

# Street Tree Planting Application and Requirements

---

For the protection and benefit of the public, the City's residents through their elected leadership have chosen to establish rules regulating the responsible planting and care of trees in the public road and utility right-of-ways<sup>(1)</sup>.

With the establishment of a City Tree Board, the City recognized the importance of trees to the health, welfare and quality of life in our community. The Board has recommended and the Council has adopted these standards and requirements to encourage and promote trees on the public streets that support these goals:

- Achieving diversity of species for greater balance and variety and to reduce the threat from unforeseen epidemic or blight
- Selecting appropriate species to result in trees that will survive and thrive in each location
- Achieving appropriate spacing and location of trees to avoid physical conflicts with pedestrians, public utilities and existing vegetation and visual conflicts for drivers
- Ensuring the proper planting and care of trees to promote their health and survival

Property owners seeking approval to plant a tree in the right-of-way must review and agree to comply with the following requirements for the selection, placement and care of your proposed street tree(s). Once your completed application has been reviewed and approved by the City's appointed tree administrator, you may be authorized to plant a tree or trees subject to the terms of this application / permit.

## **Tree Selection**

The website "*Guide to the selection of trees and shrubs in urban areas*" has been chosen as an authoritative and objective reference standard for tree characteristics that can be matched to the various street tree locations and situations. Also, most commonly considered tree species for planting on the City's streets can be found by consulting your local nursery professional, or by using one of these convenient reference sites:

- Urban Trees and Shrubs Guide: <http://na.fs.fed.us/Spfo/pubs/uf/uts/index.htm>
- Arbor Day Foundation's advanced search tool: [www.arborday.org/trees/treeguide/advancedSearch.cfm](http://www.arborday.org/trees/treeguide/advancedSearch.cfm).

## **After researching your location, conditions and tree species characteristics, complete the following:**

- Proposed tree species \_\_\_\_\_
- Tree size (at maturity) Height: \_\_\_\_\_ ft, Width: \_\_\_\_\_ ft
- Property address: \_\_\_\_\_
- Proposed location: complete all the required information in a sketch on the attached template.

----- Sketch Template (and directions) Inserted Here -----

For City approval, please check each box to confirm your agreement to comply with each of these requirements and criteria:

- Hardiness – the species is recommended for Zone 5 in the USDA Hardiness Scale
- Soil conditions – the species is compatible with sandy or silty loam soil (typical for the area)
- Salt tolerance – the tree is listed as a species that tolerates road salt
- Pedestrian clearance - the tree will be trimmed (by owner or at owner's expense) maintaining a minimum overhead clearance of seven and one half (7 ½) feet above the public sidewalk
- Traffic clearance – the tree will be trimmed (at owner's expense) to maintain a minimum overhead clearance of thirteen (13) feet above the street
- Sight distance from street corner – the tree will be planted no closer than 35 feet from the nearest cross street intersection
- View from neighboring properties – consideration has been given to avoid significantly obstructing the view of neighboring property owners.
- Sight distance from driveway – the tree will be planted no closer than 20 feet from the nearest driveway
- Street lighting clearance – the tree will be planted a minimum of 20 feet from the nearest street light located on the same side of the street
- Underground utility separation – the owner will ensure that the tree will be planted no closer than five feet from the nearest underground utility line. The owner agrees to contact “Miss Dig” (800-482-7171 or 811) and to comply with requirements for all underground utilities to be located and marked prior to planting the tree.
- Fire hydrant clearance – the owner will be responsible for planting the tree no closer than five feet from the nearest fire hydrant
- Street sign clearance – the owner will ensure that the tree will not block a driver's view of any nearby street signs
- Overhead utility lines – the owner confirms that the location and proposed species will (at maturity) maintain a minimum five foot clearance between the tree's crown and any overhead electric lines<sup>(2)</sup>
- Separation between trees – the tree will be planted no closer than 20 feet from the nearest street tree (in the right-of-way)
- The tree will be planted, **watered** and maintained by the owner according to the recommendations in the attached Arbor Day Foundation booklet “How to select and plant a tree”. Copies of the booklet are available at Harbor Springs City Hall.
- The owner takes full responsibility to water the tree for a minimum of three years
- The owner acknowledges that sidewalks can be damaged by the growth of tree roots and takes responsibility for any necessary sidewalk repair or replacement
- The owner acknowledges the City's right to remove the tree to prevent any foreseeable risk to public safety and to discourage the spread of disease or other threats to the health of the City Trees. The City is not obligated to replace any tree requiring removal.

By my signature, I confirm that the information I have provided is true and accurate and that I have read and agree to fully comply with all of the above terms, conditions and requirements for planting a tree in the City right-of-way.

Applicant's signature: \_\_\_\_\_

Applicant's name (printed): \_\_\_\_\_

Mailing address (if different from property address) \_\_\_\_\_

Telephone (daytime): \_\_\_\_\_

Email address (for questions and approval): \_\_\_\_\_

Return permit application to:

Tom Richards – City Manager  
Harbor Springs City Hall  
160 Zoll Street, Harbor Springs, MI 40740  
[citymanager@cityofharborsprings.com](mailto:citymanager@cityofharborsprings.com)  
or fax: 231-526-6865

(1) road right of way (includes all of the publicly owned property including the street and the unpaved portion of the street ending at the property owner's lot line. (typically including all of the public sidewalk). Your property's legal survey is the best reference to determine the boundary between your lot line and City right-of-way.

(2) restriction applies only to overhead high-voltage electric lines. Contact the City's tree administrator or Electric Department to help you distinguish between high voltage electric lines and (low voltage) telecommunication lines.

----- *this section for completion only by City staff* -----

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

Reviewed by: \_\_\_\_\_ Site review: \_\_\_\_\_

Requirements complete: \_\_\_\_\_

Unresolved concerns: \_\_\_\_\_

Approval granted: \_\_\_\_\_ denied: \_\_\_\_\_

Applicant notified: \_\_\_\_\_  (mail)  (email)  (phone)