



# VILLAGE OF HOWARD

## TREE MAINTENANCE PERMIT APPLICATION

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As required by Ordinance Number 38-111

Permit No. \_\_\_\_\_

A tree maintenance permit is required prior to performing work on any tree within the Village Right-of Way or other Village owned properties. Typically this is the area from the curb to the back of the sidewalk (or where the sidewalk would be). The location of the sidewalk can often be seen in the driveways. If you are unsure please call and ask.

**Any maintenance or removal of trees MUST be approved by the Village Forester prior to any work being done.**

Site Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City-State-Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Contractor (if applicable) \_\_\_\_\_

Pesticide Applicator License # \_\_\_\_\_ Arborist Certification # \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City-State-Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Estimated date of work: \_\_\_\_\_

Explanation of work to be performed on trees: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Specific location and number of trees to have work performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN TO: VILLAGE OF HOWARD  
Attn: Village Forester  
1336 Cornell Rd.  
Green Bay, WI 54313

\* Certificate of Insurance enclosed?

## **VILLAGE OF HOWARD TREE PRUNING / REMOVAL GUIDELINES**

*(Keep for your records)*

### **Insurance and Workers Compensation**

No person without proper insurance may perform work on trees on any Village property. The Contractor shall furnish evidence of Workers Compensation, public liability and property damage insurance. Limits of liability shall not be less than:

1. Bodily Injury - \$1,000,000 each occurrence and \$1,000,000 aggregate
2. Property Damage - \$1,000,000 each occurrence and \$1,000,000 aggregate, including both injury and property damage caused by vehicles and machinery.

A certificate of insurance SHALL be filed with this application, listing the Village of Howard as an additional insured.

### **Tree Pruning Specifications**

Tree pruning to be performed on Village trees by a contractor shall be completed by an International Society of Arboriculture Certified Arborist.

All pruning activities shall conform to the standards listed below following the National Arborist Association Class II (Standard Pruning) and Class III (Hazard Pruning) standards and American National Standard Institute (ANSI) A300 standards.

1. All cuts on live branches shall be made as close as possible to the trunk or parent limb, without cutting into the branch bark ridge and branch collar, or leaving a protruding stub. Bark at the edge of all pruning cuts should remain firmly attached. Cuts on dead branches shall be made as close as possible, without causing injury to the callus tissue when evident.
2. When removing a parent leader of limb to a lateral branch, the final cut should be made as close to parallel as possible with the branch bark ridge and the lateral limb. The cut should be made as close to the bark ridge as possible without cutting into it. Care should be taken to avoid damaging the lateral limb when the final cut is made.
3. All branches too large to support with one hand shall be precut to avoid splitting or tearing of the bark. Where necessary, ropes or other equipment should be used to lower large branches or stubs to the ground.
4. No more than 1/3 of the foliage shall be removed within one (1) growing season.
5. Equipment that will damage the bark and cambium layer shall not be used on or in the tree. For example, the use of climbing spikes (hooks, irons) is not acceptable work practice for pruning operations on live trees. Sharp tools shall be used so that clean cuts will be made at all times.
6. All cut limbs shall be removed from the crown upon completion of the pruning.
7. Wound dressing / pruning paints should not be used on pruning cuts.

### **Stump Grinding**

Any tree removed in the Village right-of-way shall have the stump ground out and the debris generated shall be removed. The hole shall be filled with soil and seeded with grass seed. If a replacement tree is desired, a tree planting permit shall be completed prior to planting.

### **Inspection**

The Village Forester shall inspect work periodically to insure that all specifications are adhered to.

### **Completion**

All work shall be completed within the pruning/removal window stated on the permit. If the work is not performed within this window and is still desired, another permit must be filled out and completed.

**Before you dig please call  
Diggers Hotline 1-800-242-8511**