 feet of the proposed planting site. Include their dimensions measured from center of the object to the property line.
5. Location of the following: (as marked by the Iowa One Call contractor)
 - a. gas main and gas service to house
 - b. water main and water service to house
 - c. sewer main and sewer to house
 - d. storm sewer
 - e. electric, telephone and cable lines (indicate either overhead or buried)
6. Indicate desired/actual tree location. Provide measurement from center of tree to driveway, alley, sidewalk, curb and property lines.
7. Include **N** (north) arrow and **measurements**.

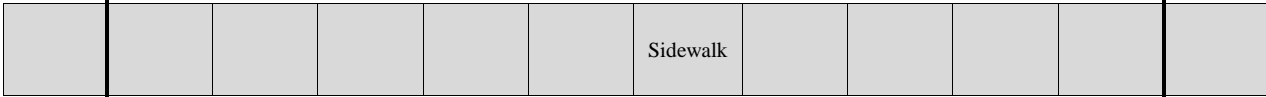
The permit must include all of the above information or it will be returned to the applicant for completion.
 Permit must be submitted to the Public Works Department, 208 N Main Street, PO Box 288, Roland, IA 50236-0288

The Applicant warrants that they have reviewed and are familiar with the provisions of the CITY OF ROLAND TREE ORDINANCE, CHAPTER 151 and have received a copy of the Arboricultural Specification and Standard of Practice, and will defend, indemnify, protect, and save harmless the City and its employees from any and all liability from any claim or cause of action which any person may have or claim to have by reason of any actual or alleged failure on the part of the Applicant and/or their Contractor to comply with the terms and provisions thereof. The applicant is also aware that the permit expires 30 days from the date of renewal.

Signature of Applicant: _____

Date: _____

Sketch Area

Abutting Property Owner or Street if a corner lot	Address: _____ ROW Width: _____ (distance from edge of sidewalk to curb)* ROW Length: _____ (distance from property line to property line)	Abutting Property Owner or Street if a corner lot
Property Line		
Property Line		Property Line
Curb (or edge of the traveled street)		
Street		

* When there is no sidewalk installed on the property, the distance shall be measured from the property line to the curb (or the edge of the traveled street). When determining the placement of the trees, the distance will be measured from the point where the sidewalk should be installed to the curb (or the edge of the traveled street).

-For Office Use Only-
Approval for Planting/Removal

Preliminary Approval By: _____ Date _____

Special requirements or stipulations _____

Final Approval By: _____ Date _____

Denied By: _____ Date _____

Reason for Denial: _____

Permit Fee: _____ Date Paid: _____ Receipt No. _____

City of Roland
Tree Planting/Removal Permit

Date _____

Permission is hereby granted to _____ the
(Name)
undersigned, to (plant/remove) street trees as indicated below. This tree work is to be
done at _____
(Address)
on (approximately) _____, 20 ____.

The undersigned hereby certifies that the following trees are to be planted/removed:

<u>Number of Trees</u>	<u>Type of Tree</u>	<u>Diameter of Trunk</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

The names of the abutting property owners on the same street are as follows:

If a Contractor is going to be used, Name: _____

Address: _____

Phone Number: _____

Approved by: _____
Street Superintendent Date