



**City of Richland Center**  
450 S. Main Street  
Richland Center, WI 53581  
608-647-3466

## TREE WORK PERMIT APPLICATION

Municipal Code, Chapter 301

### Applicant Information

Name \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address (☐ check box if same as above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Applicant is Property ☐ Owner ☐ Renter Diggers Hotline Verification Number \_\_\_\_\_

*It is the responsibility of the applicant to contact Diggers Hotline. The verification number must be presented to the forester before a permit is issued. Call 811, 800-242-8511 or visit [www.diggershotline.com](http://www.diggershotline.com)*

### Contractor Information

Business Name \_\_\_\_\_

DBA Name (if applicable) \_\_\_\_\_

Principal Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Project Information

Type of Request ☐ Remove ☐ Plant ☐ Trim or Prune ☐ Other \_\_\_\_\_

Brief description of work to be done. If trees or shrubs are to be planted: list genus, species, variety, size, nursery grade, and location. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Municipal Code Chapter 301 Ordinance Requirements

- No person shall plant or remove any tree or shrub or excavate next to trees in the boulevard area without first completing an application for permit to be approved by the City Forester or Urban Tree Board.
- Public trees and shrubs are all trees and shrubs located or to be planted in or upon public areas including boulevard areas, public alley rights-of-way, City parks, waterways, lands under easements to the City and the City's community forest
- The applicant shall comply with the tree planting and removal guidelines set forth in sections 301.10 and 301.12.

**Work shall NOT begin until the permit is approved.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Internal Use Only

Name of Person Receiving the Application \_\_\_\_\_ Date Received \_\_\_\_\_

- ☐ Completed application received
- ☐ Place form in City Forester's mailbox
- ☐ Email sent to alert City Forester of the request

Permit Determination **DENIED** **APPROVED**

Date work may begin \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Forester \_\_\_\_\_ Date \_\_\_\_\_

Approval Notification ☐ emailed ☐ mailed ☐ called Date \_\_\_\_\_

Courtesy email to ☐ Streets Department ☐ Building & Grounds Department