

PUBLIC TREE PERMIT - City of Roseville

Parks and Recreation Department
2660 Civic Center Drive
Roseville, MN 55113
Phone: (651)792-7142 Fax: (651)792-7050



Date: _____

Name: _____

Address: _____

Phone: _____

Tree Specifications:

Species: _____

Location/address: _____

Tree work (check work that applies):

Plant

Remove

Reason: _____

Treat

Pest: _____

Chemical: _____

Trim (Topping is not allowed.)

Contractor Information:

(If work completed by Contractor)

Contractor Name: _____

Contractor Phone: _____

Gopher State One Call (651-454-0002)

Called for utility locations:
(48 hours before work begins)

Date/Time called: _____

Ticket Number: _____

FOR CITY USE ONLY:

Reviewed by Public Works

Field inspected by Parks and Recreation

Final Approval

Date: _____ By: _____

Comments: _____

PROCEDURES TO OBTAIN A PUBLIC TREE PERMIT

- 1) **Any person(s) wanting to perform tree work on city property must** complete the Public Tree Permit application and submit it to the Forestry Coordinator, Roseville Parks and Recreation Department.
- 2) **The Forestry Coordinator will contact the person(s) when a decision is made.**
- 3) Select and mark the public tree that will receive work, or mark the location for the new street tree. Newly planted trees must be planted per city approval, including species selection & distance from curb. Tree species selection **must** be from the approved Tree Distribution map.
- 4) Tree removal contractor **must** be licensed with the City of Roseville to remove or trim trees.
- 5) Submittal and issuance of this permit assumes acceptance by the Permittee of the Conditions as outlined on the back.
- 6) Call "Gopher State One Call" (651-454-0002) to locate the utilities near the work site. You must call 48 hours before you dig. It is not necessary to call Gopher State if no digging is planned.

CONDITIONS UNDER WHICH A PUBLIC TREE PERMIT WILL BE ISSUED.

The following items are the conditions under which this permit is approved. If at any time the conditions are not or can not be meet the permit is invalid.

1. Statement of Work – The Permittee shall provide all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, and perform and complete all work required for the maintenance of city trees an efficient and workmanlike manner, all in strict accordance with the current best management practices and approved by city staff.

2. The Contract Payment – The Permittee is responsible to pay the Contractor for performance of the Contract, in current funds, as provided in the Quotation Proposal Form accepted by the Permittee.

3. Contract – The Permittee will be held responsible for any and all damage done to City property. The Permittee will be required to make restitution for any damages to City property.

4. Term – The term of this permit shall be for a one time event unless otherwise stated.

5. Termination – This permit may be terminated by the City, at any time, upon 10 days written notice to the Permittee.

6. LICENSED – The Permittee shall hire a contractor who holds a city tree removal license as applicable to the project.