



City of New Holstein
TREE PLANTING OR REMOVAL PERMIT

5/2019

The undersigned resident of the City of New Holstein agrees to abide by all policies, procedures and guidelines regarding the tree selection, placement, and planting of street trees as set by the City of New Holstein. Street trees are those trees growing on land located between property lines on either side of all public streets, boulevards, etc. Work cannot be started until the permit is issued. The permit is subject to all the rules and regulations pertaining to Chapter 6 of the City of New Holstein Municipal Code.

Trees must be planted to the following standards:

✓ 3 ½ feet from the face of the curb	✓ 15 feet from driveways
✓ 5 feet from underground utility lines (sewer/water)	✓ 20 feet from street lights or other existing trees
✓ 15 feet from overhead power lines	✓ 60 feet from street intersections
✓ Terrace must be 6' or wider	

The following steps are required to plant or remove a tree within the public right-of-way:

- Mark the area where the tree is to be planted or removed.
- Call Diggers Hotline at 800-242-8511 or **811** to locate all underground and aboveground utilities.
- Complete and submit this completed application to the City Clerk's Office, 2110 Washington St, New Holstein, WI 53061, email to: cityofnewholstein@wppienergy.org

PRINT			
Applicant's Name:		Date:	
Mailing Address:			
City, State, Zip			
Phone:			
Email address:			
Planting/removal address if different from mailing address:			

SITE INFORMATION			
1.	Do you own the property adjacent to the planting/removal location?	(Circle One) YES NO	
2.	Diggers Hotline Contact Information: diggershotline.com , 811 or 800-242-8511		
	Diggers Hotline Confirmation #:		
3.	What is the width of your planting strip? <small>Measure from the inside edge of the curb to the edge of the sidewalk.</small>		
4.	Does your planting strip have overhead telephone and/or power lines running parallel to the curb?		
5.	How many, and what kinds of trees are you proposing to plant?	Quantity	Species
	Tree Choice A		
	Tree Choice B		

STREET TREE PLANTING OR REMOVAL PERMIT APPLICATION

If corner lot, Street Name: _____

Please show the outline of house/building location and property address.

Sidewalk

Planting Strip Area

Planting Strip Area
 If corner lot, Street Name: _____

Curb ↑

Home/Building faces Street Name: _____

Where relevant, please indicate on the map above the approximate location of the following items by using the symbols that are listed to the right. If a driveway exists, please draw its approximate location in relation to all other existing site features.

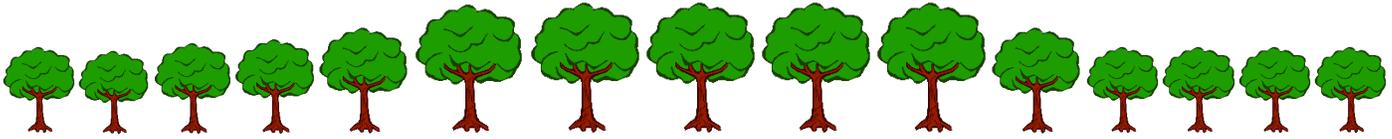
	Existing Tree
	Existing Tree to be Removed
	Desired Location of Tree(s) to be planted
	Fire Hydrant
	Street Light

Affidavit of Applicant

I, _____ (applicant), recognize that the tree(s) is/are being planted/removed in the City of New Holstein's right-of-way and that the City has the right to remove the tree for any reason at its sole and absolute discretion. I also agree to contact Digger's Hotline to determine the location of any utilities prior to digging. I agree to indemnify the City of New Holstein and hold it, its employees, and operators harmless for any damages resulting from work I complete within the City's right-of-way. I further agree to restore the terrace area to a condition acceptable to the City of New Holstein.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY	
Approved/Denied by:	Date Approved:
Comments:	



CITY OF NEW HOLSTEIN APPROVED TERRACE TREES

TERRACE WIDTH	
6'+	8'+
American Hophornbeam	American Elm (Disease Resistant)
American Hornbeam	American Linden
Amur Corktree	Autumn Blaze Maple
Amur Maple	Cleveland Norway Maple
Bauman Chestnut	Deborah Norway Maple
Callery Pear	Emerald Queen Norway Maple
Columnar Norway Maple	Gingko
Common Hackberry	Honey Locust
Eastern Redbud	Merrill Magnolia
Flowering Crabapple (Scab resistant)	
• Centurion	• Norway Maple
• Harvest Gold	• Red Maple
• Madonna	• White Ash
• Prairifire	• Spring Snow
Hawthorn (Thornless)	
Hedge Maple	
Japanese Tree Lilac	
Katsura	
Kentucky Coffeetree	
Littleleaf Linden	
Prairie Gem	
Sargent Flowering Cherry	
Serviceberry	
State Tree Maple	
Tararian Maple	
Turkish Filbert	

CITY OF NEW HOLSTEIN APPROVED PARK TREES

All trees listed in the Terrace Tree list and those listed below are acceptable trees for City of New Holstein Parks	
Austrian Pine	Pyramidal Arborvitae
Black Hills Spruce	Red Oak
Bur Oak	Scotch Pine
Colorado Blue Spruce	Swamp White Oak
Douglas Fir	Techny Arborvitae
Eastern White Pine	Upright Juniper
English Oak	White Cedar
Norway Spruce	White Fir

6.11 TREE PLANTING, PRUNING, AND REMOVAL. (Repealed & Recreated #524) (Rep & Rec #573)(Recreated # 636)

PURPOSE AND INTENT. It is the intent of the City of New Holstein to regulate and establish policy for the planting, removal, maintenance, and protection of trees, shrubs, in or upon all public areas of the City. The purpose of said policy is to promote and enhance the beauty and general welfare of the city through wise tree husbandry; to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks, and other public areas; to prohibit the undesirable and unsafe planting, removal, treatment, and maintenance of trees and shrubs located in public and terrace areas; and to guard all trees and shrubs, both public and private within the City, against the spread of disease, insects, or pests so as to promote and protect the public health and safety by regulating tree planting, tree maintenance and tree removal.

DEFINITIONS. The following terms shall have the meanings indicated in this section.

Person. Any individual or entity.

Public Area. Land owned, controlled, or leased by the City of New Holstein, including but not limited to, road right-of-way, terraces, and park lands.

Public Nuisance.

Communicable Disease. Any potentially fatal disease infecting trees growing on either public or private property that is capable of infecting other trees within the City.

Hazardous Trees. Any tree that displays a loss in structural integrity, limbs and/or trunk, so as to represent a danger to the general public.

Insect Infestations. Existing insect populations that severely threaten the life of the tree(s) and have the potential to spread and cause damage to other trees within the City.

Terrace. The area between the sidewalk and street or where there is no sidewalk, the area between the right-of-way line and street.

Tree. Any woody plant which reaches a mature height taller than 15 feet.

(3) FORESTRY DIRECTOR. The Director of Public Works shall serve as the Forestry Director.

(a) Responsibilities.

1. The Forestry Director will be responsible for the administration of all maintenance activities, including planting of all trees growing in public areas and the administration and enforcement of this section.

2. The Forestry Director shall keep and maintain and make available copies of the City's Tree Ordinances and the Street Tree Guide.

3. The Forestry Director shall issue and administer permits for the pruning, removal, and planting of trees in public areas by the adjacent property owner.

(4) PUBLIC NUISANCE ABATEMENT. The City shall have the right in the interest of public health and safety and pursuant to its police power, to abate public nuisances as defined in this section as follows:

(a) Abatement Order. Upon investigation and determination by the Forestry Director that a tree constitutes a public nuisance, the Forestry Director shall cause to be served upon the property owner a written abatement order detailing the nature of the nuisance; the particular tree or trees affected; the method or manner of abatement (including wood disposal); and the date by which such abatement must take place which shall be at least 30 days from when the Abatement Order is served on the property owner.

(b) Appeal. If a property owner disputes the Abatement Order, such owner may appeal the order by filing with the City Administrator a written request to appeal the order. Such request shall be filed within 10 days of service of the Abatement Order and shall state the basis for the appeal. The appeal shall be heard within 30 days by the City of New Holstein Common Council. Written notice of the date and time of the appeal hearing shall be mailed by the City Administrator to the property owner at least 10 days before the hearing. The property owner shall present his or her basis for the appeal. The Forestry Director shall also appear to respond to the appeal as necessary. The City of New Holstein Common Council shall affirm, reverse or modify the Abatement Order. Such decision shall be final and binding upon the property owner.

(c) Noncompliance. If a property owner fails to comply with the Abatement Order, or the decision of the committee upon appeal, then the City may enter upon the property, or contract with a third party to enter upon the property to abate the nuisance by removing part or all of the affected tree or trees. The cost of such removal and disposal shall be assessed against the property on which was located the public nuisance. No damages shall be paid to any property owner to remove any tree or part thereof under this section.

(5) TREE MAINTENANCE.

Publicly Owned Trees.

Except as provided in subsection (7), the City shall maintain any tree growing on public areas.

The City shall utilize those standards for pruning of trees on public property following arboricultural standards for pruning.

The City shall routinely monitor and maintain adequate clearance for sidewalk and vehicular travel, traffic signs, lights and other structures.

The City shall routinely survey and remove, or cause to be removed, those limbs of sufficient size to cause either bodily harm or property damage, that are dead, dying, or broken.

New Holstein Utilities shall notify the Forestry Director prior to the pruning of any tree on a public area for the purpose of maintaining utility line clearance. All pruning shall comply with accepted arboricultural standards for line clearance.

No person shall prune more than 20% and/or remove any tree on a public area without a permit, issued free of charge by the Forestry Director. All pruning shall comply with arboricultural standards.

Any person pruning or removing any tree on a public area shall be held liable to public property as the result of such pruning and/or removal.

(b) Privately Owned Trees. Persons who own property adjacent to public areas shall prune and/or remove any tree so as to maintain adequate clearance for sidewalk and vehicular travel, traffic signs, lights and other publicly owned structures.

(6) TERRACE TREE PLANTING POLICIES.

No person or entity shall plant a tree in the terrace without first obtaining a permit, free of charge, from the Forestry Director and shall follow the following procedures.

No tree shall be planted in a terrace with a width of less than 6 feet.

No tree shall be planted closer than 60 feet from the nearest road intersection.

No tree shall be planted closer than 15 feet from the adjacent properties approach drive.

No tree shall be planted within 15 feet of a fire hydrant.

No tree shall be planted within 15 feet of a utility pole.

Only the trees listed in the City's Terrace Tree List shall be planted in the terrace.

Upon receiving a planting permit, the property owner agrees to assume the responsibility of maintaining and caring for the trees planted and agrees to enter into a maintenance agreement with the City. The agreement will be the signed and approved permit application. Tree maintenance includes, but is not limited to, maintaining adequate clearance defined in Section 5.

The length of the maintenance agreement is for the life of the tree(s) planted within the terrace, including the eventual removal of the tree and stump.

The obligation of the property owner to maintain a planting permit and assume the responsibility and maintenance of caring for the trees described above shall apply to any trees planted by the City, a utility, a service organization, or other entity involved in a tree planting project. Prior to the planting of any trees in a terrace by such an entity, such entity shall inform the adjacent property owner of the obligation to obtain a permit and assume responsibility for maintenance and care of the trees in the terrace.

(7) REMOVAL, DESTRUCTION AND INJURY OF TREES IN PUBLIC AREAS. No person shall remove, destroy or injure a tree on a public area, other than in conformity with this section.