



City Tree Permit

Planting, Pruning, Removal, Chemical Treatment & Construction

Property Owner: _____ Phone: _____

Property Owners Mailing Address: _____

Email: _____

Location of proposed work: _____

Contractor: _____ Phone: _____

Contractor Mailing Address: _____ Email: _____

Certified Arborist # _____ Insurance Policy (please attach)
(Requirements example provided)

Pesticide Applicators # _____

Work to be completed: Prune _____ Plant _____ Removal _____
Chemical Application _____ Construction/Excavation _____

Number of trees to be planted: _____ Kind of tree(s) _____
(tree caliper must conform with City Tree Ordinance and be of an approved species)

Number of trees to be pruned: _____ Kind of tree(s) _____

Number of trees to be removed: _____ Kind of tree(s) _____

Pest to be treated by chemical application: _____ Chemical to be used: _____

Number of trees effected by construction/excavation: _____ Kind of trees (s) _____

Watering Plan (for tree(s) planting): _____

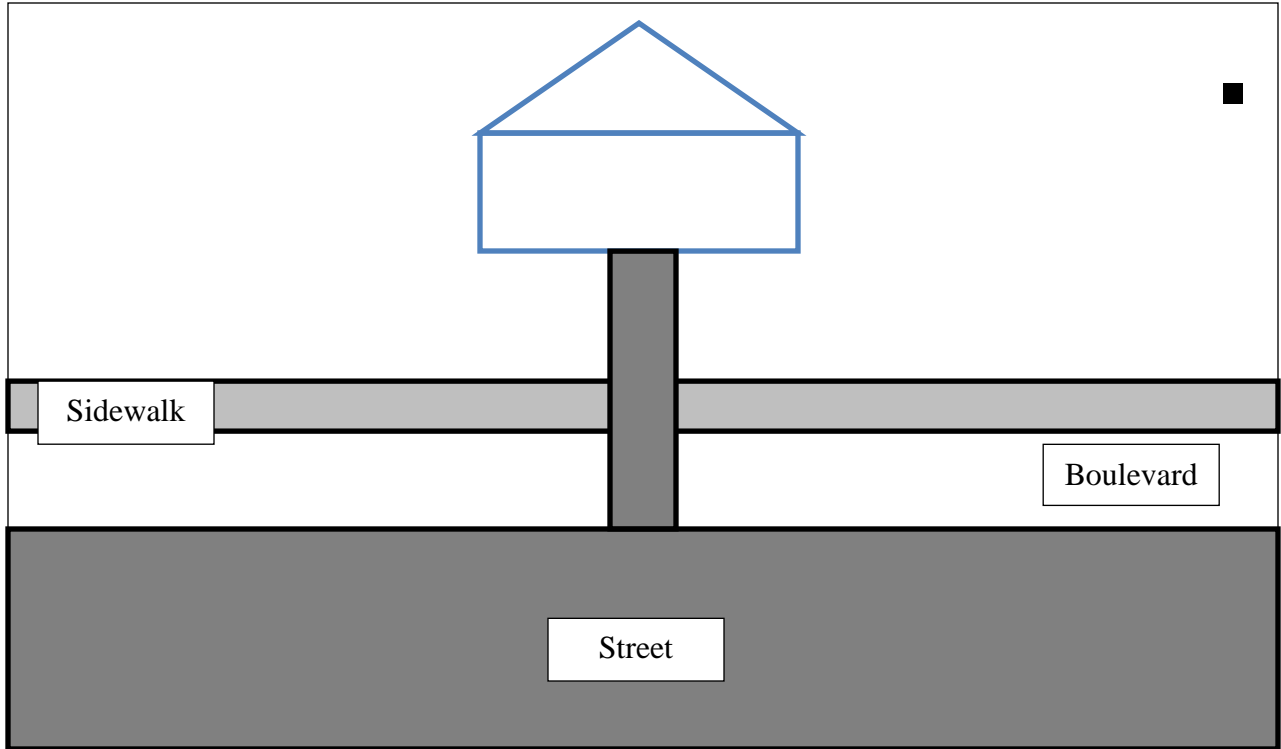
Owner/Contractor shall be responsible for stump removal of any trees removed. _____ Initial

Goal of pruning/removal/chemical treatment: _____

Permit Guidelines

**Please attach a sketch of the proposed work to be completed.
Include spacing distances on your sketch.**

Please provide sketch of tree location(s) (Attach additional pages if necessary):



Pruning: Please provide photo of tree with proposed pruning indicated.

Construction/Excavation Involving Trees, (attach additional pages if necessary):

Address	Tree Species	Tree Diameter	Distance from bole of tree to dig

In-House Use:

Review & Approval by Director or Designee Yes _____ No _____

Director or Designee Signature _____ Date _____

Permit Guidelines

Vegetation NOT authorized for planting upon Public Right-Of-Way or Public Property:

Unless otherwise specifically authorized by the Parks Department, the following species and types of vegetation shall not be planted upon public street rights-of-way within the City of Kalispell.

- Any of the poplar species (*Populus* spp.), including but not limited to cottonwood, aspen, silver poplar, and Lombardy poplar. (poor structure/weak branch attachments prone to failure)
- Any of the willow species (*Salix* spp.) (weedy, poor structure and weak branch attachments prone to failure)
- Any box elder tree (*Acer Negundo*), (poor structure/weak branch attachments prone to failure)
- The Siberian elm tree (*Ulmus pumila*), (poor structure/weak branch attachments prone to failure)
- Norway maple (*Acer platanoides*) or its cultivars. (Over planted in City)
- Any weeping or pendulous type tree (i.e. weeping birch)
- Any tree with a bushy growth habit which can't be maintained to a single stem trunk.

Regulations pertaining to spacing of trees planted on public street rights-of-way:

- All landscaping and/or plantings upon public rights-of-way must be approved by the Parks Department and must be within the rules and regulations of the Kalispell Landscape Ordinance 1690.
- Unless otherwise authorized by the Parks Department, all newly planted street trees shall be planted midway between the sidewalk and the curb at least 25 feet back from the projected property line at a street intersection.
- No trees will be planted closer than 5 feet to any building, structure, driveway or alley, within 15 feet of any street light, utility pole, street sign or fire hydrant.
- No tree planting is permitted where the distance between the curb and detached sidewalk is less than 3 feet (boulevard width).
- No tree other than those designated as a small canopy tree shall be planted under any overhead utility lines. If the Utility is less than 20 feet above the ground, no tree shall be planted; except for special plantings designated and/or approved by the Director or Designee.
- Spacing of plantings shall be no closer than 25 feet for small canopy class, 35 feet for medium height class and 40 feet for large height class; except for special plantings designated and/or approved by the Urban Forester.

Permit Guidelines

Planting Tips

- Call 811 for underground utilities prior to any digging.
- Avoid planting trees too deep. The trees first major root should be at ground level. Oftentimes trees come too deep from the nursery and require having soil removed from the top of the root ball to reach the proper planting depth.
- Keep sod away from the trees stem. The use of mulch is highly advised. Place 2-3 inches deep, out to the drip line of the tree.
- Watering trees require different watering requirements than turf. Trees should be watered before and after planting. Deep root watering should be done until the tree is established approximately every 7-10 days.
- Do not fertilize in first year of planting.

Pruning Guidelines

- Because of the danger and experience required for tree pruning the use of a Certified Arborist is required.
- Attention is to be given to the eventual symmetrical appearance of the trees. Appropriate pruning shall be done in order to maintain a tree-like form typical of the species of the tree being pruned.
- In lifting the bottom branches of trees for clearance, care should be given to the symmetrical appearance of the entire crown.
- When two branches are rubbing against each other, one should be removed.
- Deadwood should be removed.
- When possible “V” shaped tree branch unions should be pruned out. “U” shaped branch unions are preferred.
- All final cuts shall be made sufficiently close to the trunk or parent limb, without cutting into the **branch collar** or leaving a protruding stub, so that wound closure can readily begin under normal conditions. Clean cuts shall be made at all times. All drop crotch pruning cuts will be made back to branches with a minimum of $\frac{1}{3}$ the diameter of the parent branch.
- **Under no circumstance shall a tree be topped.**

Permit Guidelines

Excavation Guidelines around Trees

Prior to construction

- Establish a trees Protection Root Zone (PRZ), the area from the base of the tree outward to the trees drip line. Place construction fencing around this area prior to commencing work.
- Keep construction materials and equipment off the PRZ.

When construction will impact roots within the PRZ

- If construction requires entering the PRZ, 6" of mulch should be placed on over the PRZ to minimize compaction of soil.
- Any work completed within the PRZ shall be done with hand tools and not heavy equipment.
- Roots that must be removed due to construction shall be cut clean with a sharp saw not ripped.
- Exposed roots should be covered with soil and kept moist.
- No paint should be applied to damaged roots.
- No roots shall be cut within 2 feet of the trees trunk without consulting with Parks Superintendent prior to cutting.
- When roots are to be cut larger than 2" in diameter Parks Superintendent must approve prior to cutting.
- When more than 25% of a trees roots are required to be cut to complete the project Parks Superintendent must approve prior to cutting.