

MISHAWAKA PARKS AND RECREATION

TREE WORK PERMIT APPLICATION

904 N. Main St. | Mishawaka, IN 46545

PH: 574.258.1664 | FX: 574.258.1736

BOARD OF PUBLIC WORKS (Please Print or Type Only)

Name: _____

Address: _____

Zip: _____ Phone: _____ Fax: _____

Email: _____

Please check the appropriate box below:

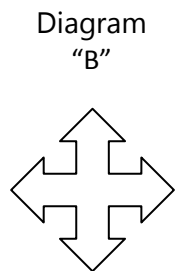
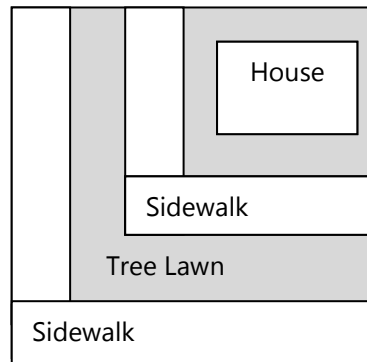
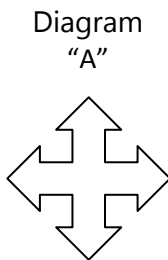
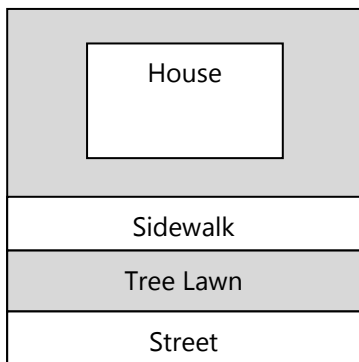
Tree Planting Transplanting Pruning Tree Removal Stump Removal # of Trees _____

Type of Tree Species: _____

Remarks/Notes: _____

Tree Location

Please place an "X" on the appropriate diagram below to best indicate the location of the tree in question. Also, please indicate on the arrow beside the diagram the direction for North.



Date: _____ Applicant's Signature: _____

Date: _____ Landscape Approval: _____

Date: _____ Board of Works Approval: _____

Should you have any questions concerning the information contained in this brochure or the above application, please contact the Mishawaka Parks & Recreation Dept., 904 N. Main St., Mishawaka, IN 46545.



MISHAWAKA PARKS AND RECREATION

TREE WORK PERMIT APPLICATION

904 N. Main St. | Mishawaka, IN 46545

PH: 574.258.1664 | FX: 574.258.1736

Regulations

1. Applications are necessary for tree plantings, transplanting, removals, or stump removals on public property, in a parkway, in a tree lawn, or on other property owned by the City Mishawaka. An application is not necessary for work done on private property.
2. An Applicant may only submit one request per Application. Exceptions may be granted by the Board of Public Works for major landscape improvements of more than one tree planting, transplanting, tree or stump removal.
3. The species of tree planted must be from the approved list of recommended street trees or must be a species approved in advance of purchase if it is not on the Board's recommended list. The list of species was prepared to minimize sewer problems and to promote healthy, low-maintenance, hardy trees which can survive urban air pollution problems and climate; however, the list was not meant to preclude an application from suggesting other trees not on the list. A list of species not recommended as street trees is also provided by the Board. The Board will not approve any applications to plant a tree from the Tree Species Not Recommended List without first presenting to the Board of Public Works valid reasons for such planting.
4. Any and all work related to an Application submitted to the Mishawaka Board of Public Works is to be completed as indicated by the Board on the approved Application.
5. We suggest that an Applicant purchase the intended tree(s) to be planted from a reputable nursery and secure a one-year guarantee on the planting of such tree(s).

Procedure for Submitting an Application

1. An Application to Plant, Transplant, or Remove a Tree (or a tree stump) is on the reverse of this sheet. Additional Applications are available at the Mishawaka Parks and Recreation Dept., 904 N. Main St., Mishawaka, 46545 or on our website at www.mishawaka.in.gov/parksandrecreation.
2. The Application must be properly completed and submitted to the Mishawaka Parks and Recreation Dept. for inclusion on the Mishawaka Board of Public Works agenda. The City's Landscape & Urban Forestry Manager will review and inspect all applications and sites prior to the weekly Board of Public Works meeting. The Mishawaka Board of Public Works meets every Tuesday at 10:00 a.m. in the Board of Public Works meeting room (room 208) of Mishawaka City Hall, 600 E. Third Street, Mishawaka, 46544.
3. An inspection by the Board of the location on the Application may be made as deemed necessary by the Board to determine each Application's priority and appropriateness. The Board reserves the right to approve or to not approve any Application submitted for its review.
4. If an Application is approved, the President of the Board of Public Works will sign the Application and a copy of same will be forwarded to the Applicant for his/her action. It is the sole responsibility of the Applicant to perform the actions as approved by the Board at his/her own expense.

Approved Plantings Procedures

If a request Application has been approved by the Board of Public Works, the applicant should follow the following procedure:

- Contact or visit a location nursery to purchase a tree for planting. If you need assistance to select a tree, please contact the Mishawaka Parks and Recreation Dept. for additional information.
- Show the approved Application to the tree vendor (nursery) when the tree is purchased.
- Notify the Mishawaka Parks and Recreation Dept. that the tree has been planted for final inspection and inclusion in our Mishawaka Tree Inventory.

If the Application has requested and received approval for Transplanting, Tree Removal, or Stump Removal, please contact the Mishawaka Parks Dept. when the work is completed for final site inspection.

