

TREE PERMIT



Department of Public Works
 560 South 16th Street
 West Des Moines, Iowa 50265
 Phone (515) 222-3480 Fax (515) 222-3478

West Des Moines City Code #7-10, 3, 5, 6, 7 requires that persons desiring to plant, remove, prune, or otherwise perform maintenance (cable, brace, treat, or spray) on a tree which is or will be 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"/> Planting	<input type="checkbox"/> Removal	<input type="checkbox"/> Pruning	<input type="checkbox"/> Other Maintenance
Kind of Tree				
Printed Name of Applicant				
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 Department of Public Works at 222-3480.
 - a Give dimensions of the parking: width between sidewalk and curb, and distance from driveway to property line.
 - b 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.
 - c Indicate desired/actual tree location. Provide measurement from center of tree to driveway, sidewalk, and curb.

SKETCH

<p>NOTE: The sketch needs to be completed in order 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
	Sidewalk
	Curb
	STREET

4. Call 1-800-292-8989 to determine if there are any utilities in the area of activity. Locate # _____.
5. Within two or three days after utilities have been marked, or area declared clear, submit this form to the Department of Public Works, 560 S. 16th Street for review and issuance or denial of this permit. A copy will be returned after the review has been completed. **DO NOT PLANT UNLESS THIS PERMIT IS APPROVED.**

(Please See Reverse Side for Approval or Denial)

Reverse Side TREE PERMIT

REVIEW

Permit Approved by _____ Permit Denied by _____

Reason for Denial _____

Date _____

ALTERNATE SKETCH AREA

WEST DES MOINES, IOWA

**PUBLIC RIGHT-OF-WAY TREE
AND SHRUB PLANTING REGULATIONS
AUTHORITY ORDINANCE #427 AND AMENDED ORDINANCE #972**

The following rules and guidelines shall be used when granting permission with reference to the planting of trees on the public Right-of-Way.

1. For the purpose of these regulations, "parking" shall mean that portion of the public Right-of-Way between the existing or proposed street curb line or paving edge, to the street side of a public sidewalk or sidewalk line.
2. No trees may be planted in a parking where there is less than two and one-half (2-1/2) feet of soil on all sides of such tree.
3. No tree shall be planted in the parking closer than four (4) feet to the outside curb or sidewalk line, or alley Right-of-Way line.
4. No tree shall be planted in any parking less than eight (8) feet in width.
5. No tree shall be planted closer than five (5) feet from a fire hydrant or closer than ten (10) feet to the edge of any driveway.
6. Spacing trees from a street light standard or transmission pole shall be directed by City authority.
7. No tree shall be planted over a public utility service.
8. No trees shall be planted other than as provided in the attached schedule of approved plantings.
9. To trim the trees or shrubs so that they will not cause a hazard to the public or block public walks or ways or interfere with proper lighting of public streets or places. The minimum clearance of trees and shrubs on or overhanging a traveled portion of a street or sidewalk, shall be at least fourteen feet (14) above the surface of the said street or eight feet above the surface of said sidewalk (Ordinance No. 972.)
10. To not plant any tree or shrub on private property which would cause a public danger or nuisance.
11. To not plant trees and shrubs on corner lots or lots adjacent to an alley in the area bounded by the street or alley lines of such lots and a line joining points along said street or alley lines twenty-five (25) feet from the point of the intersection of the Right-of-Way lines.
12. To treat in an accepted manner or remove any tree or plant so diseased or insect ridden as to constitute a hazard to other trees or shrubs in the public Right-of-Way or public places.

13. There shall be no compensation by the City to the Property owner for any damage to or removal of such items placed within the public right-of-way.
14. **No planting of any of the following species either in the public Right-of-Way or on private property: Cottonwood, Cotton-bearing Poplar, and Box-Elder.**

For UTILITY LOCATES, Call 1-800-292-8989. Allow 48 hours for response.

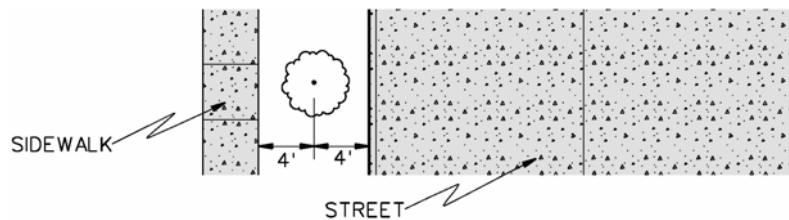
WEST DES MOINES, IOWA

PUBLIC RIGHT-OF-WAY TREE PLANTING REGULATIONS WEST DES MOINES CITY ORDINANCE #7-10-3, 5, 6, 7

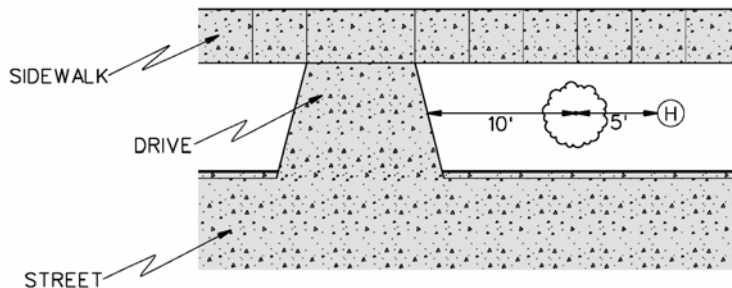
The following rules and guidelines shall be used when granting permission with reference to the planting of trees within the public Right-of-Way:

PLANTING REGULATIONS

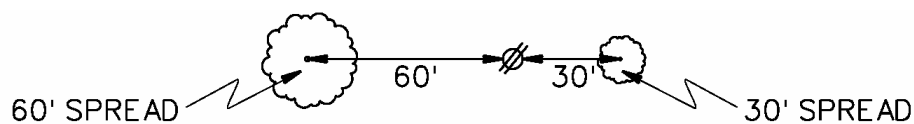
1. For the purpose of these regulations, “parking” shall mean that portion of the public Right-of-Way between the existing or proposed street curb line or paving edge and the street side of a public sidewalk or sidewalk line.
2. No tree shall be planted other than as provided in the attached Acceptable Street Tree List.
3. No tree shall be planted in any parking less than eight (8) feet in width.
4. No tree shall be planted over or within five (5) feet of a public utility service.
5. No tree shall be planted in a parking closer than four (4) feet to the outside curb, the sidewalk line, or the alley right-of-way line, measured from the center of such tree.



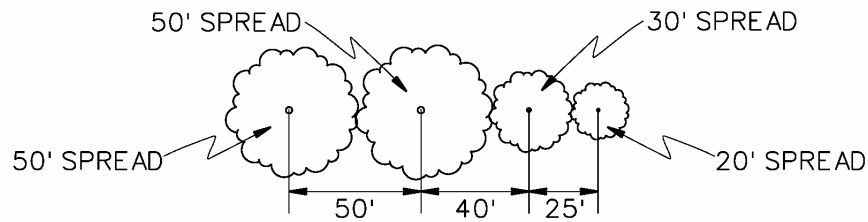
6. No tree shall be planted closer than five (5) feet to the edge of a fire hydrant or closer than ten (10) feet to the edge of any driveway, measured from the center of such tree.



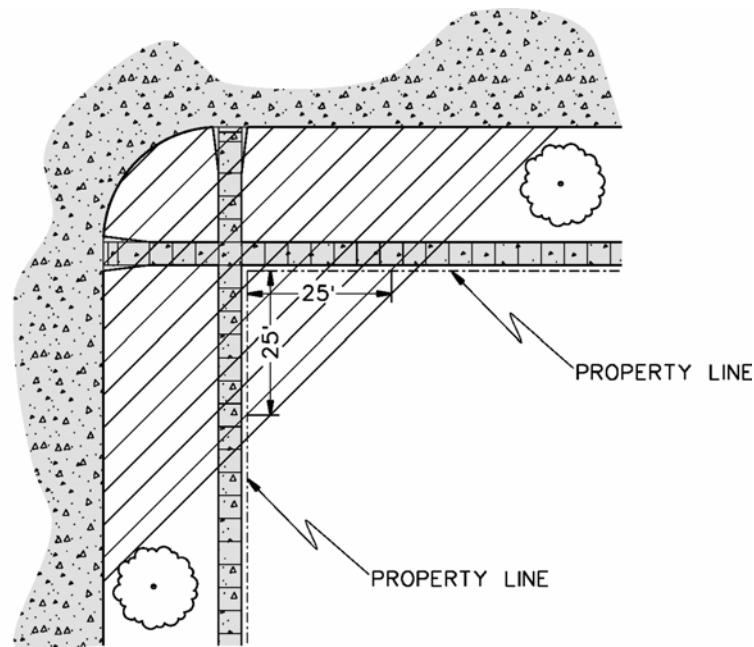
7. No tree shall be planted closer than the width of its average mature spread (the average mature spread is found on the attached Acceptable Street Tree List) to a light standard or transmission pole, measured from the center of such light standard or transmission pole and the center of such tree.



- No tree shall be planted closer to the next tree in the parking than the distance of their combined average mature spread (the average mature spread is found on that attached Acceptable Tree List), measured from center to center of each tree.



- No tree shall be planted on corner lots or lots adjacent to an alley in the area bounded by the street or alley lines of such lots and a line joining points along said street or alley lines twenty-five (25) feet from the point of the intersection of the Right-of-Way lines. Only such trees that can be pruned to a minimum of (10) feet to the lowest branches shall be allowed directly beyond the above line. Low branching trees obstruct a clear view of stop signs and oncoming traffic. (For correct pruning methods, see Appendage: Prune Correctly).



DUTIES OF PERSONS

- To properly prune the tree/s so that it/they will not obstruct the following: traffic signs; a clear view of street and alley intersections; the proper lighting of public streets and places; and safe travel on public walks, ways (bike), or street shall be eight (8) feet above the surface of said sidewalk and way (bike), and fourteen (14) feet above said street.
- To not plant any tree or shrub on public property which would cause a public danger or nuisance (e.g. Low branching trees planted on corner lots often obstruct the vision of stop signs, thus, creating a safety hazard).
- To treat in an accepted manner or remove any tree or plant so diseased or insect ridden as to constitute a hazard to other trees or shrubs in the public Right-of-Way.
- To locate all underground electric lines; telephone lines; gas lines; water lines; storm sewers; or any other improvements, public or private before planting is done.

For UTILITY LOCATES, Call 1-800-292-8989. Allow 48 hours for response.



ACCEPTABLE STREET TREE LIST

Revised 1/16/08

BOTANICAL NAME	COMMON NAME	MAXIMUM HEIGHT	AVG. SPREAD
<u>CATEGORY A (PARKING 8- 10 FT.)</u>			
Acer ginnala (single stem)	Amur maple	20	20
Acer nigrum `Greencolumn'	Greencolumn Maple	50	20
Acer platanoides columnar	Columnar Norway Maple	50	25
Acer tataricum	Tatarian Maple	20	20
Carpinus caroliniana	American Hornbeam	30	20
Magnolia x loebneri `Ballerina'	Ballerina Magnolia	40	30
Magnolia x loebneri `Merrill'	Merrill Magnolia	25	20
Malus `Adams'	Adams Crab Apple*	20	20
Malus `Pink Spires'	Pink Spires Crab Apple*	12	10
Malus `Snow Drift'	Snowdrift Crab Apple*	20	15
Malus `Spring Snow'	Spring Snow Crab Apple*	20	15
Malus `White Candle'	White Candle Crab Apple*	18	8
Ostrya virginiana	American Hophornbeam (Ironwood)	40	20
Pyrus calleryana `Aristocrat'	Aristocrat Callery Pear	50	30
Pyrus calleryana `Redspire'	Redspire Callery Pear	45	22
Pyrus calleryana `Capitol' also `Chanticleer'	Capitol/Chanticleer Callery Pear	30	25
Pyrus virginia `Canada Red'	Schubert/Canada Red	30	20
<u>CATEGORY B (PARKING 10FT. AND OVER)</u>			
Acer plantanoides `	Norway Maple	60	30
Acer saccharum `Bonfire'	Bonfire Sugar Maple	50	40
Acer saccharum `Commemoration'	Commemoration Sugar Maple	50	35
Acer saccharum `Legacy'	Legacy Sugar Maple	60	40
Carpinus betalis `Columaris'	Columar European Hornbeam	60	40
Celtis occidentalis	Common Hackberry	100	40
Tilia x euchlora	Crimean Linden	30	25
Tilia cordata `Greenspire'	Greenspire Linden	45	30
Tilia cordata	Littleleaf Linden	60	30
Tilia americana `Redmond'	Redmond American Linden	30	40
Tilia americana `Fastigiata'	Fastigiata (Pyramidal) American Linden	50	30
Tilia tomentosa	Silver Linden	90	50
Ginkgo biloba (male only)	Ginkgo (Maidenhair Tree) (male)	100	50
Gleditsia Triacanthos var. inermis `Imperial'	Imperial Honeylocust	25	30
Gleditsia Triacanthos var. inermis `Shademaster'	Shademaster Honeylocust	45	40
Gleditsia Triacanthos var. inermis `Skyline'	Skyline Honeylocust	60	50
Gleditsia Triacanthos var. inermis `Sunburst'	Sunburst Honeylocust	50	45
Quercus bicolor	Swamp White Oak (sensitive to high pH soils)	90	50
Quercus borealis (rubra)	Northern Red Oak	75	50
Quercus coccinea	Scarlet Oak (sensitive to high pH soils)	60	50
Quercus robor	English Oak (tolerant of high pH soils)	60	50

*permitted under transmission lines

7-10-6: GENERAL STANDARDS:

Any person growing a tree or shrub located within private property which encroaches on the public right of way, or any person growing a public tree/shrub, shall comply with the following standards:

- A. Pruning: Trees or shrubs shall be properly pruned for the purpose of preventing the following potentially hazardous situations: the obstruction of traffic signs; the obstruction of a clear view of street and alley intersections; the obstruction of the proper lighting of public streets and places; and the obstruction of public walks, pathways (bike), or streets. The minimum vertical clearance of trees/shrubs shall have fourteen feet (14') between the surface of a street and the lowest branch. Branches shall have a minimum of eight feet (8') between the surface of a sidewalk or pedestrianway and the lowest branch. All pruning shall be done in accordance with the City Forestry Standards of Practice and Specifications.
- B. Maintenance: Public trees/shrubs shall be maintained by the owners of abutting property in accordance with this Section and the City Forestry Standards of Practice and Specifications. Maintenance shall include watering, fertilizing, insect and disease control, and pruning.
- C. Avoid Damage Or Nuisance: The planting of trees or shrubs on private property which would cause a public danger or nuisance shall be prohibited.
- D. Street Or Alley Intersection: The planting of trees or shrubs on corner lots or lots adjacent to an alley within the area bounded by street or alley lines of such lots and a line joining points along said street or alley lines twenty five feet (25') from the point of intersection of the public right-of-way lines shall be prohibited.
- E. Dead Or Diseased Trees Or Shrubs: Dead or diseased trees/shrubs shall be subject to the following conditions:
 - 1. Public Trees/Shrubs: The City Forester shall coordinate treatment or removal of any public tree/shrub which is so hazardous, diseased or insect ridden as to be deemed a nuisance and constitutes a hazard to other trees or shrubs or the public safety.
 - 2. Trees Or Shrubs Located Within Private Property: The City Forester shall provide written notice to be served on a property owner by personal service or certified mail, requiring the treatment or removal within fourteen (14) days of notification of any trees/shrubs located within private property which are either dead, diseased or insect ridden so as to be deemed a nuisance and constitute a hazard to public trees/shrubs, other trees/shrubs on private property, or public safety. Such removal, pruning, or treatment as required by provisions of this Section shall be subject to the applicable City Forestry Standards of Practice and Specifications.
- F. Prohibited Trees: The following trees shall be prohibited within a public right of way: black locust, box elder, Bradford pear, catalpa, cottonwood, cotton-bearing poplars, Lombardy poplar, mulberry, Siberian elm, silver maple, tree of heaven, weeping birch, white poplar, willows, conifers, or thorn trees.

G. Appropriate Trees: Trees appropriate to be planted within the public right of way or other public places are those listed in the latest edition of Iowa State University's Extension bulletin Pm-1429e "Street Trees" and Pm-1429d "Low-Growing Trees for Urban and Rural Iowa". Copies of these lists are available at City offices and through the Polk County Extension Office. Other trees/shrubs not listed within these publications, but not prohibited, may be reviewed and approved at the discretion of the City Forester. (Ord. 1398, 3-20-2000)

**WEST DES MOINES
PUBLIC RIGHT-OF-WAY TREE
SPRAYING REGULATIONS
WEST DES MOINES CITY ORDINANCE #7-10-3, 5, 6, 7**

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

SPRAYING SPECIFICATIONS

- A Applicators who apply chemical pesticides to public trees must possess an Iowa Certified Commercial Pesticide Applicator's License and shall adhere to all federal and state laws and regulations pertaining to pesticides and their application.
- B The pesticide applicator should know and understand the capacities of those spray materials used by either himself/herself or his/her employees and be aware of those recommendations stipulated by the manufacturer.
- C The pesticide applicator shall notify the abutting property owners to the public right-of-way of the intent to spray and what pesticide is being sprayed.
- D Ineffectual control, damage, or injury to plants, animals, or persons resulting from the use of spray materials beyond the limitation of the manufacturer's guarantee shall be considered the responsibility of the licensed operator.
- E Spray machines should deliver proper spray coverage to all portions of the infested or infected tree or shrub being treated or they shall be considered inadequate to perform such operation.
- F Spray equipment shall be kept clean and in good working order. The Director of Public Works may inspect the same at any time and take samples of spray materials being applied.
- G Operation with dirty tanks or equipment or unsanitary, unsafe methods of washing out or draining of the same in public sewers and gutters, is prohibited.
- H Spray applications shall be prohibited when there is sufficient wind to make pesticide control ineffectual or create a hazard to persons, plants, or property.
- I Spraying of pesticides shall be prohibited when the air temperature is less than 40 degrees Fahrenheit.
- J All spray machines other than pump up hand sprayers must have agitators capable of maintaining a uniform spray solution at all times while the spraying application is in progress.
- K Adequate precautions shall be taken in all phases of a spray application concerning any factors of toxicity, phytotoxicity, chemical reaction, or residual action pertaining to any spray materials used.

**WEST DES MOINES
PUBLIC RIGHT-OF-WAY TREE
PRUNING & REMOVAL REGULATIONS
WEST DES MOINES CITY ORDINANCE #7-10-3, 5, 6, 7**

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 Director of Public Works.
- 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 the attached Appendage: Proper Pruning).
- 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 kept safe at all times. 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 serve to coordinate safe operations on the ground at all times.
- 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 Works.
- 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.

Homeowner's Guide for Beautiful, Safe, and Healthy Trees



U.S. Department of Agriculture
Forest Service
Northeastern Forest Experiment Station
370 Reed Road, Broomall, PA 19008
NE-INF-58-84

Distributed in cooperation with the Missouri Department of
Conservation

For more copies, write to:
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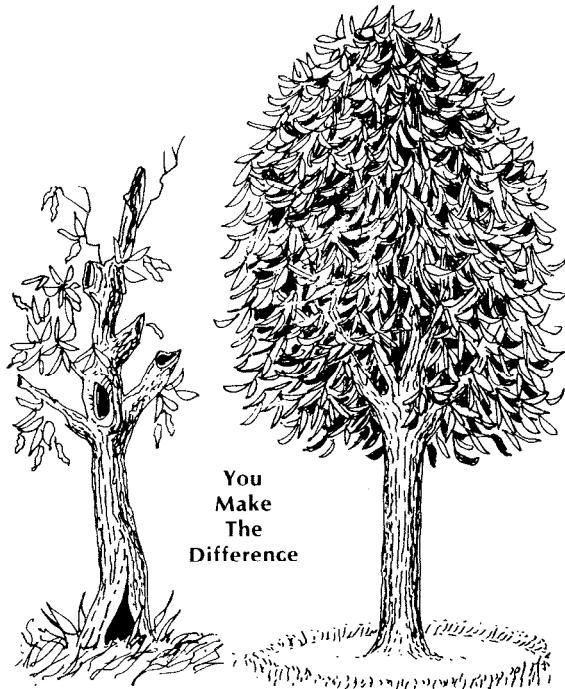


The Real Cause of Many Tree Problems

Insects and microorganisms are not the real cause or starting point of many tree problems. These organisms are often secondary agents that attack weakened, wounded, improperly treated, neglected, and generally unhealthy trees. Poor tree health is a major worldwide problem. Fighting the secondary agents that are often very obvious, or the symptoms of poor health, will not solve the basic problem. We must start now to attack the real causes: the starting points of poor health. The major organisms responsible are PEOPLE!

Once we recognize that we are often the problem, we can do much to solve it. Here are some brief guidelines for you, the homeowner, that will help you keep your trees beautiful, safe, and healthy.

“We have met the enemy; and he is us!”
Pogo



Give Trees a Good Start

Plant the right tree in the right place.

Do not plant:

- pin oaks in alkaline soils
- trees in old alkaline building rubble
- willows in dry soils, pines in wet soils
- birches in shade, dogwoods in unprotected open sites

Learn the biological requirements of your trees. Do not plant unless you plan to maintain.

Plant properly

Do not:

- crowd trees in small holes with compacted soil
 - over-amend the soil with humus
 - fertilize at planting time
- Do prune dead and dying branches and roots.

Keep grass away

Do not:

- water grass heavily near trees that normally grow on dry sites
- lime grass heavily near trees that grow best in acid soils
- wound trees with lawnmowers and other machines

Heavy use of herbicides may harm trees.

Brace, but not too tightly.

Do not:

- tie young trees so tightly that they do not move
- leave braces on after tree is established
- kill bark with cords, wires, bands, etc.

Prevent wounds

Do not:

- allow anyone to climb your tree with spikes
- allow heavy construction machines near your tree
- park cars near trees

PRUNE CORRECTLY.

Correct pruning is the best thing you can do for your tree.

Here are the guidelines:

Natural target pruning

1. Locate the branch bark ridge (BBR).
2. Find target A-outside BBR.
3. Find target B-where branch meets collar.
4. If B cannot be found, drop an imaginary line at AX. Angle XAC equals XAB
5. Stub cut the branch.
6. Make final cut at line AB (with powersaws make final cut on upstroke).

Do not:

- make flush cuts behind the BBR
- leave living or dead stubs
- injure or remove the branch collar
- paint cuts

The best time to prune living branches is late in the dormant season or very early in spring before leaves form. Dead and dying branches can be pruned anytime. Use sharp tools! Make clean cuts. Be careful with all tools. Safety first!

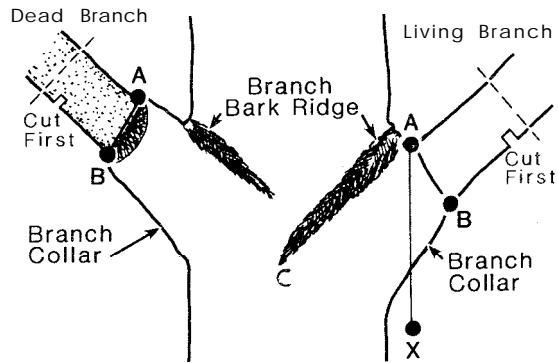
Topping

Topping trees is a serious injury regardless how it is done. Avoid it if possible by starting to prune early in the life of the tree to regulate its size and shape. If you must top cut, follow these guidelines:

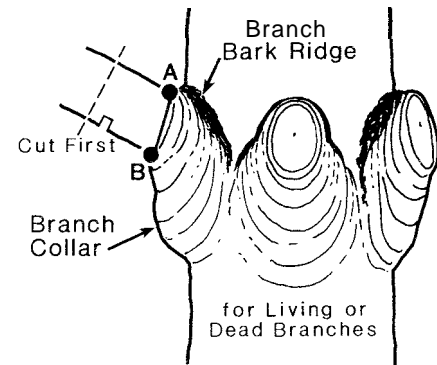
Cut line DE at an angle approximately the same angle as the angle of the BBR. Do not leave a stem stub. Do not paint the cut. Know your safety limits-call professionals when the job is too big for you.

Natural Target Pruning

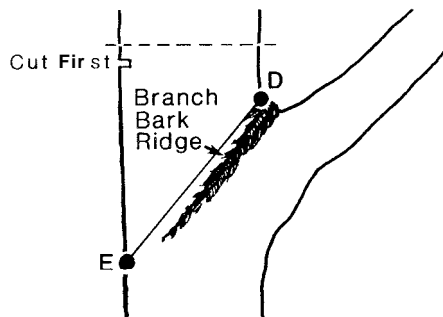
Hardwoods



Conifers



Topping



Wound Dressings

Wound dressings do not stop rot.

Do not:

- apply house paints or wood preservatives
- apply heavy coats of any material.

Research shows that wound dressings do not stop decay or stall rot. Trees have been responding effectively to their wounds for over 200 million years. Do not interfere with this natural process. Keep your tree healthy and it will take care of its wounds. In a short time the wound surface will blend perfectly with the tree bark.

Tree Treatments

Treat wounds

If trees are wounded, remove injured bark with a sharp knife. Make cuts as shallow as possible. Forming an elongated ellipse is not necessary. Make all margins rounded; do not point tips. Do not enlarge the wound. Do not paint. Do everything possible to maintain health-water, fertilize, prune.

Holes for draining water

Do not bore holes to drain water from cavities. Drain tubes may be used for wetwood materials, but such treatment will increase the column of internal wetwood.

Cavities

If cavities are to be filled, do not clean so thoroughly that the boundary between decayed wood and sound wood is broken. Fill with nonabrasive materials. Leave for professionals.

Injections and implants

If you plan to have chemicals injected or implanted in your trees, make certain that it is done only by highly skilled professionals. Check injection and implant holes after one season to make certain they are closed. Injection and implant holes should be very small and shallow at the tree base, not in the roots.

Cable and brace

If rot is present, put rods entirely through the stem, and use round or oval washers on both sides. Washers should be seated on the wood, not deep in the wood or on the bark. Cables should allow tree to move slightly. Leave to professionals.

Help Trees Stay Healthy

Before you fertilize or consider treatments for microelement problems, have a soil test done. Your tree may require soil acidification before fertilization, or treatment for microelement problems. Fertilizers add elements essential for healthy growth. Fertilizers are not tree food!

Trees get their energy from the sun. Leaves and needles trap energy in a molecule of sugar. Sugar is tree food. Keep leaves and needles healthy by timely treatments so trees can get their food. Keep soils free of compaction so roots can get water and essential elements. Do not over fertilize.

Some insects and microorganisms DO start tree problems. When in doubt about what to do, contact the extension agents from your county, state, or university, or ask the United States Forest Service or professional arborists.

Check for potential hazards:

- large dying and dead branches
- rot in roots and base (fruit bodies of fungi are signs of rot)
- large deep vertical cracks on opposite sides of trunk

Be on the alert 5 to 10 years after construction. Have hazardous tree crowns reduced by professionals.

DON'T FORGET WILDLIFE. They need living and dead trees for survival. Consider them in your plans.

Learn about trees.

Prepared by Dr. Alex L. Shigo, plant pathologist, USDA Forest Service, Northeastern Forest Experiment Station, P.O. Box 640, Durham, New Hampshire 03824.

A learning package has been developed to help you and groups interested in tree health to learn more about trees. For information on the package and other information available from the U.S. Forest Service, contact Ms. H. Sharon Ossenbruggen at the above address, or call her at 603-868-5710.