City of Saint Paul | Tree Permit Application

Department of Parks and Recreation
Forestry Unit
1120 Hamline Avenue North, Saint Paul MN 55108-2614
phone: (651) 632-5129 fax: (651) 642-0525 email: forestry@ci.stpaul.mn.us

Application

Please read the terms and conditions of tree work found on the back of this document prior to completing the application

Property Owner: _____

Location/Address: _____

_____

Phone Number: _____

Type of Tree Permit Requested: (Work other than tree planting and sculpting must be completed by a licensed tree contractor)

- ☐ Planting
- ☐ Removal
- ☐ Pesticide or Fungicide Treatment
- ☐ Trimming
- ☐ Sculpture
- ☐ Other: _____

Contractor/Company Name: _____ License Number: _____

Describe the location of the tree(s):

_____

Provide a brief description of proposed tree work (in the case of treatment, name any chemical and method to be used)

_____

_____

_____ _____

Applicant Signature Date

Permit

For office use only

☐ **Permit is hereby granted** to PROPERTY OWNER/Contractor: _____

Location/Address: _____ Tree Location: _____ Number of Tree(s): _____

Species of Tree(s): _____ Size of Tree(s): _____

Comments: _____

*Permit is granted under the conditions listed on the reverse of this form and subject to inspection by Saint Paul Forestry

☐ **Permit application is denied**

Reason:_____

_____ _____

Authorized Forestry Staff Date

THIS PERMIT EXPIRES 90 DAYS FROM THE DATE OF ISSUANCE

Note: The person to whom this permit is issued, agrees to do the work according to the terms of this permit and to be personally and directly responsible for all damages to persons or property arising from the work hereby permitted or authorized to be done while agreeing to indemnify and hold the City of Saint Paul harmless from any loss, claim, damage, or expenses arising therefrom. The said person further agrees to repair all disturbances of public grounds, if disturbed by permit holder under this permit, to the satisfaction of the Director of Parks and Recreation and in case the permit holder fails or neglects to do so, that the said Director may have the work of restoration performed and the permit holder hereby agrees to pay said costs thereof.

Terms and Conditions

Planting

Planting permits are subject to review by Forestry staff based on site conditions and planting goals outlined in the Street and Park Tree Master Plan. Underground utilities must be located prior to planting.

1. **TIME OF YEAR:** Spring and Fall are the best times to plant.
2. **TREE(S) MUST BE** cultivated nursery stock with a form typical of the species, not less than 8 feet tall and 1.5 inches in diameter, measured 6 inches above the ground.
3. **UTILITIES MUST BE LOCATED:** Prior to site review and planting the property owner must contact Gopher State One Call at (651) 454-0002 or (800) 252-1166 to have underground utilities located. This is a free service.
4. **LOCATION:** Specific location shall be determined by the Arborist/Forestry Manager after utilities are located.
5. **SOIL:** Ideally, soil should be suitable well drained loam, and contain no rocks, roots, sod or other foreign matter. You may use existing soil if foreign matter is removed to the best of your ability.
6. **SIZE OF HOLE:** At least 12 inches wider at the top than the roots and deeper than the natural spread of the tree(s) roots.
7. **PRUNING ROOTS:** Cut split and damaged roots using a sharp pruner. When planting, do not bend the roots to fit the hole.
8. **PRUNING TOP:** Cut only dead, damaged or crossing branches using proper pruning methods. (See How to Prune Trees brochure distributed with this permit.)
9. **WATER:** Water the newly planted tree every 5-10 days the first year, especially during extremely hot, dry weather or if in a sandy soil. Water should be applied slowly using a hose or watering bag to thoroughly soak the root zone.

The following tree work must be completed by a licensed and insured tree contractor. A list of city licensed contractors is available from the Forestry office or online at www.stpaul.gov/index.aspx/nid=3411. The person to whom the permit is issued is responsible for the disposal of all tree waste generated by the trimming or removal of the public tree(s), stump(s), or root(s).

Removals

Trees are removed to promote public safety and mitigate unsound or damaged tree structure. Trees that are dead or exhibit declining health or disease, are invasive species, or are in conflict with right of way construction projects are also subject to removal. In most cases, trees that provide value to the urban landscape and benefit the community will not be removed. The final decision to remove a tree rests with Saint Paul Forestry.

1. **TREE REMOVAL** on public land must include stump removal.
2. **REMOVAL OF STUMPS/ROOTS** must be removed to a depth of at least 8 inches below ground level and the hole refilled with soil. Underground utilities must be located prior to stump or root removal by calling Gopher State One Call at (651) 454-0002 or (800) 252-1166. This is a free service.

Chemical and Other Treatments

(Includes: chemical injections, root graft barrier installation, decorative light installation, or other treatments) Chemical injections shall be done by a licensed contractor using a trunk injection system (soil drenches are not an approved application method). Treatment does not guarantee that the tree will not be removed in the future.

1. **ANY TREATMENT** to public tree(s) does not preclude removal of tree if condemned under any "Shade Tree Disease Control Ordinance" or other City Ordinance. Any treatment must meet current Arboricultural Standards.

Trimming

Public boulevard trees are trimmed on a rotational cycle to promote proper tree structure and to remove dead and unsound wood. Trimming is also done to remove unsound or damaged branches throughout the year.

1. **PRUNING:** When trimming trees follow the ANSI A300 pruning procedures. Make all cuts sharp and clean. When removing heavy limbs, cut from the underside first, then make the second cut a few inches further out on the branch, to avoid tearing wood and bark down the branch or trunk. Topping and pollarding are not allowed practices.
2. **TIMING:** Follow recommended pruning schedules to reduce the spread of insects and disease. Oak, honeylocust, elm, and crabapple should be pruned November-March while trees are dormant.
3. **DAMAGED OR LOOSE BARK** should be cut away, using a sharp knife or chisel, leaving no sharp corners, to a location at which live bark clings tightly to the trunk.
4. **LOWER LIMBS** should be removed to form a symmetrical shape and allow 16' of clearance on the street & sidewalk side.
5. **THINNING** should only be done to remove damaged, weakened and diseased branches or to improve the structure of the tree. Remove the least desirable of any crossing or rubbing branches. Wounds should not be painted. Exceptions: oak tree wounds should be painted April 1 to July 1; honeylocust and fruit tree wounds should be painted during the growing season.

Tree Sculpture

1. **TREE SCULPTURES** require design approval and the property owner to carry a liability rider on their insurance policy. Work must be performed by an insured sculptor. Additional application materials are required. Contact the Forestry office at (651) 632-5129 for further details.