



CITY OF OTTAWA

Tree Removal Program Application

Upon application of the property owner, the City of Ottawa can assist owners in the removal of dead/dying/dangerous trees located in adjacent public property/berm. If a tree is deemed eligible for removal by the City, the City will engage a contractor to cut and remove the tree, stump, and all limbs/branches from the property in compliance with the following Municipal Code guidelines:

Sec. 110-72 - Tree inspection and removal on public property.

- (a.) The City will remove dead, dying, or dangerous trees located on public streets, alley rights-of-way and/or the berm, where such trees present a hazard to the public, adjacent private property, and/or passersby.
- (b.) Property owners or tenants of contiguous property desirous of having a tree inspected and/or removed may complete an application to have the tree inspected on a form furnished by the City.
- (c.) After receipt of an application, a City arborist will inspect the trees for eligibility to be removed and advise the applicant in writing within 30 days of receipt of the application if the tree is eligible for removal.
- (d.) If the City arborist determines a tree is eligible and should be removed, then the municipality will engage a contractor to remove the trees and stumps. If the City arborist determines the tree is not eligible to be removed, the applicant may appeal this decision to the City's Tree Board.
- (e.) There will be no cost assessed to the adjacent owner for the tree removal and stump grinding for trees the City arborist determines should be removed.
- (f.) Furnishing topsoil, raking and seeding of the area shall be the responsibility of the adjacent property owner.

****SUBMIT APPLICATIONS TO CITY HALL-Community Development Department-301 W. Madison Street****

Applicant Information:

Location of Tree: _____
(Address and/or other description of the tree's location)

Property Owner's Name: _____

Property Owner's Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Tree Concerns Observed: _____

The applicant has read, understands, and agrees with the terms and conditions regarding this program referenced above and found in the *City of Ottawa's Municipal Code*. The applicant further agrees that authorization of removal is at the City of Ottawa's discretion. Any tree that is not deemed eligible for removal through this program, can be appealed through the City of Ottawa's Tree Board.

Applicant Signature: _____ Date: _____

- If the applicant is not the owner of the property, an owner authorization of the application shall be attached -

For Office Use:

Date Inspected: _____

Removal is Approved? Yes No

Is Tree in ROW? Yes No

ROW at location: _____

Date Permit Issued: _____ Permit #: _____

Field Measurements: _____ DBH _____

Date of Removal: _____

Arborist recommends removal? Yes No

Contractor Hired: _____

Date of Notification: _____

Invoice Details: _____