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## STREET TREE PLANTING APPLICATION

As required by Ordinance # 11-2-78(d)(3), a permit is required before planting any tree on public property.

\* **PLEASE NOTE**– A completed application must be approved **PRIOR** to the start of work.

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

Name of Applicant: \_\_\_\_\_

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

City-State-ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor that will be doing work (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

If permission is granted, I hereby agree to do the work specified above in accordance with the Village of Ashwaubenon Arboricultural Specifications Manual (available online at [www.Ashwaubenon.com](http://www.Ashwaubenon.com) or by request at the Department of Parks, Recreation and Forestry) including any special provisions listed with this permit and all of the work referred to above shall be performed without cost to the Village of Ashwaubenon. Furthermore, the holder of this permit agrees not to hold the Village of Ashwaubenon or any employees thereof, however caused, responsible for any liability by accident to person or property throughout the exercise of this permit. Additionally, contractors must submit proof of insurance to the Village of Ashwaubenon before a permit may be granted.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Before Digging Please Call:



**1-800-242-8511**

PLEASE RETURN TO:

Village of Ashwaubenon  
ATTN: Village Forester  
900 Anderson Drive  
Green Bay, WI 54304-4605



Revised: 1/23/2018

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Species to be planted: \_\_\_\_\_

Number of trees to be planted: \_\_\_\_\_

Diameter/Caliper 6" above the ground (minimum is 1 1/2"): \_\_\_\_\_

Estimated date of planting: \_\_\_\_\_

Specific location of tree(s) to be planted (i.e. number of feet from curb, driveway, property line, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(For office use only)**

Above ground utilities: \_\_\_\_\_      Underground utilities: \_\_\_\_\_

Terrace width: \_\_\_\_\_      Sidewalk present: \_\_\_\_\_

Dominant species on street (if any): \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_      Denied: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Allowable Planting Period: From \_\_\_\_\_ To \_\_\_\_\_

**If tree(s) are not planted within the allowable planting period, and planting is still desired, another permit must be filled out and approved.**

Approved by Village Forester: \_\_\_\_\_ Date: \_\_\_\_\_

**Proof of Insurance Received**

**Additional Provisions Attached**

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### \*\*\* STREET TREE PLANTING PERMIT SPECIAL PROVISIONS \*\*\*

In addition to the specifications set forth in the Village of Ashwaubenon Arboricultural Specifications Manual, the following special provisions are considered part of this agreement and shall be adhered to as part of this Planting Permit.

1. Trees shall not be less than one and one half inches (1 ½") in diameter at six inches (6") above the ground.
  
2. Street tree species shall be determined and/or approved by the Village Forester prior to the start of work.
  
3. The planting hole shall be a minimum of twice the diameter of the ball, with sides sloping inward toward the bottom of the root ball. The planting hole shall not be dug deeper than the root ball and the root ball shall be placed on undisturbed sub-soil.
  
4. The root flare of the tree shall be placed at or not more than one inch (1") above the grade of the surrounding soil. Balled and burlapped and potted trees shall have excess soil removed from the top of the root system to ensure the root flare is properly located.
  
5. All burlap wrapping, strings, wire baskets and nails shall be removed from the upper half of the root ball after the tree has been placed in the planting hole.
  
6. \_\_\_\_\_  
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7. \_\_\_\_\_  
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8. \_\_\_\_\_  
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