



Street Tree Planting Permit Application

Name Address Phone

Property Owner: _____
 Applicant (if not owner): _____
 Anticipated Start Date: _____ Anticipated Completion Date: _____

Planting Sketch

Notes:

1. Show location of home, driveway, sidewalk, and approximate location of proposed street tree planting(s).
2. Label north arrow, street names, and type of trees proposed for planting.

Check if complete:

- Utilities shall be located prior to submitting this permit application, call 1-800-292-8989. Utility Locate Permit # _____
- Proposed street tree locations shall be staked prior to submitting this permit application.

Indemnification

To the fullest extent permitted by law, the undersigned warrants that they have reviewed and are familiar with the provisions of Chapter 166 of the Municipal Code, and will defend, indemnify, protect, and hold 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 provisions thereof.

Permit Stipulations: In accordance with current Standard Specifications for Street and Utility Improvements. This permit will be valid for 30 days after date issued.

Applicant Signature	Date
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Print Applicant Name

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 street tree planting list, located following the permit process.
- 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 regulations.

2) City of Ankeny Planting Requirements:

- a) Size. Trees shall be a minimum of one and one quarter (1-1/4) inches in diameter, measured six (6) inches above ground level.
- b) 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.
- c) 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.
- d) 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.
- e) 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 Administrator.
- f) 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.

- 3) **Make a plan:** In the planting sketch block provided in the application include where any trees are to be planted, sidewalks, streets and driveways. Place a wood stake in the location of where the tree(s) are intended to be planted.
- 4) **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.
- 5) **Submit application:** Mail or submit the street tree planting permit application to the Public Works Administrator at the Public Services Building, 220 W. First St., Ankeny, Iowa 50023, or fax the permit to (515) 289-9120. It can also be scanned and emailed to aputnam@ankenyiowa.gov.
- 6) **Preliminary approval by the City:** A "white" City of Ankeny flag will be placed in the right-of-way when preliminary approval has been given by the Public Works Operations Division to plant the tree(s). The property owner requesting the permit will be notified of any changes in the permit. Trees may be planted at this time.
- 7) **Final approval by the City:** Once the tree(s) have been planted the property owner shall contact the Public Works Administrator at (515) 963-3525 for final approval. For final approval the Public Works Administrator will inspect the planted tree and notify the property owner if there is any problem with the planted tree(s).
- 8) **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.

Recommended Trees for Street Right-of-Way Planting

Hedge Maple	Red Oak	Accolade Elm	American Hornbeam
Amur Maple	White Oak	Triumph Elm	Hackberry
Norway Maple	Swamp White Oak	Allee Elm	Turkish Filbert
Sugar Maple	Heritage Oak	Athena Elm	Ginkgo (male/seedless)
Black Maple	Regal Prince Oak	Frontier Elm	Honey Locust (Thornless)
State Street Maple	Callery Pear	Prospector Elm	Kentucky Coffeetree (seedless)
Freeman Maple	Green Vase Zelkova	Linden	Black Tupelo
Red Maple	Black Gum	London Planetree	Village Green Zelkova

Prohibited Trees

Cottonwood	Any thorn producing	Silver Maple
Willow	Any multi stem or clump type	Bradford Pear
All conifers	Fruit bearing (apple, peach etc.)	Ash
Any small to medium trees wider than green space at maturity		Any shrubs

City Staff Review Checklist:	Permit No. _____
<input type="checkbox"/> Complete Application	
<input type="checkbox"/> Preliminary Approval Date: _____	<input type="checkbox"/> Final Approval Date: _____