



# City Street Tree Work Permit Application

Parks Department  
929 Highland Ave South Portland, ME 04106  
207-767-7670 agagnon@southportland.gov

- An approved permit is required to alter any tree within the public right-of-way. If a City tree is removed, altered, or damaged without prior written authorization, significant fines and penalties will apply. (City of South Portland Code of Ordinances, Chapter 2, Article VII. Sec 2-210. (a) (1))
- Approved work must be performed by a Maine licensed arborist, and all associated costs and fees will be the responsibility of the applicant.
- The Arborist performing tree pruning must follow ANSI A300 pruning standards and shall not wear climbing spikes while pruning.
- The permittee agrees not to hold the CITY OF SOUTH PORTLAND or any of its officers or employees liable for any accident to person or property caused through exercise of this permit.
- Applications will be accepted or denied upon inspection by the City Arborist. General guidelines for acceptable applications:
  - Tree is in decline, severely diseased, or a risk to public safety
  - Tree is interfering with adjacent structures or safe use of streets and sidewalks
  - Trees needing to be removed for construction: If approved, replanting is required per city ordinance
- Approved work must be completed by the expiration date specified below.
- Application for permits must be made at the office of the city arborist not less than forty-eight (48) hours in advance of the time the work is to be done.
- Notice of completion shall be given within five (5) days to the city arborist for their inspection.

Date: \_\_\_\_\_ Tree Address: \_\_\_\_\_  
 Adjacent Property Owner (print): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Tree Species: \_\_\_\_\_ Tree Diameter at Breast Height in Inches (DBH): \_\_\_\_\_ # of Trees: \_\_\_\_\_  
 Type of Work:  Removal  Pruning  Stump Grinding  Other \_\_\_\_\_  
 Reason for Work: \_\_\_\_\_

\*Please provide a detailed drawing of the location of the tree in question. Include street names, building footprint, nearby trees, driveways, and any other helpful landmarks. (Use back of sheet)

Licensed Arborist/Service Performing Tree Work: \_\_\_\_\_  
 Arborist License #: \_\_\_\_\_ Arborist Email: \_\_\_\_\_  
 Arborist Phone: \_\_\_\_\_ Arborist Address: \_\_\_\_\_

**The applicant understands that the licensed arborist listed above may only perform work as specifically described in this application and as approved by the City Arborist. Violation of these terms may result in a fine. (City of South Portland Code of Ordinances, (Ord. No. 32-75, 12-15-75, Ord. No. 8-07/08, 2/20/08, [Fiscal Note: Less than \$1000])**

Owner signature: \_\_\_\_\_ Date: \_\_\_\_\_

### City Arborist's Determination

Permit Approved  Permit Denied Approved Permit Expiration: \_\_\_\_\_  
 Reasoning/provisions: \_\_\_\_\_

Tree Replanting Required Species: \_\_\_\_\_ Diameter: 1.5"-2.5" required

City Arborist Signature: \_\_\_\_\_ Date: \_\_\_\_\_