

CITY OF WEST DES MOINES ROW TREE MAINTENANCE PERMIT



Department of Public Services
8850 Grand Ave.
West Des Moines, Iowa 50266

Phone (515) 222-3417 or (515)-222-3480 Fax (515) 222-3478 email: paul.tauke@wdm.iowa.gov

West Des Moines City Code #7-10, 3, 5, 6, 7 requires that persons desiring to remove, prune, or otherwise perform maintenance (cable, brace, treat, or spray) on a tree which is located within a public right-of-way, must first apply for, and receive a permit from the City of West Des Moines.

FOLLOW THESE INSTRUCTIONS STEP-BY-STEP

1. Review the attached regulations regarding your desired activity. Pay close attention to details of the regulations.
2. Complete the **BASIC INFORMATION** section below.

BASIC INFORMATION

Type of Permit	<input type="checkbox"/> Removal	<input type="checkbox"/> Pruning	<input type="checkbox"/> Pesticide Treatment	<input type="checkbox"/> Other Maintenance
Kind of Tree				
Printed Name of Applicant				
Email Address				
Address (City, State, Zip)			Phone #	
Signature of Applicant			Date	

3. Complete the **SKETCH** below of your parking (the area between your sidewalk and the street). If you have any questions, call the Urban Forestry Supervisor at 222-3417 or 222-3480.
 - A. Indicate location of any driveways, fire hydrants, streetlights, and/or traffic signs. Include dimensions measured from center of the object to the property line or driveway.
 - B. Indicate actual tree location.

SKETCH

<p>NOTE: The sketch needs to be completed for a permit to be approved.</p> <p>Use the Alternate Sketch Area below the review section on the reverse side of this form if a larger sketch area is needed for corner lots or lots with unique shapes.</p>	PROPERTY LINE												
	<table border="1" style="width: 100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>												
	<p style="text-align: center;">Sidewalk</p>												
<p style="text-align: center;">Right-of-Way</p> <p style="text-align: right;">Curb</p>													
	<p style="text-align: center;">STREET</p>												

- C. If digging, call 1-800-292-8989 to determine if there are any utilities around the area of activity. **Locate #**

Within two or three days after utilities have been marked, or area have been declared clear, submit this form to the Department of Public Services, Urban Forestry Supervisor, 8850 Grand Ave., West Des Moines, IA 50266 or to paul.tauke@wdm.iowa.gov for review and issuance or denial of this permit. A copy will be returned after the review has been completed. **DO NOT INITIATE WORK UNLESS THIS PERMIT IS APPROVED BY THE CITY FORESTER.**

TREE MAINTENANCE PERMIT APPROVAL/DENIAL

REVIEW

Permit Approved by _____ Permit Denied by _____

Reason for Denial _____

Date _____

ALTERNATE SKETCH AREA

The following rules and guidelines shall be used when granting permission with reference to the pruning or removal of trees within the public Right-of-Way:

PRUNING AND REMOVAL REGULATIONS

- A. It shall be unlawful, as a normal practice, for any person to top any street tree. Topping is defined as the severe cutting back of limbs to stubs larger than three (3) inches in diameter within the tree's crown to such a degree as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted at the determination of the City Forester.
- B. All final tree and shrub pruning cuts shall be made in such a manner as to favor the earliest possible covering of the wound by natural callus growth. Excessively deep flush cuts which produce large wounds, or which weaken the tree or shrub at the cut should not be made. Tree and shrub pruning cuts should be made just outside the branch collar.
- C. All tree branch removal shall be controlled in such a manner as to prevent damage from occurring to other parts of the tree or to other plants or property.
- D. All cutting tools and saws used in making tree and shrub pruning cuts shall be kept adequately sharpened to result in final cuts with an unbraided wood surface and secure bark remaining thereto.
- E. All branches to be pruned which are too large to hold securely in one hand shall be cut off first one to two feet beyond the intended final cut. Then the final cut shall be made in a manner to prevent unnecessary tearing back of the bark and wood. (For proper pruning methods refer to:
<https://www.iowadnr.gov/Portals/idnr/uploads/forestry/urban/htprunerev2012.pdf>)
- F. Cleanup of branches, logs or any other debris resulting from any tree pruning or removal operation shall be promptly and properly accomplished. The work area shall be always kept safe. Under no conditions shall the accumulation of brush, branches, logs, or other debris be allowed upon public property in such a manner as to result in a hazard to the public.
- G. In the act of pruning trees, the use of climbing spurs or spike shoes is prohibited.
- H. Under no condition shall it be considered proper to leave any severed or partially cut branches in the upper portion of any tree being worked on after the tree workers leave the scene of the operation.
- I. Removal operations of tree branch/trunk sections, where there is a high probability of endangering the public or property by limb or branch droppage, shall be accomplished by securing the sections with ropes and lowering them safely in a controlled manner.
- J. During pruning or removal operations, at least one responsible tree worker shall always serve to coordinate safe operations on the ground.
- K. All removal of public trees shall be done in a manner so that the remaining stumps will be at least eight (8) inches below ground level unless special exception is granted by the Director of Public Services.

- L. Excavations, resulting from tree or shrub removal, must be promptly filled to normal ground level with a clean earth fill properly compacted and free of debris.
- M. Public trees, utility poles, or other public utilities shall not be used as an anchor for winch trucks as part of the process of pruning and removing other trees.
- N. The act of cutting tree roots during the removal of a standing tree and then leaving the job site with the potentially hazardous standing tree still standing shall be prohibited.
- O. Pruning of oaks between April 1 and October 1 is prohibited unless allowed by City Forester for reasons of public safety.