

**APPLICATION FOR PERMIT  
TO PLANT, PRUNE, PRESERVE OR REMOVE A TREE**

OWNERS NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

CONTRACTOR'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

**This Section To Be Completed For Permit To PLANT A Tree(s) Only.**

TYPE OF TREE \_\_\_\_\_

LOCATION WHERE IT WILL BE PLANTED \_\_\_\_\_

\_\_\_\_\_

**This Section To Be Completed For Permit To  
PRUNE, PRESERVE or REMOVE A Tree(s) Only.**

TYPE OF TREE \_\_\_\_\_

LOCATION \_\_\_\_\_

Specify methods to be used to prune or preserve tree(s) \_\_\_\_\_

\_\_\_\_\_

TYPE OF TREE \_\_\_\_\_

LOCATION WHERE IT WILL BE PLANTED \_\_\_\_\_

\_\_\_\_\_

TYPE OF TREE \_\_\_\_\_

LOCATION \_\_\_\_\_

Specify methods to be used to prune or preserve tree(s) \_\_\_\_\_

\_\_\_\_\_

If tree is to be removed, please specify reason for removal \_\_\_\_\_

\_\_\_\_\_

Qualifications of contractor: \_\_\_\_\_

Date(s) work is to be done \_\_\_\_\_

**A Certificate of Insurance for applicant's liability insurance must be attached to this form. Said policy shall have a minimum of \$100,000 and \$300,000 for injury to a person/persons, and \$50,000 for property damage. The Certificate must hold the City harmless and shall provide a 30-day cancellation notice to the City of Orrville.**

**A copy of the contractor's Workers' Compensation Certificate shall also be provided.**

Date

Signed \_\_\_\_\_

**CITY USE ONLY**

## Section 905.06 Required Permit and Conditions for Granting Relief

(a) General Requirements.

No tree shall be planted, pruned, preserved or removed in or upon any public place without a written permit from the Safety-Service Director. Such permit shall designate the type of tree and place where such tree is to be planted or removed. The Safety-Service Director shall have the authority to designate the species and variety of tree to be planted and the required spacing and required minimum planting size.

(b) Application Data.

(1) The application for a permit herein required shall state the number, species, and variety of trees to be pruned, preserved, removed or planted; the kind of treatment to be administered and such other information as the Safety-Service Director shall find reasonable necessary to make a fair determination of whether to issue a permit.

(2) The Safety-Service Director shall review the qualifications of the applicant and the proposed method of workmanship or treatment to determine whether a permit will be issued.

(3) Said permit shall be prerequisite to the performance of any work connected with the planting, removing, spraying, pruning, bark tracing and root pruning or any other acts necessary for such work.

(4) The applicant shall obtain and maintain in full force and effect covering the performance of the work coverage by the permit issued under these Regulations comprehensive property damage and public liability insurance. Said policy of insurance to have a minimum limit of \$100,000 and \$300,000 for injury to any person or persons and \$50,000 for damages to any property. A certificate of said insurance policy with a 30-day cancellation notification shall be placed on file with the Safety-Service Director. Additionally, they must provide evidence of workers' compensation insurance for all employees.

(5) The applicant shall perform the work described above in a professional manner.

(c) Public Utility Companies.

Public utility companies shall notify the Safety-Service Director prior to pruning any public tree for the purpose of maintaining safe line clearance and shall carry out all such work in accordance with accepted arboricultural standards. If accepted arboricultural standards are not followed, the Street Tree Commission may file a formal complaint with the Public Utilities Commission.

(d) Exemptions.

(1) No permit shall be required to cultivate or water public trees or shrubs. The Safety-Service Director may authorize any tree expert company or other professional to do the work or act described in Section 905.07(a) without a written permit for each tree whenever he determines that such work or act will not be detrimental to the public interest and will be in accord with the spirit and other requirements of this Ordinance.

(2) In the case of officially declared emergencies, such as windstorms, ice storms, or other disasters, the requirements shall be waived so that the requirements of this ordinance would in no way hinder public and/or private work to restore order in the City.

**Application may be submitted to and questions answered by the Safety-Service Director's office, 207 N. Main Street, Orrville, OH 44667-1639 (Phone: 216/684-5000). The above portion of the Orrville Codified Ordinances, or any whole or part thereof, may be reviewed at the Safety-Service Director's office.**