

## Tree Work and Shade Tree Commission Application

For Shade Tree Commission approval, please complete and return this form with supplemental materials by no later than the 1<sup>st</sup> Tuesday of the month to the attention of the Sustainability Planner, Douglas Smith:  
City of Lancaster, 120 North Duke Street, PO Box 1599, Lancaster, PA 17608.

### 1. Applicant Information

**Applicant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
(street address) (city) (state) (zip)

**Email address:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

**Property Owner (If different from applicant):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
(street address) (city) (state) (zip)

**Email address:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

### 2. Tree work Requested (attach additional sheets as necessary)

#### a. Trees to be Removed – Street tree removal requires review and approval of Shade Tree Commission

Number \_\_\_\_\_ Species/Variety \_\_\_\_\_ DBH (inches) \_\_\_\_\_  
(DBH = diameter at 4 ½ feet above ground)

Number \_\_\_\_\_ Species/Variety \_\_\_\_\_ DBH (inches) \_\_\_\_\_

Why are you requesting the removal of the tree(s)? \_\_\_\_\_

Location of tree(s) and address (if different than above): \_\_\_\_\_

\_\_\_\_\_

#### b. Tree(s) to be Planted

Number \_\_\_\_\_ Species/Type \_\_\_\_\_ Caliper (inches) \_\_\_\_\_  
(Caliper is measured at 6 – 12" above ground)

Number \_\_\_\_\_ Species/Type \_\_\_\_\_ Caliper (inches) \_\_\_\_\_

Location of tree(s): \_\_\_\_\_

#### c. Other Tree Work Requested

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Individual/Firm that will perform work**

Name of Individual/Firm that will perform work: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*ALL CONTRACTORS PERFORMING TREE WORK IN THE CITY ARE REQUIRED TO HAVE LIABILITY INSURANCE*

**4. Photos and Sketch of the site (Landscape plans may serve as substitute)**

**Photos: The following photos are recommended.**

- Tree circumference at 4.5 feet—A photo with a measuring tape wrapped around the tree trunk at 4.5 feet above the ground
- Tree species—A photo of the tree’s form as well as a close-up photo of the tree’s leaves or twigs or fruits or flowers
- If the tree is within 10 feet of a building or structure, include a photo that shows the distance with a measuring tape from the base of the tree to the building.

**Sketch: A simple drawing should show the following information:**

- Location of trees proposed for removal, with tree diameter and species labeled
- Proposed location of replacement trees, with species labeled
- Building, driveway, and lot outlines
- Street names
- North arrow

All land development drawings must meet the minimum requirements of SALDO and the Tree Ordinance.

**5. Notice & Signature**

I certify that I am authorized to submit this application as the property owner or on behalf of the property owner, and that the information contained herein is true and accurate to the best of my knowledge. I agree to hold harmless the City of Lancaster, its agents, officers, and employees for any damage or injury caused by reason of planting, placement, maintenance, or removal of street trees, and that I shall be solely liable for any damages. I understand that replanting is a condition of removing street trees and that the Shade Tree Commission may require greater than one-for-one replacement, and that I am responsible for the successful establishment of the replanted trees. I understand that plan submissions, tree removal or planting shall comply with City of Lancaster Code Chapter 273, and that a Tree Work Permit is required before any work can begin.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF & SHADE TREE COMMISSION USE ONLY**

Date Reviewed by Shade Tree Commission: \_\_\_\_\_ APPROVED  DENIED  NOT APPLICABLE

Condition(s) of approval: \_\_\_\_\_

Landowner or Applicant Present at Shade Tree Commission:  YES  NO

Tree Inventory: ID#(s) \_\_\_\_\_ DBH \_\_\_\_\_

Condition \_\_\_\_\_

\_\_\_\_\_  
*City Arborist or Designee* *Date*

Inspected By: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Status:  COMPLETE  INCOMPLETE

Follow-up:  None  Letter

Other \_\_\_\_\_