

CITY OF SANDPOINT URBAN FOREST PERMIT TO DO TREE WORK

TYPE OF WORK: REMOVAL PRUNE PLANT [Check appropriate box(es)]

Date Of Request: _____ Request Taken By: _____

Name: _____

Address: _____

Person And Phone Number: _____

All work will performed by _____

(Landowner/ Representative)

Or by _____, a contractor licensed by the city to

(Contractor)

work on trees in the ROW or Parks, License number: _____, and will be complete in 30 days.

LOCATION, NUMBER , KIND OF TREES AND REASONS FOR REMOVAL, PRUNING OR PLANTING

(Attach additional pages if necessary):

Proposed Start Date: _____ Proposed Finish Date: _____

Property Owner's Name: _____ Property Owner's Phone Number: _____

Property Owner's Address: _____

Work Site Address (If Different): _____

Note: If your project will impair traffic flow on any City street, you will need to also apply at the Public Work Department for an Encroachment Permit at least 48 hours before work commences. 263-3407.

APPLICANT'S SIGNATURE: (The property owner or designee agrees that s/he is familiar with the City's ordinances regarding its community forest and is familiar with the City's Arboriculture Manual that specifies practices in regard to public right-of-way trees. Holder of this permit agrees not to hold the City of Sandpoint or any employees thereof responsible for any liability by accident to permit. Any work improperly done by the holder of the permit will be assessed remediation costs.)

_____ Date: _____

COMMUNITY FOREST PROGRAM: PRE-INSPECTED AND APPROVED BY:

NAME: _____ DATE: _____ PHONE: _____

CITY REQUIREMENTS/ RECOMMENDATIONS:

NOTICE OF COMPLETION: POST-INSPECTION AND APPROVAL BY:

NAME: _____ DATE: _____ PHONE: _____

Instructions are on the back of this form.

PERMIT INSTRUCTIONS/ REMINDERS

- When you (or your company) fill out the request, turn it in to either the Public Works Department desk or the Planning Department desk, both of which are located on the second floor of City Hall, 1123 Lake Street.

If you choose **to mail** in your application, mail it to:

City Forester
1123 Lake Street
Sandpoint, ID 83864

- By City Ordinance, any person performing work for a fee on public right-of-trees/ shrubs must be bonded and carry workman's compensation on their employees. You are likely safe if you pick an arborist listed in the phone book yellow pages. But, be sure to ask the contractor.
- **Start Date:** You have to allow at least ten working days between the time you submit this application (and it is in the hands of the Community Forest Coordinator) and the time you plan to start work. This time period will allow the City time to review the application and to return its recommendations and sign-off on the project.
- **Finish Date:** The approved application **expires 30 days** after the projected "Finish Date" unless otherwise authorized in writing by the Community Forest Coordinator.
- If you are a **resident who rents** the property that abuts the project area, you will have to get the actual property owner's signature on this form. If that does not appear to be easily done, you must talk with the Forest Coordinator about possible solutions before you submit this application.
- Please keep the City **approved application** form at the project site. As soon as is practical, after the work is completed, call the City's Forester 255-1443 or the Planning Department 263-3370 and **request a "Post-Inspection."** If the work done is appropriate, the Forest Coordinator or his/ her designee will then sign-off on this application.
- Copies of the City's **Arboriculture Manual** can be obtained for a small fee from the Planning Department. Or, you can download a copy or view it online at <http://www.cityofsandpoint.com/communityforestry.asp>

This manual describes what in detail can be done with respect to the removal, trimming and planting of trees/ shrubs within the public right-of-ways. We highly recommend you study of the manual before you turn in this application or call the City Forester for advice: 255-1443.