



**TWO
RIVERS**
WISCONSIN

STREET TREE PLANTING PERMIT APPLICATION

Please fill out this application and return to: Street Tree Permit Application, City of Two Rivers, Parks and Recreation Dept., 1520 17th Street, PO Box 87, Two Rivers, Wisconsin 54241. The usual wait time for a permit is one week from receipt of application.

Date _____

Applicant Name: _____


Mailing Address: _____

Phone Number: _____

Email Address: _____

Planting address if different than mailing address: _____

Site & Utility Information

1.	Do you own the property adjacent to the planting location?	Yes	No
2.	Diggers Hotline Contact Information: Call 811 or 800-242-8511 or http://www.diggershotline.com/ Have you scheduled a utility "Locate" with Diggers Hotline?		
		Diggers Hotline Confirmation #:	
3.	What is the width of your planting strip? Measure from the inside edge of the curb to the edge of the sidewalk.		
4.	Does your planting strip have overhead telephone and/or power lines running parallel to the curb?		
5.	How many, and what kinds of trees are you proposing to plant?	Quantity	Species
	Choice A		
	Choice B		

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In addition to the specifications set forth in the City of Two Rivers Policies for Pruning and Removal of Street Terrace Trees, the following special provisions are considered part of this agreement and shall be adhered to as part of this Planting Permit.

1. Trees must comply with the following spacing:
 - a. 30 ft. from any street corner
 - b. 10 ft. from a driveway
 - c. 20 ft. from a streetlight
 - d. 10 ft. from a fire hydrant
 - e. 10 ft from a gas/water valve
 - f. 20 ft. from a utility pole
2. The homeowner is responsible for contacting Diggers Hotline prior to planting any trees.
3. Terrace trees shall be planted equal distance between sidewalk or proposed sidewalk and back of curb or proposed curb in coordination with underground utilities.
4. All trees shall be planted in line with each other at a spacing between 30 ft - 50 ft. depending upon the species of tree and approval of the City Forester.
5. Trees may be allowed on terraces less than 4ft. wide with the City Forester's approval, but trees are prohibited in right of ways less than 50 ft. wide.
6. No planting of shrubbery, ground cover, or other plants within the terrace area.
7. Trees shall not be less than one and on half inches (1 ½) in diameter at six inches (6") above the ground.
8. Street tree species shall be determined and/or approved by the City of Two Rivers Parks and Recreation Director prior to the start of work.
9. 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 not be placed on undisturbed sub-soil.
10. The root flare of the tree shall be placed at or not more than on inch (1") above the grade of the surrounding soil. Balled and burlapped and potted and trees shall have excess soil removed from the top of the root system to ensure the root flare is properly located.
11. 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.

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Affidavit of Applicant

I, _____ (applicant), recognize that the tree(s) is/are being planted in the City of Two Rivers's right-of-way and that the City has the right to remove the tree for any reason at its sole and absolute discretion. I also agree to contact Digger's Hotline to determine the location of any utilities prior to digging. I agree to indemnify the City of Two Rivers and hold it, its employees, and operators harmless for any damages resulting from work I complete within the City's right-of-way. I further agree to restore the boulevard to a condition acceptable to the City of Two Rivers.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Inspection Date:

Permit Approved:

Yes

No

Comments:

Approval/Denial Signature: