



Street Tree Planting Permit Application

Project Address: _____

Applicant is: ☐ Property Owner ☐ Contractor ☐ Other _____

Applicant _____ E-mail _____

Address _____ Day Phone # _____

Contractor _____ E-mail _____

Address _____ Day Phone # _____

List of street trees to be planted:

Tree Variety _____ Quantity _____ Full Grown Height _____ Width _____

Tree Variety _____ Quantity _____ Full Grown Height _____ Width _____

Tree Variety _____ Quantity _____ Full Grown Height _____ Width _____

Tree Variety _____ Quantity _____ Full Grown Height _____ Width _____

Describe work: _____

Attachments: ☐ Site Drawing

Notice: This permit expires 12 months from the date of issuance. The undersigned warrants that he/she has reviewed and is familiar with the provisions of the tree ordinances; as set forth under Chapters 50, 150, 166, and 191 of the Municipal Code of Ankeny, Iowa (City) and will defend, indemnify, protect and save harmless the City and its employees from any and all liability, from any claim or cause of action which any person may have or claim to have by reason of any actual or alleged failure on the part of the undersigned to comply with the terms and provision thereof. I hereby certify that I have read and examined this application and its attachments and know the same to be complete, true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I agree to adhere to the plans as submitted and approved by the City and will provide notification of any change prior to planting. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant _____ Date _____

Printed Name: _____



<http://www.iowaonecall.com/>

ALLOW A MINIMUM OF 5 FULL WORKING DAYS FOR PERMIT REVIEW & APPROVAL

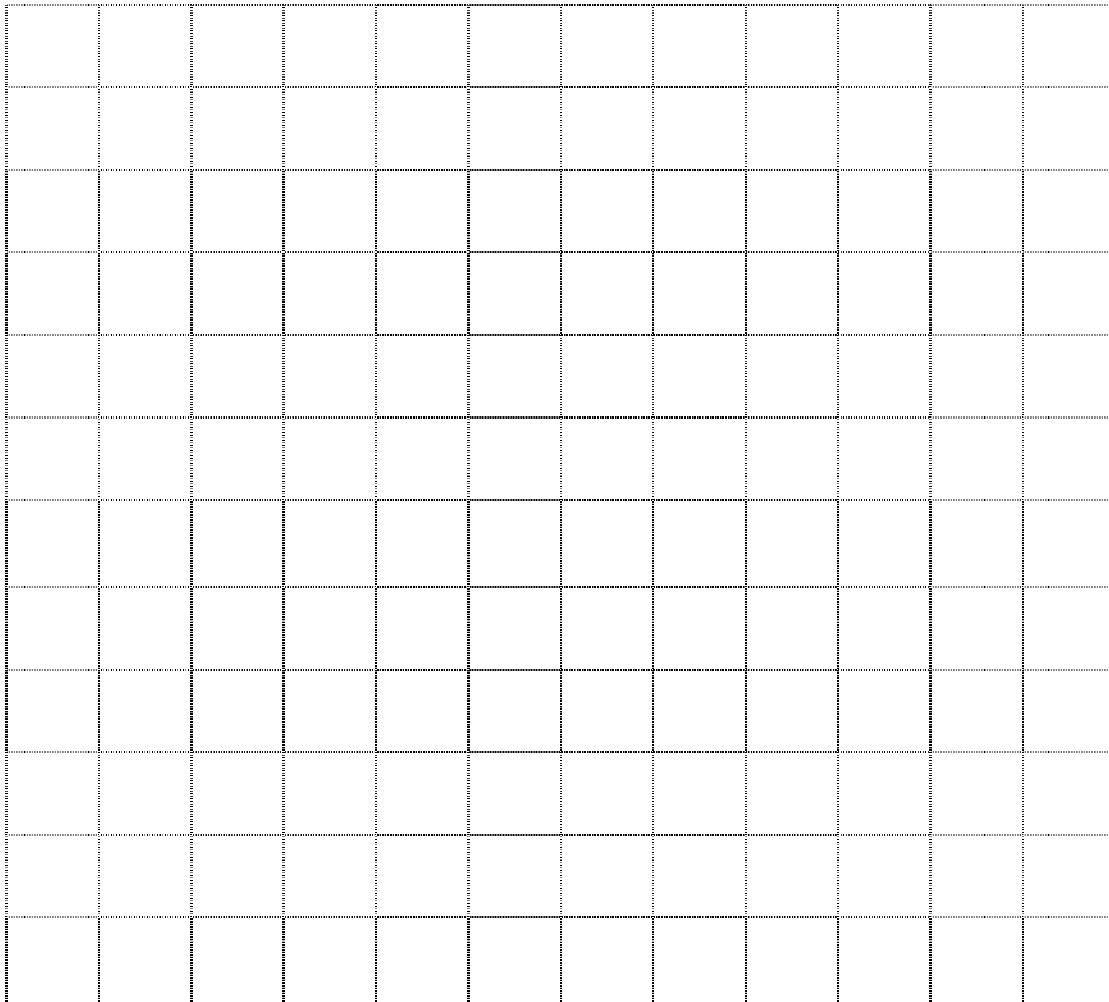
Date received _____	Approval Notification Date _____	Office Use Only
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Site Drawing:

Address: _____

Sketch diagram indicating:

- ✓ Home or business and driveway approach
- ✓ Adjacent street(s) with name(s)
- ✓ Sidewalk
- ✓ North arrow
- ✓ Proposed tree locations with distance from adjacent items in right-of-way such as:
 - Traffic signs
 - Light poles
 - Mailboxes
 - Other trees



Guidelines

Street Tree Planting Process

Any individual, business or corporation intending to plant a tree, shrub or other planting (except turf grass) upon a public right-of-way, shall have approval from the City of Ankeny prior to any planting taking place. A street tree planting permit application shall be submitted by the property owner and approved by the Public Works Operations Division prior to the planting of the tree in the public right-of-way.

The process involved in obtaining a Street Tree Planting Permit is as follows:

1) Prior to submitting a Street Tree Planting Permit Application:

- a) Select the desired species of tree for planting from the 'Allowed Street Trees' list on the following page.
- b) No more than 20% of one species of tree should be planted along one block.
- c) Determine the location of planting based on the City of Ankeny planting requirements:
 - i) Size. Trees shall be a minimum of one and one quarter (1-1/4) inches in diameter, measured six (6) inches above ground level.
 - ii) Planting Area. Trees shall not be planted on any parking which is less than nine (9) feet in width, or contains less than eighty-one (81) square feet of exposed soil surface per tree.
 - iii) Alignment. All trees planted in any street right-of-way shall be planted in the parking midway in the grassed area between the front of the sidewalk and the curb, rock shoulder, or edge of paving.
 - iv) Separation. Trees shall be located a minimum of six (6) feet from the curb line; a minimum of thirty (30) feet from the corner of the curb at intersections and a minimum of ten (10) feet from the edge of a residential driveway. Trees shall be planted a minimum of twenty (20) feet from driveways of commercial, industrial or institutional properties connecting to a public street. Trees shall not be planted closer than fifteen (15) feet to a standard or light pole. Trees shall be planted in such a manner to avert interference with, or obstruction to any improvements installed for public betterment such as street signs, fire hydrants, overhead utility wires, street lights, or utility poles.
 - v) Spacing. Trees shall be spaced a minimum of twenty-five (25) feet from another tree, except along arterial and collector streets where buffering from noise is appropriate; in which case trees may be located so as to provide a continuous buffer. Smaller species of trees may be spaced to a minimum of twenty (20) feet when approved by the Public Works Operations Manager.
 - vi) Landscaping. Landscape block and landscape plantings are allowed in the right-of-way around trees with the understanding that it is at the abutting property owner's risk and any maintenance of the block and/or plantings or repair to the block and/or plantings caused by maintenance of street pavement, maintenance of public utilities, or the removal of street trees by City staff or contractor shall be the responsibility of and at the abutting property owner's expense.

2) Make a plan: In the site plan sketch block provided in the application include where any trees are to be planted and also sidewalks, streets, driveways, traffic signs, mailboxes, street lights, and other trees. Place a wood stake or lath in the location of where the tree(s) are intended to be planted.

3) Call for locates: Call Iowa One Call at 1-800-292-8989 to locate the utilities in the right-of-way in which tree(s) are being planted. Iowa One Call will provide you with a locate number that shall be listed on the permit. This call is required for approval of the Street Tree Planting Permit. Once locates have been made, re-staking of the tree(s) location may be required.

4) Submit application: Scan and email the permit application to the Public Works Operations Manager at aputnam@ankenyiowa.gov. It can also be mailed or submitted to the Public Services Building, 220 W. 1st St., Ankeny, Iowa 50023 or faxed to (515) 289-9120.

- 5) **Approval by the City:** The City will review the permit application and the staked locations at the property to verify compliance with applicable requirements. The applicant requesting the permit will be notified of approval or of any necessary changes needed to the permit. If the applicant is approved then trees may be planted at that time.
- 6) **Street Tree Maintenance:** It shall be the duty of the property owner to prune, care for, and maintain any tree within the right-of-way that abuts their property. Tree branches shall be maintained so that the branches of the tree are at least fifteen (15) feet above the street and eight (8) feet above the surface of the sidewalk.

Allowed Street Trees (Based on recommendations from IDNR Urban Forestry Coordinator):

Common Name	Scientific Name	Cultivars/ Selections
Hackberry	<i>Celtis occidentalis</i>	Chicagoland, Prairie Pride, Windy City
Yellowwood	<i>Cladrastis kentuckea</i>	
Ginkgo (male only)	<i>Ginkgo biloba</i>	Autumn Gold, Golden Colonnade, Halka, Magyar, Presidential Gold, Princeton Sentry
Thornless Honeylocust	<i>Gleditsia triacanthos</i>	Northern Acclaim, Skyline, Shademaster
Kentucky Coffeetree	<i>Gymnocladus dioicus</i>	
Larch	<i>Larix decidua</i>	
Tuliptree	<i>Liriodendron tulipifera</i>	
Blackgum	<i>Nyssa sylvatica</i>	
London Planetree	<i>Platanus x acerfolia</i>	Bloodgood, Exclamation
White Oak	<i>Quercus alba</i>	
Swamp White Oak	<i>Quercus bicolor</i>	
Scarlet Oak	<i>Quercus coccinea</i>	
Shingle Oak	<i>Quercus imbricaria</i>	
Bur Oak	<i>Quercus macrocarpa</i>	
Chinkapin Oak	<i>Quercus muehlenbergii</i>	
Pin Oak	<i>Quercus Palustris</i>	
Heritage oak	<i>Quercus robur X macrocarpa</i>	
Northern Red Oak	<i>Quercus rubra</i>	
Shumard Oak	<i>Quercus shumardii</i>	
Bald Cypress	<i>Taxodium distichum</i>	
American Linden	<i>Tilia americana</i>	Boulevard, Front Yard, Legend, American Sentry
Silver Linden	<i>Tilia tomentosa</i>	
Littleleaf Linden	<i>Tilia Cordata</i>	Glenleven
American Elm	<i>Ulmus Americana</i>	Jefferson, Prairie Expedition (Lewis and Clark), Princeton