



Street Tree Planting Permit Application

Project Information:

Address: _____

Applicant is: ☐ Property Owner ☐ Contractor ☐ Other _____

Applicant _____ E-mail _____

Address _____ Phone # _____

Contractor _____ E-mail _____

Address _____ Phone # _____

List of street trees to be planted:

Tree Variety _____ Quantity _____ Full Grown Height _____ Width _____

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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 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 City Staff 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 Application Received _____	Approval Notification Date _____	By _____	Office Use Only
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(rev. 9/22/25)

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 (City) 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 Department - 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) Make a Plan:

- a) Select the desired species of tree for planting from the Allowed Street Trees list.
- b) To reduce loss from pests and disease, no more than 20% of one species of tree should be planted along a block.
- c) Determine the location of planting based on the City's planting requirements:
 - i) Size. Trees shall be a minimum of one and one-half (1-1/2) inches in diameter, measured six (6) inches above ground level.
 - ii) Planting Area and Alignment. In general, all trees planted in any public street right-of-way shall be planted in the parking area (green space) midway between the back of curb or edge of pavement and the front of the sidewalk. More specifically, where the distance between the back of curb and the sidewalk line is eight (8) feet or less, the tree shall be centered in the space. Where the distance between the back of curb and the sidewalk line is greater than 8 feet, trees shall be planted within four (4) feet of the sidewalk line.
 - iii) Separation. Trees shall be planted in such a manner as to avoid interference with, or obstruction of any improvements installed for public betterment such as public utilities, street signs, overhead utility lines, street lights, or utility poles. Trees shall be located a minimum of:
 - Fifteen (15) feet from a street sign, street light or traffic signal pole, fire hydrant, water valve, or utility access.
 - Fifty (50) feet from the back of curb or edge of pavement of the intersecting street (for corner lots at intersections) in 25, 30 and 35 mph zones. For greater speed limits, a site review will be needed.
 - Twenty (20) feet from the edge of driveways for all types of properties (residential, commercial, industrial or institutional properties).
 - iv) Spacing. Trees shall be planted at a maximum of one (1) tree for every 60 feet of frontage. 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 Department - Operations Division's Arborist.
 - v) 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.

- d) In the site plan sketch block provided in the application, indicate 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.
- e) 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, adjust your plans and re-stake tree locations as needed to avoid existing underground utilities.
- 2) Submit application:** Scan and email the permit application to the Public Works Department – Operations Division’s Arborist, Mike Stensrud, at mstensrud@ankenyiowa.gov. It can also be mailed or submitted to the attention of Mike Stensrud at the Public Works Maintenance Facility, 211 SE Lorenz Drive, Ankeny, Iowa 50021.
- 3) 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.
- 4) Street Tree Maintenance:** It is 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 Iowa DNR 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>	
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>	
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