

Permit No. _____

(For office use)



City of Ypsilanti

STREET TREE PERMIT

A resident interested in planting a street tree in the right-of-way between the sidewalk and street curb should follow this procedure:

1. Identify the desired location for the tree and tree species (see list of *City-Approved Street Trees*); only approved street trees are allowed to be planted.
2. Complete the *Street Tree Permit* (below) and submit it to the City's Department of Public Works for review and approval. A street tree planting permit will insure the tree is planted in the right place to encourage a long-lasting healthy tree and urban forest.
3. Before digging in your yard you must call Miss Dig at least one week in advance at 1-800-482-7171 to identify location of underground utilities. This service is free.
4. Once you receive the tree, plant as soon as possible following the *Tree Planting Guide* on the City's website.
5. Maintain the tree by watering it with 20 gallons each week during summer months. Keep the base of the tree mulched and weed free.
6. Contact the Department of Public Works (734-483-1421) upon completion of the work so that a final inspection can be done.

 Detach permit and return to the **Department of Public Works** at:
 14 W. Forest
 Ypsilanti, MI 48197

STREET TREE PERMIT

Description of Work	Address of Planting Site	
	Tree Species	Overhead Wires? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, only trees with a mature height less than 30' can be planted.
Property Owner	Name	Phone
	Address	
Service Provider (if work is contracted)	Business Name	Phone
	Address	Fax

Property Owner must initial all and sign below:

_____ I have read and I understand the street tree planting procedure, listed above, and have selected a tree from the approved street tree list posted on the City's website below

<https://cityofypsilanti.com/DocumentCenter/View/428/tree-list-PDF>

_____ I have read and will follow the guidelines for *How to Plant a Tree* and *Where to Plant a Tree*, found on the City's website.

_____ I understand that once a tree is planted in the right-of-way it becomes property of the City and the City has the right to trim or remove the tree, and that I'm entitled to a tax deduction for approved installations only.

Signature: _____ **Date:** _____

OFFICE RECORD:

Date Issued	Authorized By
Start Date	Expires