

CITY OF OTTAWA
301 West Madison Street
Ottawa, Illinois 61350
(815) 433-0161

Tree Care Permit

I/we _____ hereby make application for a permit to
(Please circle all that apply, and indicate how many) plant __; trim __; or remove __; a live tree or
shrub located upon public property in the parkway adjacent to:

Address: _____ Applicant's Phone: (Home): _____
(Work): _____
(Cell): _____
Email: _____

All tree removal requests must be reviewed by the Ottawa Tree Board at the next regularly scheduled meeting of the Board before the granting of this permit. **Permits for review must be submitted to City Hall by 12:00 p.m. (Noon) the Friday before this meeting.** The Ottawa Tree Board meets on the last Thursday of the month at City Hall at 7:00 p.m. **Please provide a brief description and location of proposed project on the back of this application;** please identify species of tree if the proposed permit involves planting along with the parkway width and spacing between existing trees if any.

Prior to any tree planting or below grade stump removal, the permit holder is required to have all underground utilities located by contacting J.U.L.I.E. 1-800-892-0123, 48 Hours (2 Business Days) in advance of any such work.

Parkway width, the presence of overhead or underground utilities, and of any existing trees, shall all factor into the allowance of non-commercial tree care permit for planting trees.

The spacing, size, location and permitted species are attached to this application, as well as tree species strictly prohibited from planting upon public property.

The undersigned agrees to indemnify and keep harmless the City of Ottawa from any and all suits, damages, costs, expenses and attorney's fees that may be brought or sustained by said City, for or on account of injuries or damages sustained by any person, occasioned by the granting of permission asked for herein. Furthermore, applicant agrees to perform said work in accordance with the requirements of the City of Ottawa Urban Forestry Ordinance. A copy of this permit shall be retained on file as required by the Ottawa Urban Forestry Ordinance. **Please provide as much information regarding your request as possible, an incomplete application will be returned for completion.**

Signature of Applicant(s): _____ **Date:** _____

Approved _____ Denied _____ Authorized by: _____

Date of Issuance: _____ Permit Number: _____

Pertinent excerpts from the Ottawa Urban Forestry Ordinance:

Size: No tree selected for planting shall be less than two inches (2") in diameter, as measured twelve inches (12") above the establish ground level.

Utilities: No street trees other than those species listed herein as small trees that will reach a maximum height of 20 feet may be planted under or within ten (10) lateral feet of any overhead utility line and no tree may be planted within five (5) lateral feet for any underground water line, sewer line, transmission line or other utility. Exceptions may be made at the discretion of the Ottawa Tree Board contingent upon specific planting conditions and species of trees. Application must be made directly to the Ottawa Tree Board.

Tree planting locations(s) shall be at an equal distance from the back of the curb and the sidewalk, if a sidewalk is located in the parkway, and if the minimum parkway width is met. The minimum parkway width, tree size and spacing is as follows: parkway width 5 feet, permitted mature tree size 20 feet, 20 feet of spacing between trees; minimum parkway width 6 feet, permitted mature tree size 50 feet, 25 feet of spacing between trees; minimum parkway width 8 feet or more, permitted mature tree size are trees in excess of 50 feet mature height and 30 feet of spacing.

No tree shall be planted that will impede or restrict the safe passage of any motor vehicle or pedestrian traffic or interfere with any traffic control device or sign.

No clump or multi-stem trees will be permitted to be planted on City parkway. Only single stem trees will be allowed.

When pruning, trimming or cutting on any tree on public property, said pruning, trimming or cutting will be done according to the generally accepted practices and guidelines of the International Society of Arboriculture, OSHA and ANSI standards that may apply.

Permitted species and size along city streets and public right-of-ways:

SMALL TREES

- Amur Cork Tree
- Amur Maple (tree form)
- Apple Serviceberry (tree form)
- Autumnalis Cherry
- Black Alder
- Eastern Redbud
- Flowering Crab (disease and scab resistant varieties)
- Flowering Dogwood: Florida, Japanese, and Korean
- Hawthorn (thornless; disease resistant)
- Hornbeam: American, European, and Hop Hornbeam
- Japanese Maple
- Japanese Tree Lilac
- Kwanza Cherry
- Newport Plum
- Pawpaw
- River Birch (single stem only)
- Sargent Cherry
- Shadblow Serviceberry (tree form)
- Yoshino Cherry

Parkway width, the presence of overhead or underground utilities, and of any existing trees, shall all factor into the allowance of any permit for planting trees.

(Please retain a copy of this document for your own information)

MEDIUM and LARGE TREES

- Bald Cypress
- Beech: American and European
- Black Gum
- Gingko (male only)
- Hackberry
- Hybrid Elm (resistant to Dutch Elm Disease (DED))
- Katsura
- Kentucky Coffee tree (male only)
- Linden: American, Greenspire, Little Leaf, Redmond, and Silver
- Locust: Moraine, Shade Master, Skyline, and Sunburst
- Maples that are permitted: Red Maple and Sugar: v. Armstrong, Autumn Blaze, Green Mountain, Marmo, October Glory, and Red Sunset
- Oak: Burr, Chinquapin, English, Northern Red, Scarlet, Shingle, Swamp White, and White
- Sweet Gum
- Sugar Hackberry
- Tulip Poplar
- Turkish Filbert
- Yellowwood

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PROHIBITED SPECIES ALONG CITY STREETS AND PUBLIC RIGHT-OF-WAYS:

- Arbor Vitae
- Ash: Blue, Green, and White
- Black Walnut
- Box Elder
- Bradford Pear
- Buckthorn
- Catalpa
- Cottonwood
- Gingko (Female)
- Hickory
- Kentucky Coffee Tree (Female)
- Maples that are prohibited:., Crimson King, Deborah, Norway, and Silver
- Mulberry: Black and White
- Pines: Austrian, Eastern White, Red, and Scots
- Poplar
- Russian Olive
- Siberian Elm
- Slippery Elm
- Spruce: Black, Blue, Green, Norway and White
- Sycamore
- Tree of Heaven
- Willow

This list may be modified and amended to control the spread of any noxious or invasive non-native insects, disease or other arboriculture threats as deemed necessary.

(Please retain a copy of this document for your own information)