



Permit No. _____

PERMIT APPLICATION TREE PLANTING IN PUBLIC RIGHT-OF-WAY

Location of Work Address: _____

Applicant Information

Name: _____ Company Name: _____

Address: _____

Phone: _____ Email: _____

Property Owner Information (if different than above)

Name: _____ Tenant Name: _____

Phone: _____ Email: _____

Tree selection, species, size and spacing must conform to specification, as listed on the City Forestry web page at:
http://cms.revize.com/revize/cedarapids/residents/parks_and_recreation/tree_planting.php

Overhead Utility Lines?	Does tree meet 2" trunk diameter requirement?		
Yes No	Yes	No	If no, explain: _____

Tree type (species): _____

Required Parameters for Tree Placement:

Location is at least 40' from existing ROW trees	Location is at least 10' from driveway, hydrant & waterlines	Location is at least 20' from intersection	Location is at least 4' from curb or sidewalk
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Application Date: _____ Date Work to Start: _____ Finish: _____

A Location Plan must be completed with this application indicating location of proposed work relative to the street, other access points, adjacent buildings, etc. The applicant may use the attached Location Plan or use their own plan providing it contains at least the amount of detail shown on the attached.

By signing this application, I hereby agree to abide by the terms of the Standard Permit Conditions and if applicable, the Supplemental Permit Conditions, if a permit is issued.

Signed: _____
(Company Representative) (Title)

DO NOT WRITE IN SPACES BELOW – RESERVED FOR CITY STAFF

Applicant notified by: _____ Email _____ Phone _____

FORESTRY PROGRAM REPRESENTATIVE DATE

WATER DEPARTMENT REPRESENTATIVE DATE

ENGINEERING DIVISION REPRESENTATIVE DATE



PERMIT APPLICATION

TREE PLANTING IN PUBLIC RIGHT-OF-WAY

STANDARD PERMIT CONDITIONS: EXCAVATIONS IN PUBLIC RIGHT-OF-WAY

The applicant agrees that if granted a permit for excavations in the public right-of-way as described in the permit application, the following stipulations shall govern.

1. The applicant must file the original form with the Public Works Department at 500 15th Avenue SW, Cedar Rapids, IA 52404.
2. This permit will be held on file for a one (1) month period from the date of the permit. If work is not started during that time, the permit will become null and void. A new permit will have to be obtained at the time the work is to be done.
3. The construction work will conform to the ordinances of Cedar Rapids. For Contractors, a valid Bond as required in Section 9.27 of the Cedar Rapids Municipal Code must be on file with the City Clerk. Bond must be valid for duration of work. Property Owners, who are doing their own work (when allowed), must provide proof of homeowner's insurance by providing a copy of the policy's declaration page.
4. The construction work shall conform to the current edition of the Cedar Rapids Metropolitan Area Standard Specifications for Public Improvements and the Cedar Rapids Metropolitan Area Standard Details for Public Improvements. The City may perform testing at the City's expense to verify conformance with specifications.
5. All surfacing shall be replaced to its original condition satisfactory to the Public Works Department. Grass surfaces may be seeded and mulched, sodded or treated with erosion mat as determined by the City Engineer or his/her designee.
6. The petitioner shall assume the responsibility of maintenance costs for restoring any grassed areas, streets, driveways and sidewalks due to settlement of the trenches or improperly restored improvements over such trenches for a period of two (2) years or until the area is reconstructed by the City, whichever is sooner.
7. In the event the applicant fails to make satisfactory progress and/or comply with the specifications, the City reserves the right to enter a site to complete work with its own forces. The applicant agrees to reimburse the City for all costs associated with the City to complete the work including costs of labor, materials and equipment.
8. The applicant shall notify Public Works (319-286-5802) **at least 48 hours but no more than 96 hours in advance of starting work and in advance of any pavement repairs.**
9. The applicant shall notify Iowa One Call at 1-800-292-8989 for utility locates prior to excavation.
10. Forestry Division shall be immediately notified of any damage to the trunk, limbs or roots within the drip line of any City tree.
11. The applicant agrees to abide by the Supplemental Conditions (SEE ATTACHED or NOT APPLICABLE).
12. We hereby agree to the terms and conditions set out in the foregoing application and specifically agree to protect defend and hold the City harmless against any and all damages that might arise by reasons of the granting of the application and issuance of the permit.
13. If the applicant fails to comply with the above conditions, future permits will not be issued for work within the public right-of-way until the issues are resolved to the satisfaction of the Public Works Director/City Engineer.

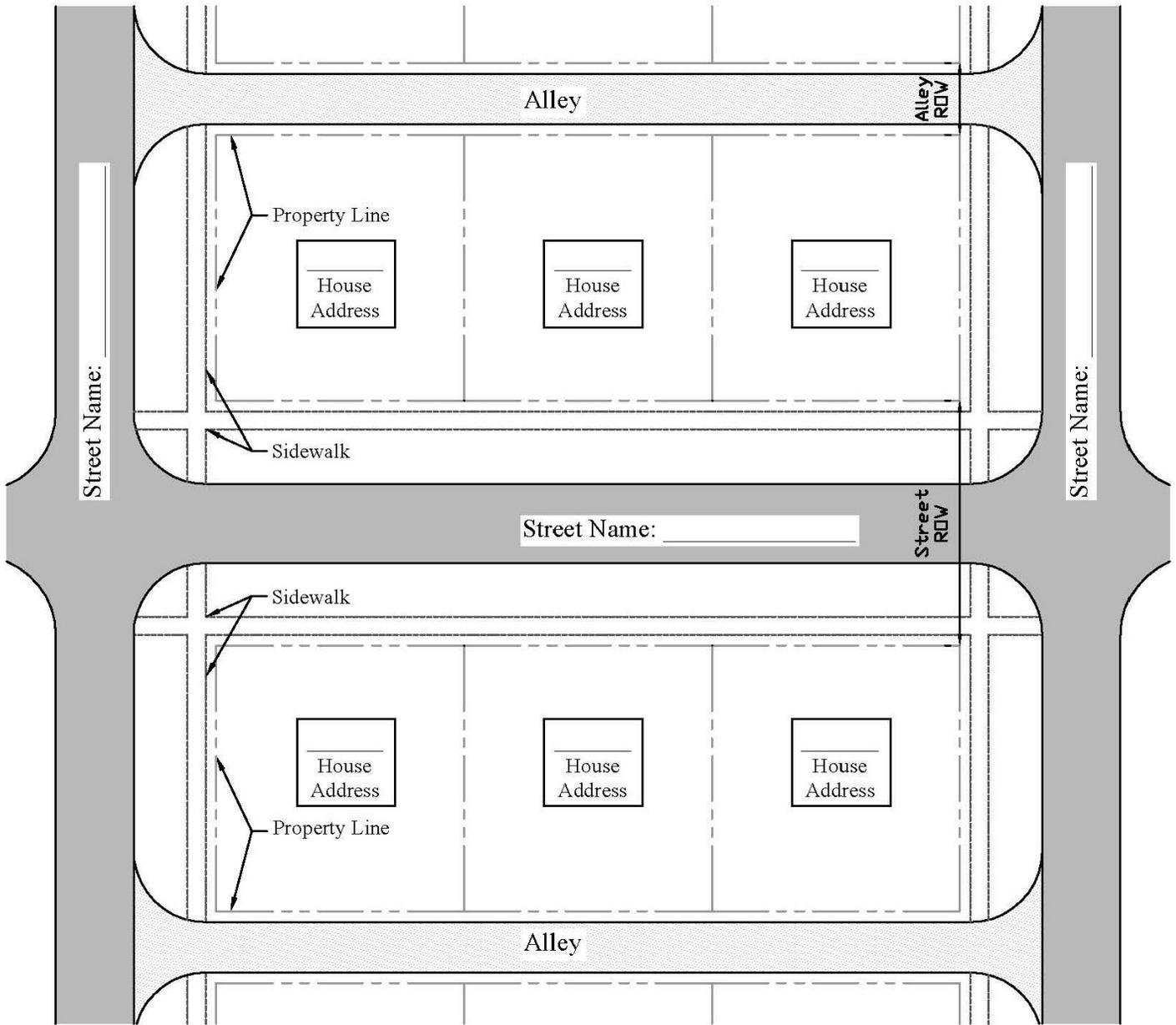
Return Form to:

Public Works Department
500 15th Avenue SW, Cedar Rapids, IA 52404
Phone: 319-286-5802
Fax: 319-774-5653

PERMIT APPLICATION
TREE PLANTING IN PUBLIC RIGHT-OF-WAY
LOCATION PLAN: EXCAVATIONS IN PUBLIC RIGHT-OF-WAY

Name of Property Owner: _____

Address: _____



Note: Use the above diagram and modify as needed or submit your own diagram to best show the location of your proposed excavation.