

City of Marshalltown  
PARKS & RECREATION DEPARTMENT  
10 West State  
Marshalltown, Iowa 50158

**Tree Planting Permit**

(Required when planting on City right of way)  
A fee of \$25.00 must be submitted with the request.  
If application is denied, fee will be returned to applicant.  
If application is approved, fee is non-refundable.

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

(Home)

(Work)

Number of trees to be planted \_\_\_\_\_

Is there a curb or a sidewalk within 4 feet of planting site? \_\_\_\_\_

Are there traffic signs or signals in the area? (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

Distance in feet away from proposal site? \_\_\_\_\_

Are there overhead power lines in the area of planting? \_\_\_\_\_

Is there a fire hydrant within 10 feet? \_\_\_\_\_

Species of tree(s) to be planted? \_\_\_\_\_

Include Latin name if available \_\_\_\_\_

Anticipated date of planting? \_\_\_\_\_

**DRAWING REQUIRED** (please use back side)

**Conditions of Permit**

Whenever a tree is planted in conflict with the provisions of this permit, it shall be lawful for the City Horticulturist to remove or cause removal of the tree. The cost of the removal of such tree may be charged to the property owner responsible for the planting.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Permit must be submitted to the Parks & Recreation Office, 10 West State**

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**To be completed by the Parks and Recreation Office**

Special requirements or stipulations \_\_\_\_\_

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

**Drawing must include:**

1. All existing trees and shrubs within 30 feet of planting location; both in the right-of-way and on private property.
2. All driveways, alleys, sidewalks and streets within 20 feet of the planting location.
3. Location of the following: \*\*
  - a) gas main and gas service to house
  - b) water main and water service to house
  - c) sewer
  - d) electric, telephone and cable lines (indicate either overhead or buried)

**\*\*To have these located free of charge call Iowa One Call at 1-800-292-8989 (Must be done before turning permit in to Parks and Recreation—leave markings in ground until approval is denied/given.)**

4. Include **north** arrow and **measurements**

**Spacing and placement in terrace areas:**

- (a) All trees planted on or adjacent to any street, highway, terrace or avenue in the city shall be planted in a location that is midway between the outer line of the sidewalk and the curb where the curbline is established or midway between the proposed sidewalk and designed curb locations as established by the Director of Public Works/City Engineer where no sidewalk or curb is established. No tree shall be planted nearer than three feet to the curb or outer sidewalk line. On terraces 14 feet wide or greater, trees shall be planted seven feet from the outside edge of the sidewalk.
  - (b) Trees planted on or adjacent to a highway shall be planted ten feet back from the back of the curb line. Other special considerations do exist and a special permit must be secured from the State Department Of Transportation; contact the local State Department of Transportation Engineer. Tree spacing for trees included in the listing of recommended trees for terrace areas less than eight feet in width as specified under section 27-20 shall be planted no closer than 20 feet from one another nor closer than 30 feet to a large tree. Large trees such as those listed in the recommended tree species for terrace areas of eight feet or more in width shall be planted no closer than 40 feet from one another. Trees shall be planted no closer to a utility pole than a distance equal to the mature spread of the tree species being planted.
  - (c) Planting Distance from Street Intersections and From Driveways: No tree shall be planted closer than 30 feet to a street intersection. No tree shall be planted closer than ten feet to a driveway or alley in residential terrace areas of the city. Spacing of trees from commercial driveways shall be judged on an individual basis.
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