



CITY OF OTTAWA

Tree Planting or Maintenance Request

Name: _____ Phone: _____

Property Address: _____

Mailing Address (if different): _____

Describe Location of Tree: _____

Request to:

*****Planting and Removal/Trimming other than dead or dangerous will be at the property owners expense*****

Please mark which applies to your request (This form only applies to Trees within the City Right of Way)

- 1. Plant a tree in City Right of Way. Type: _____ (see attached for allowed trees)
- 2. Have the City assess a possibly DEAD, DYING or DANGEROUS Tree and/or limb located within the Right of way
- 3. Remove a tree on my own (reason must be entered below) Replacing Tree Yes No (if yes, also complete line 1)
- 4. Trim a Tree on my own (All Contractors must be registered with the City of Ottawa)

Reason (s) for Requested Maintenance: _____

Please provide as much information regarding your request as possible, an incomplete application will be returned for completion

If maintenance or removal is necessary furnishing topsoil, raking, seeding, filling ruts/divots and all finishing touch's are the responsibility of the property owner and/or the affected property owner.

Removing and/or Trimming Limbs over private structures are the responsibility of the property owner.

The undersigned agrees to indemnify and keep harmless the City of Ottawa from any and all suits, damages, costs, expenses and attorney fees that may be brought or sustained by said City, for or on account of injuries or damages sustained by any person, occasioned by the granting or permission asked for herein. Furthermore, applicant has read, understands, and agrees to perform said work in accordance with the requirements of the City of Ottawa Urban Forestry Ordinance and ARTICLE III. - TREES, SHRUBS, AND OTHER PLANTS (Sec. 110-51 thru 110-73) of the City's Municipal Code available at www.cityofottawa.org.

Please Note: *Trees approved for removal or trimming by the City at the City's Expense will be removed or trimmed based on Hazard Assessment Priority. Removal/trimming times will vary based on conditions and workload of the City and/or its contractors.*

Applicant Signature: _____ Date: _____

- If the applicant is not the owner or the affected property owner this request may be denied with no further notice -

Please call 815-433-0161 Ext 225 for any questions.

Send Completed form to: **Community Development Dept. 301 W Madison St. Ottawa, Il 61350**

For Office Use:

Date Inspected By City Staff: _____

Recommendation: _____

City ROW at Location: _____

Type of Tree: _____ DBH _____

Field ROW Measurements : _____

Contractor: _____

Location of tree: _____

Permit #: _____

(F1, F2, R1, R2, etc.)

Date issued: _____

**If a contractor is hired to do any tree work within the City of Ottawa,
such contractor must meet all required City registration requirements.**

Information below subject to change, for most up to date information please visit www.cityofottawa.org

Sec. 110-60. - Tree planting, maintenance...

(a) Tree species. Permitted and prohibited trees for street planting shall be as identified by Exhibits A and B respectively, which are attached hereto and incorporated herein by reference, and in accordance with the city zoning ordinance and city subdivision ordinance. Permitted trees are outlined into three size classes: small, medium and large.

(b) Spacing. The spacing of street trees shall be in accordance with the three species size classes listed in this article. No street trees may be planted closer together than as follows: small trees, 20 feet; medium trees, 25 feet; and large trees, 30 feet; except that special plantings may be clustered as determined appropriate by the Ottawa tree board.

(c) Size. No street tree selected for planting shall be less than two inches in diameter, as measured 12 inches above the established ground level, in accordance with the American Nurseryman's Association standards.

(d) Utilities. No street trees other than those species listed herein as small trees that will reach a maximum height of 20 feet may be planted under or within ten lateral feet of any overhead utility line and no tree may be planted within five lateral feet for any underground water line, sewer line, transmission line or other utility. Exceptions may be made at the discretion of the Ottawa tree board contingent upon specific planting conditions and species of trees.

(e) Distance from curb and sidewalk. The distance from the curb and sidewalk shall be determined by the factors stated above and at the end of this article and as approved by the Ottawa tree board.

When pruning, trimming or cutting on any tree on public property, said pruning, trimming or cutting will be done according to the generally accepted practices and guidelines of the International Society of Arboriculture.

Sec. 110-61. - Topping of trees is prohibited.

All tree contractors shall comply with the requirements and standards of International Society of Arboriculture (ISA) and American National Standards Institute (ANSI)

Sec. 110-62. - Adjacent landowner responsibility.

No person shall plant, remove, cut above the ground, change grade levels, or disturb any tree on any street or other public place without first filing an application and procuring a permit from the city clerk. The person receiving the permit shall abide by the standards set forth in this article.

Sec. 110-64– Landmark trees. Visit www.cityofottawa.org for details

Sec. 110-72 - Tree inspection and removal or trimming of trees on public property.

(a.) The City will remove dead, dying, or dangerous trees located on public streets, alley rights-of-way and/or the berm, where such trees present a hazard to the public, adjacent private property, and/or passersby.

(b.) Property owners or tenants of contiguous property desirous of having a tree inspected and/or removed or trimmed may complete an application to have the tree inspected on a form furnished by the City.

(c.) After receipt of an application, a City arborist will inspect the trees for eligibility to be removed and advise the applicant in writing within 30 days of receipt of the application if the tree is eligible for removal.

(d.) If the City arborist determines a tree is eligible and should be removed or trimmed, then the municipality will engage a contractor to remove the trees and stumps or remove the tree. If the City arborist determines the tree is not eligible to be removed or trimmed, the applicant may appeal this decision to the City's Tree Board.

(e.) There will be no cost assessed to the adjacent owner for the tree removal or trimming and stump grinding for trees the City arborist determines should be removed.

(f.) Furnishing topsoil, raking and seeding of the area shall be the responsibility of the adjacent property owner.

Pertinent excerpts from the Ottawa Urban Forestry Ordinance:

Size: No tree selected for planting shall be less than two inches (2") in diameter, as measured twelve inches (12") above the establish ground level.

Utilities: No street trees other than those species listed herein as small trees that will reach a maximum height of 20 feet may be planted under or within ten (10) lateral feet of any overhead utility line and no tree may be planted within five (5) lateral feet for any underground water line, sewer line, transmission line or other utility.

Exceptions may be made at the discretion of the Ottawa Tree Board contingent upon specific planting conditions and species of trees. Application must be made directly to the Ottawa Tree Board.

Tree planting locations(s) shall be at an equal distance from the back of the curb and the sidewalk, if a sidewalk is located in the parkway, and if the minimum parkway width is met. The minimum parkway width, tree size and spacing is as follows: parkway width 5 feet, permitted mature tree size 20 feet, 20 feet of spacing between trees; minimum parkway width 6 feet, permitted mature tree size 50 feet, 25 feet of spacing between trees; minimum parkway width 8 feet or more, permitted mature tree size are trees in excess of 50 feet mature height and 30 feet of spacing.

No tree shall be planted that will impede or restrict the safe passage of any motor vehicle or pedestrian traffic or interfere with any traffic control device or sign.

No clump or multi-stem trees will be permitted to be planted on City parkway. Only single stem trees will be allowed.

When pruning, trimming or cutting on any tree on public property, said pruning, trimming or cutting will be done according to the generally accepted practices and guidelines of the International Society of Arboriculture, OSHA and ANSI standards that may apply.

Permitted species and size along city streets and public right-of-ways:

SMALL TREES

- Amur Cork Tree
- Amur Maple (tree form)
- Apple Serviceberry (tree form)
- Autumnalis Cherry
- Black Alder
- Eastern Redbud
- Flowering Crab (disease and scab resistant varieties)
- Flowering Dogwood: Florida, Japanese, and Korean
- Hawthorn (thornless; disease resistant)
- Hornbeam: American, European, and Hop Hornbeam
- Japanese Maple
- Japanese Tree Lilac
- Kwanza Cherry
- Newport Plum
- Pawpaw

- River Birch (single stem only)
- Sargent Cherry
- Shadblow Serviceberry (tree form)
- Yoshino Cherry

Parkway width, the presence of overhead or underground utilities, and of any existing trees, shall all factor into the allowance of any permit for planting trees.

MEDIUM and LARGE TREES

- Bald Cypress
- Beech: American and European
- Black Gum
- Gingko (male only)
- Hybrid Elm (resistant to Dutch Elm Disease (DED))
- Katsura
- Kentucky Coffee tree (male only) Hackberry
- Linden: American, Greenspire, Little Leaf, Redmond, and Silver
- Locust: Moraine, Shade Master, Skyline, and Sunburst
- Maples that are permitted: Red Maple and Sugar: v. Armstrong, Green Mountain, Marmo, State Street
- Oak: Burr, Chinquapin, English, Northern Red, Scarlet, Shingle, Swamp White, and White
- Sweet Gum
- Sugar Hackberry
- Tulip Poplar
- Turkish Filbert
- Yellowwood

Parkway width, the presence of overhead or underground utilities, and of any existing trees, shall all factor into the allowance of any permit for planting trees.

PROHIBITED SPECIES ALONG CITY STREETS AND PUBLIC RIGHT-OF-WAYS:

- Arbor Vitae
- Ash: Blue, Green, and White
- Black Walnut
- Box Elder
- Pear
- Buckthorn
- Catalpa
- Cottonwood
- Gingko (Female)
- Hickory
- Kentucky Coffee Tree (Female)
- Maples that are prohibited:, Autumn Blaze, Crimson King, Deborah, Norway, October Glory, Red Sunset, and Silver
- Mulberry: Black and White
- Pines: Austrian, Eastern White, Red, and Scots
- Poplar
- Russian Olive
- Siberian Elm
- Slippery Elm
- Spruce: Black, Blue, Green, Norway and White
- Sycamore
- Tree of Heaven
- Willow

This list may be modified and amended to control the spread of any noxious or invasive non-native insects, disease or other arboriculture threats as deemed necessary.

(Please retain a copy of this document for your own information)

Denied requests can be appealed thru the Appeal Process as follows:

Any person aggrieved by any action of the tree board may, within 14 days of the date the action is taken, file a written request that the tree board reconsider its decision. Said request must be filed with the city clerk with a copy to the chair of the tree board. The tree board shall, within 31 days, consider the request and forward to the person aggrieved a written decision on the request. In lieu of seeking reconsideration by the tree board, an aggrieved person may file an appeal to the city council to review the actions of the tree board. Said request must be filed with the city clerk within 120 days of receiving notice of the tree board's decision on the original request or after reconsideration. The decision of the city council shall be the final decision on the issues raised.