



The City of Urbana | Engineering Department
205 South Main Street, Urbana, Ohio 43078 | (937) 652-4324 | www.urbanaohio.com

Tree Work Permit

Permit #: _____ Fee: \$ 0

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. Submittal of an application does not constitute acceptance for processing until the Engineering Division reviews the application for accuracy and completeness.

General Information

Property Address: _____

Owner of Property: _____ **Phone:** _____

Email: _____ **Fax:** _____

Summary of Requirements

- Reference [Section 905](#) of the City Ordinances.
- Planting or removing tree(s) in the public right-of-way prohibited without approved permit.
- Trees chosen from the preferred tree list only as recommended by the [Shade Tree Commission](#). List is located on the City website.
- The City reserves the right to remove trees within the right-of-way when it deems necessary.
- Large and medium trees are preferable as street trees with appropriate tree lawn widths of 8 feet minimum for large trees and 6 feet minimum for medium trees.
- Spacing of new street trees: 60 feet between large trees, 40 feet between medium trees.
- Trees must be: 15 feet from signs, driveways and fire hydrants; 40 feet from overhead power/electric lines for medium trees; 60 feet from overhead power/electric lines for large trees.
- Street trees planted at least 10 feet from underground utilities.
- Street trees planted a minimum of 30 feet from intersections.
- Street trees shall not be planted under overhead utility lines.

Proposed Work

Tree Planting

Tree and Stump Removal

Existing Stump Removal

Location: (Use the area below to draw the location of the planting/removal.)

Size of Tree:

Medium

Large

Species, Cultivar and Common Name:

(e.g. *Acer rubrum* "Franksred", commonly Red Sunset Red Maple)

Method of Planting/Removal:

Check All That Apply

Hand Dig

Backhoe

Auger

Stump Grinder

Other: _____

Diameter at Breast Height (DBH) or other size measurement:

Applicant's Affidavit

The undersigned hereby applies for a permit to plant and/or remove tree and/or stump, within the right-of-way herein located and described. The undersigned states that he/she is well informed on Chapter 905 of the City of Urbana Tree Ordinance and guarantees that all work and material will meet or exceed the minimum requirements of that Code. Ohio Utilities Protection Service (Ohio 811) must be called at least 48 hours prior to permit submission in order for Engineering to inspect the planned planting location for adherence to the utility setbacks. Phone number is 800-362-2764 or 811. OUPS must also be contacted for stump removal. Permit holder must call the City Engineer's Office within 5 days of completion of the permitted work for a compliance inspection. He/she also understands that if a permit is issued, it shall remain in force for six calendar months. He/she certifies that the information contained herein including attachments is correct to the best of his/her knowledge. The undersigned understands that knowingly falsifying this information may be grounds for the denial or revoking of this application and subsequent approval thereof.

Signature of Applicant: _____ **Date:** _____

Office Use Only

This application is approved rejected Date filed _____

Approved by: _____ **Date:** _____