

Tree Work Permit

Type of permit: Planting _____ Trimming _____ Removal _____ Other _____

Site address: _____

Briefly describe proposed work: (attach blueprints) _____

Work to be done by: _____

Genus, Species, and variety of tree(s) to be planted: _____

Number of trees: _____ Location of plantings: _____

Diameter of tree at 4.5 feet off ground, or if planting tree(s) specify nursery stock size and grade: _____

If permit is granted, I hereby agree to perform the work described in the proper manner according to the specifications and conditions set forth below. It is further agreed that the City of Stevens Point shall not be held responsible in any manner for personal injury or property damage occurring as a result of applicant's failure to perform the work in accordance with this permit, the City may repair such damage and charge the cost thereof to the applicant. The applicant must show proof of having necessary limits of insurance for proposed work.

Date _____, 20____ Signed _____

Address _____ Phone _____

Before you dig, call Diggers Hotline 1-800-242-8511

For office use only

Above ground utilities: _____ Underground utilities: _____ R.O.W. width: _____

Location to existing signs, driveways, corners, street lights, etc.: _____

Existing street trees and distance: _____

Proposed work must be done in accordance with the following directives: _____

Approved: _____ Denied: _____ Reason for denial: _____

Permit issued: _____, 20____ Permit expires: _____, 20____

City Forester: _____ Permit # _____

Arboricultural Specifications and Standards

Permitee shall comply with all applicable specifications and standards unless waived or modified in writing by the City Forester.

A. Planting

1. Trees shall be not less than one and half (1 ½) inches in diameter at six (6) inches above the ground.
2. No street tree shall be planted closer than two (2) feet from the curb line or the street edge of the sidewalk.
3. No street tree shall be planted less than ten (10) feet from any driveway or fire hydrant, or within the designated clear-vision triangle or less than thirty (30) feet from any street corner, whichever is greater.
4. Street trees will be spaced a minimum of twenty-five (25) feet apart. The exact location and spacing will be determined by the City Forester.
5. The following shall not be planted in the public ways of the city: any conifer, any species of the genus Populus, any Ailanthus, Catalpa, Mountain Ash, Box Elder, Silver Maple, Willow, White Bark Birch, Black Locust, or other species that shall be determined to be unsuitable for street planting.
6. Street tree selection shall be determined and/or approved by the City Forester.
7. 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 (see diagram 1). The planting hole shall not be dug to a depth deeper than the root ball. The root ball will be placed on undisturbed subgrade. The root flare of the tree shall be placed at or not more than one inch (1") above the grade of the surrounding soil.
8. All burlap wrapping, strings, wire baskets, and nails shall be removed from the upper one-half of the root ball after the tree has been placed in the planting hole.
9. Planting holes shall be backfilled with excavated soil. When holes are approximately two-thirds full, they shall be thoroughly watered to eliminate air pockets. After this initial watering, excavated soil shall be installed to the top of the hole and watered.

**City of Stevens Point
Forestry Specifications for Construction on Public Lands**

1. Installation, Repair, or Maintenance of Underground Wires, Cables, Conduits, Utilities or Other Facilities

A. Boring

Any and all installations that will have impact on public trees in relation to underground utilities are subject to the review and approval of the City Forester before the project starts. When possible, a plan showing the path of the underground utility in relationship to the surrounding trees shall be submitted to the City Forester two (2) weeks before any work begins for approval of utility placement and technique. Open-cut excavating is allowed only up to the distance from various size trees, as listed below. Where there is insufficient space for trenching to bypass the Tree Protection Zone (TPZ), boring must be used in place of trenching. See Figures 1 and 2. You must bore at a minimum depth of three (3) feet. The surface area and subsoil directly adjacent to street trees shall not be disturbed as follows:

<u>Tree Diameter (DBH)</u>	<u>Tree Protection Zone (TPZ)</u>
0 - 2 inches in diameter	Bore 3 foot from trunk of the tree in all directions if trench is located within or intersects this radius from the tree.
3 - 4 inches in diameter	Bore 3 feet from trunk of the tree in all directions if trench is located within or intersects this radius from the tree.
5 - 9 inches in diameter	Bore 8 feet from trunk of the tree in all directions if trench is located within or intersects this radius from the tree.
10 - 14 inches in diameter	Bore 10 feet from trunk of the tree in all directions if trench is located within or intersects this radius from the tree.
15 -19 inches in diameter	Bore 12 feet from trunk of the tree in all directions if trench is located within or intersects this radius from the tree.
19+ inches in diameter	Bore 15 feet from trunk of the tree in all directions if trench is located within or intersects this radius from the tree.

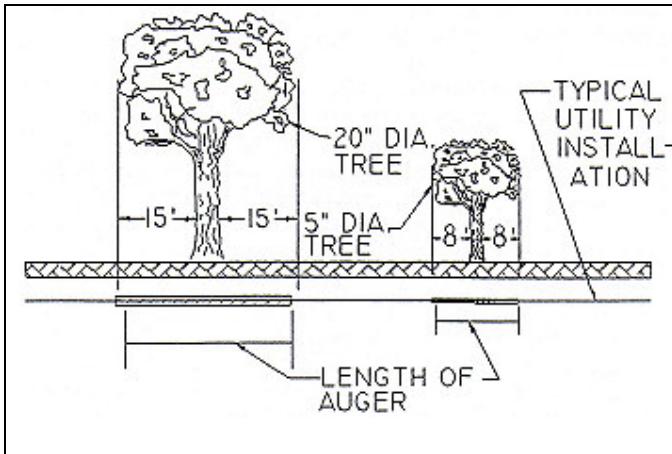


Figure 1

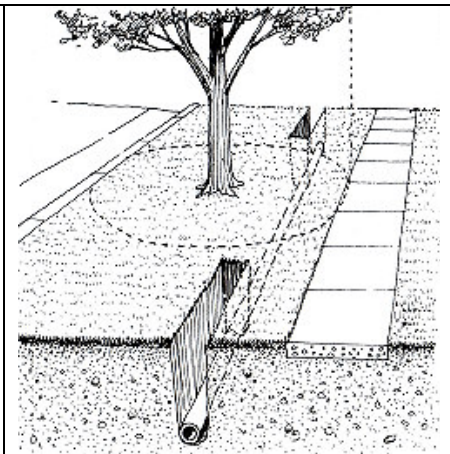


Figure 2 - Bore Method

B. Trenching

Trenching operations, when allowed to be used in the TPZ causes damage to that tree's root system. Trenching through the tree's TPZ will cause any or all of the following damage to occur to the tree: Slowing of growth rate, die-back and decline of the tree's crown and or root system, deadwood formation, wind throw, invasion of wood-decaying fungi and/or insects, or total tree mortality. See Figure 3. Open trenching in the TPZ of a public tree is prohibited. In some instances, exceptions may be allowed if in the opinion of the City Forester the impact of trenching upon the tree will be negligible. It is also recognized that there may be situations where utilities must be installed or repaired within the tree's TPZ, and trenchless excavation is not possible. The City Forester shall have the authority to determine whether trenchless excavation is impossible, in which case permission to proceed may be granted under the following conditions:

- The City Forester will determine the location and size of the pit or trench.
- Pre-construction root pruning may be required. See section two (Root pruning).
- Any roots encountered during construction, which can not be saved, must be cleanly cut as described in section two (Root pruning).
- All trenches/excavations shall be backfilled as soon as possible to prevent roots from drying out.
- See section six (General).

2. Root Pruning

A. Pre-construction root pruning

Some construction activities may require pre-construction root pruning. Pre-construction root pruning will be an option considered when root loss is unavoidable in the TPZ, and shall only be performed under Forestry Dept. supervision. This procedure results in roots being cut, but if done properly it will minimize damage to the tree and afford the pruned roots an opportunity to quickly regenerate. If approved by the City Forester, a mechanical root cutting machine designed for such purpose may be used to cut roots. Trenching machines are not allowed in root pruning operations. Areas to be root pruned will be determined by the City Forester. See section six (General).

B. During Construction

Roots that are one (1) inch in diameter or larger that can't avoid being destroyed during construction, such as trenching or excavating a boring pit, must be cleanly and sharply cut by hand. See section six (General). Make the cut flush with the side of the trench closest to the tree. There is no need to paint or treat the ends. See Figure 4.

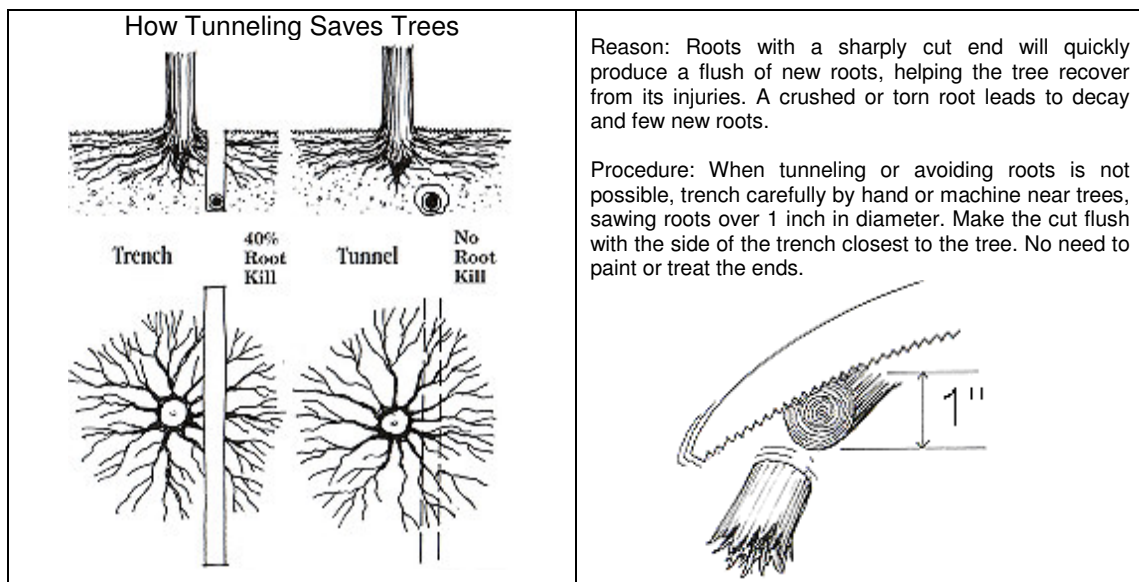


Figure 3

Figure 4 - Make Sharp Cuts

3. Sidewalk Construction

Specifications

Sidewalk removal shall occur prior to root pruning. Sidewalk removal shall be performed in a manner which prevents damage to tree branches, trunks and roots and/or prevents soil compaction. Unless other specifications apply, roots are then to be pruned by hand not deeper than nine (9) inches below finished grade of the new walks, and not more than five (5) inches out from the edge of the new walk. See section two (Root pruning).

4. Curb and Gutter Construction

Specifications

Roots may not be cut further back than the stated setback. The stated setback may vary depending upon the tree. Root pruning shall be performed with hand implements only. Curb excavation shall be allowed to a maximum depth of eighteen (18) inches. Exposed tree roots shall be covered with mulch from a period immediately following curb and gutter removal, until the area is backfilled following construction. See section two (Root pruning).

5. Backfilling

Specifications

Backfilling and landscaping shall be done by use of hand implements within the dripline (outermost reach of branches) of boulevard trees. All cutting for the removal of sod and soil in order to establish a finished grade within four (4) feet of existing trees must be done manually if necessary. The top one (1) foot of all excavations in the tree border (between the curb and sidewalk/property line) and in all boulevard medians shall be backfilled ONLY with clean, viable soil. No concrete, slurry, gravel, stone, sand, or other such materials shall be used for backfill. Flush backfilled excavations to settle material. Restoration shall be to original grade, unless otherwise specified.

6. General

All provisions of Chapter 11 of the Forestry Ordinance apply, and in addition to:

A. Damage to city-owned trees, shrubs, and other plant material due to permit-holder negligence or accident shall be repaired only by the City Forestry Department. The Forestry Department shall remove and replace any trees, shrubs, and other plant material determined to be excessively damaged. The costs of all such repairs, removals, replacements, and an amount of value lost will be the liability of the permit-holder and billed accordingly.

B. To protect the immediate portion of tree root zones, NO construction equipment or materials, sand, soil, concrete or any other materials shall be placed, parked, or stored on the surface of any unpaved areas within the driplines of city street trees. NO chemicals, rinsates, or petroleum products shall be deposited within the driplines of city street trees.

C. Care shall be taken not to damage tree trunks and branches. The City Forestry Department shall be contacted at least five (5) business days prior to the set-up for any construction to discuss problems of overhanging branches which may be damaged.

Definitions and/or Terms

Boring - To create an underground passage. Shall be synonymous with tunneling and augering.

Street tree - Shall mean any public tree presently or hereafter located in the public way between the curb and public sidewalk, or between the curbs of a median strip, or in the equivalent location with respect to future curb, sidewalk or median strips where such curbs or sidewalk are not yet installed.

Tree Protection Zone (TPZ) - Shall mean a zone of protected space surrounding any public tree extending from the topmost branch or leader downward to a distance of thirty-six (36) inches below the surrounding ground surface level. The radial dimensions from the center of the tree to the outermost horizontal limit of the zone is determined by the diameter of said tree as measured at four and one half (4 ½) feet above ground surface level, and is further defined in the "Forestry Specifications for Construction on Public Lands".

Trench - Shall mean to create a furrow or a ditch by digging, slicing, plowing, or the like of. Shall be synonymous with open-cut excavating.