

## **Street Tree Permit Additional Information**

### **Permit Required**

- No person, contractor, or Village department, shall hereafter plant, remove, prune, or treat with growth inhibiting measures, any tree or shrub upon any public way, street, alley, park, or other property owned by the Village, without obtaining a Street Tree Permit, except in the case of a bone fide emergency situation such as a limb or other part of a street tree being within the traffic way or as may be determined by the Manager in the capacity as conservator of the peace and administrative officer of the Village. In which case, any public utility may act in response to the emergency but must report such actions for a determination of "emergency" by the Manager. A Street Tree Permit shall specify number of trees or shrubs, size, type, species, and location to be planted, pruned, or removed. When a permit is issued to an individual or contractor it is the responsibility of the permit holder to contact "OUPS" or its succeeding entity, Dayton Power & Light and Waynesville Utilities
- The Director has the authority to deny a permit to any person or contractor who proposes to plant any tree or shrub upon a public way, street, alley, park, or other property owned by the Village, of a size, type, or species determined to be undesirable for the proposed location, or if the location is determined to be unsuitable.
- Street Tree Permits shall be valid for a maximum period of sixty (60) days unless otherwise specified. All work approved by the permit shall be completed in the time specified by the permit and in the manner described. Permits shall be considered void if the terms are violated. Additional permit(s) are required to be obtained from the Utilities Superintendent to work within a public right-of-way
- Street Tree Permits shall be administered by the Zoning Director. The Director shall refer all applications for Street Tree Permits to the Street Advisory Board for its review and recommendations. Each location subject to a public tree permit shall be field inspected by the Village Tree Board or appropriate designee prior to the submission of a written recommendation to the Director. All permits for pruning of street trees shall show conformance with the National Arbor Day Foundation Pruning Standards for Shade Trees.
- Utility companies shall provide written evidence to the Director of adherence to established guidelines (as recommended by the National Arbor Day Foundation) for line clearance work. These guidelines shall cover the following areas:
  - o Tree trimming/pruning
  - o Tree removal
  - o Brushing
  - o Right-of-way clearance for new transmission conductors on private rights-of-way
  - o Chemical brush control and appropriate precautions.

### **Required Materials**

- Written description of the purpose of the permit and the location for which the permit is sought
- Specifications of the species, cultivar, and genus of the tree which is the subject of the permit application
- Description of the method proposed to accomplish the permit and, in the case of a proposal to remove an existing tree, the authorization as a representative of a certified arborist, and in the case of a proposal to plant or prune, the signature of the permit holder agreeing to comply with the National Arborist Standards.

**Removal, Replanting, and Replacement in Public Places**

Wherever it is necessary to remove a tree(s) or shrub(s) from any Village owned property, in connection with the paving of a sidewalk, or the paving or widening of a portion of a street, alley, or highway used for vehicular traffic, or any other reason, the person responsible for the paving, widening, or other activity shall endeavor to remove and replant such trees or shrubs, or replace them. No permit shall be issued for any tree over 12” in caliper or 30 years in age shall be removed or issued a Street Tree Permit without prior public review by the Village Tree Board at its regularly scheduled meeting.

No adjacent property owner shall remove or cause to be removed any tree(s) or shrub(s) from the Village owned tree lawn, or other public place, as defined, for any purpose.

**Removal of Stumps**

All stumps of street trees shall be removed twelve inches below the surface of the ground. Stumps shall be removed or shall be ground at the site. All residual material shall be removed from the site at the time the tree is removed and the site shall be restored as approved in the Street Tree Permit.

**Arborist License and Bond**

It shall be unlawful for any person or contractor to act as an arborist in the business or occupation of pruning, treating, or removing street trees within the Village without providing documentation as a certified arborist or as the authorized representative of a certified arborist. Each applicant shall file evidence of possession of liability insurance in the minimum amount of \$1,000,000 indemnifying the Village or any person injured or damaged resulting from the pursuit of such endeavors as herein described.

Tree Board Review Required?: \_\_\_\_\_ Date of Board Determination: \_\_\_\_\_  
(attach minutes)