

City of Marshalltown
Parks & Recreation Department
10 West State, Marshalltown, Iowa 50158
(641) 754-5715

Tree Planting Permit

A permit is required when planting on City right-of-way. There is currently no fee for this planting permit.

Owner's Name _____

Planting Address _____

Email Address _____

Primary Phone: _____ Other Phone: _____

Number of trees to be planted: _____

Is there a curb or a sidewalk within 4 feet of planting site? YES ____ NO ____

Are there traffic signs or signals in the area? YES ____ NO ____ If yes, distance, in feet, from proposal site: _____

Are there overhead power lines in the area of planting? YES ____ NO ____

Is there a fire hydrant within 10 feet? YES ____ NO ____

Species of tree(s) to be planted _____

Include Latin name if available _____

Anticipated date of planting _____

Please see back for steps to take in filing this permit.

Conditions of Permit

Once planted, the tree becomes property of the city, but all costs and maintenance for the life-time of the tree remain with the property owner. The property owner must keep the tree trimmed to 8' above the sidewalk and 15' above the street. The tree cannot be removed without the City's permission.

Signature

Date

Submit this permit and planting site diagram to Parks & Recreation by email to precoffice@marshalltown-ia.gov or mail to 10 West State Street. Contact Iowa One Call and when markings are completed, notify Parks & Recreation at (641) 754-5715, Ext. 1 or by email. Completed permit will returned by email.

To be completed by the Parks and Recreation Office

Special requirements or stipulations _____

Approved _____

Not Approved _____

Authorized Signature _____

Date _____

1. **Drawing must be included in the space below when permit is submitted. Include:**
 - Street(s), alley, driveways, sidewalks, within 30 feet of proposed planting location of tree.
 - All existing trees and shrubs within 30 feet of planting location; both in the right-of-way and on private property.
 - Include **north** arrow and **measurements of terrace width and the distance between proposed and existing terrace trees, driveways, and intersections.**
2. **Utilities must be located! Contact Iowa One Call at 811 or 1-800-292-8989. This service is free and is the law.**
3. **Notify Parks and Recreation when all markings have been completed.** Leave markings in ground until approval or denial is given.

Spacing and placement in terrace areas:

(a) All trees planted on or adjacent to any street, highway, terrace or avenue in the city shall be planted in a location that is midway between the outer line of the sidewalk and the curb where the curb line is established or midway between the proposed sidewalk and designed curb locations as established by the Director of Public Works/City Engineer where no sidewalk or curb is established. No tree shall be planted nearer than three feet to the curb or outer sidewalk line. On terraces 14 feet wide or greater, trees shall be planted seven feet from the outside edge of the sidewalk.

(b) Trees planted on or adjacent to a highway shall be planted ten feet back from the back of the curb line. Other special considerations do exist and a special permit must be secured from the State Department Of Transportation; contact the local State Department of Transportation Engineer. Tree spacing for trees included in the listing of recommended trees for terrace areas less than eight feet in width as specified under section 27-20 shall be planted no closer than 20 feet from one another nor closer than 30 feet to a large tree. Large trees such as those listed in the recommended tree species for terrace areas of eight feet or more in width shall be planted no closer than 40 feet from one another. Trees shall be planted no closer to a utility pole than a distance equal to the mature spread of the tree species being planted.

(c) **Planting Distance from Street Intersections and From Driveways:** No tree shall be planted closer than 30 feet to a street intersection. No tree shall be planted closer than ten feet to a driveway or alley in residential terrace areas of the city. Spacing of trees from commercial driveways shall be judged on an individual basis.

PROPOSED TREE PLANTING DIAGRAM

Draw or attach your proposed tree planting permit diagram here!