



ADMINISTRATION
 210 Cottonwood Avenue
 Hartland, WI 53029
 Phone (262) 367-2714
 Fax (262) 367-2430

**DEPARTMENT OF PUBLIC WORKS
 TREE PLANTING/REMOVAL PERMIT**
 (ORDINANCE NOS. 696-04 and 773-09)

Permit No.:	Permit Fee: \$150.00
Date:	Deposit: \$2000.00
Permit Expires:	Receipt No.:

Work Location Address:			Lot No.
Property Owner's Name:			
Address:			
Phone No.	Home	Work	Mobile
FAX:		E-Mail:	

Contractor Name:			
Contact Person:			
Address:			
Phone No.	Work	Mobile	Fax No.
E-Mail:			

Tree Planting	Yes	No
Tree Removal	Yes	No
Tree Work	Yes	No
Stump Removal	Yes	No

Species and Number of Trees: _____

Reason for Request: _____

Trees/Locations Marked: Yes No How? _____

Replacement Tree Species (*Per Approved Street Tree List*): _____

Please provide a site plan showing tree removals and replacements (Ordinance 90-75)

Applicant Signature _____ Date _____

REQUIREMENTS FOR TREE PLANTING/REMOVAL PERMIT

This permit is granted on conditions that the Permittee will obey all Sections of the Village of Hartland Code of Ordinances and all specifications, rules and requirements of the Department of Public Works pertaining to this Permit and as noted below.

TREE PLANTING

All trees shall be planted in accordance with Village of Hartland Planting Instructions.

BARRICADING

Any person installing, excavating, constructing, grading, filling, storing material, occupying a public right-of-way or public place or doing any other repairing or improving in any public right-of-way or public place shall provide adequate barricades, lights and such other protective devices as may be necessary to warn the public of the condition of the area and to prevent injury to any person or property.

OCCUPYING STREET

Materials occupying street shall be kept at least ten feet (10') away from any tree, valve box manhole or catch basin. Materials and equipment shall be kept at least ten feet (10') away from fire hydrants, fifteen (15') away from crosswalks and in accordance with restrictions of the Code of Ordinances. If left overnight, barricades with flashing lights must be provided.

DRAINAGE

Gutters and drainage ditches shall be kept open at all times and shall be restored to their original condition.

BLOCKING ROADWAY

The blocking of the entire roadway is not permitted. One lane of traffic must be kept open at all times. If two lanes of traffic cannot be maintained, a flag person will be required.

REVOCAION OF PERMIT

The Director of Public Works or his representative reserves the right to revoke this permit at any time, if in their judgement, it is to the best interest of the Village of Hartland.

DAMAGE TO STREET

Any damage to street surfacing as a result of the proposed work shall be repaired by saw cutting and removing the existing damaged pavement which shall be replaced in kind.

NOTIFICATION

The permittee shall notify the Director of Public Works three (3) working days prior to the start of work.

INSURANCE

A Certificate of Insurance must be provided to the Village prior to the start of work which covers General Liability, Auto Liability, Worker's Compensation Coverage and the Village must be named as an additional insured party.

VILLAGE PROPERTY

All trees planted on Village street right-of-way shall become the property of the Village.

OTHER

GUARANTEE

(Damage to Village Property) The Permittee guarantees that he/she shall reimburse the Village of Hartland for all damages to any Village property resulting from his/her work operations and to hold the Village of Hartland harmless in case of any accident or on account of any damages, arising through the issuance of this permit, regardless of whether such damage or accident is done by himself, herself or their agents, employees or subcontractors. THE ACCEPTANCE OF THIS PERMIT BY THE PERMITTEE CONSTITUTES AN ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS HEREIN NOTED.

Director of Public Works

Date