



# APPLICATION FOR STREET TREE PLANTING PERMIT

For Office Use Only:	
Date Received:	Received By:

## Section I - Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Do you own or rent property adjacent to the proposed tree?  Own  Rent

Name and Address of Property Owner (if rented): \_\_\_\_\_  
\_\_\_\_\_

## Section II - Tree and Location Information

Street Location for Tree: \_\_\_\_\_

Planting Strip Width: \_\_\_\_\_ feet \_\_\_\_\_ inches Work Begin Date: \_\_\_\_\_ Work End Date: \_\_\_\_\_

Species of Tree: \_\_\_\_\_ Quantity: \_\_\_\_\_

Please consult the list of approved tree species.

Have the underground utilities in the planting area been located?  Yes  No

If not, please contact Miss Utility at 811 for location of utilities. Utilities must be located before permit is approved.

Are there any overhead power lines in the planting area?  Yes  No

Tree species must be selected from the Approved Small Tree List below if overhead power lines are in the planting area.

## Section V - Indemnification and Authorized Signatures

The undersigned agrees to comply with the City of Roanoke Street Tree Planting Permit Standards. Permittee shall indemnify, defend and hold harmless the City of Roanoke and its officers, agents, employees and successors in interest from and against all claims, damages, losses and expenses including attorney fees arising out of or in connection with work performed under this permit. This obligation of permittee to indemnify, defend and hold harmless shall continue in effect after the completion of the project authorized under this permit.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only  
Authorized Signatures and Work Flow

Approved  Denied – Urban Forester: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_



**ROANOKE**  
PARKS AND RECREATION

## STREET TREE PLANTING PERMIT STANDARDS

For Office Use Only:

Date Submitted: \_\_\_\_\_

Submitted By: \_\_\_\_\_

### Section I – Permit Standards

- (a) All trees planted on city property become property of the city and are subject to all applicable city ordinances including Chapter 33, Vegetation and Trash, of the Roanoke Code. All trees planted on city property must be approved by the Urban Forester in writing. No tree on city property may be removed without written approval by the Urban Forester.
- (b) All costs associated with this application will be borne by the applicant.
- (c) The applicant is responsible for buying, planting and watering the tree.
- (d) The adjacent sidewalk, curb or gutter must not be altered by the applicant.
- (e) The tree may later be removed by the city if required for safety reasons or for street or sidewalk improvements.
- (f) The tree trunk must be a minimum of 1" diameter measured at a height of 6 inches.
- (g) Newly planted trees must not have branches that obstruct the path of travel on the sidewalk or interfere with traffic.
- (h) Use only trees from the following Approved Tree Lists. Select from the Approved Small Tree List if overhead power lines are in the planting area.
- (i) Trees shall not obscure traffic or parking signs/signals or vehicular sightlines.
- (j) Make sure planting is not:
  - within 25 feet of any street intersection
  - within 3 feet of a gas meter, water meter or utility box
  - within 20 feet of another street tree
- (k) At no time shall the applicant, equipment or tree come in contact with overhead power lines.
- (l) For liability purposes, applicants for a Street Tree Permit must complete the Municipal Volunteer Program Application and Work Release Form also.
- (m) Upon approval, the Street Tree Planting Permit will be valid for 90 days.
- (n) Questions may be directed to the Urban Forester at 540.853.1994.
- (o) Send completed Street Tree Planting Permit Application, Volunteer Application and Work Release Form to:

Urban Forester  
Roanoke Parks and Recreation  
1802 Courtland Road, NE  
Roanoke, VA 24012
- (p) A response to your request will be made within two weeks. Do not plant the tree until you have received written approval from the city.