



# Street Tree Planting Permit Application

Property Owner: \_\_\_\_\_  
Name Address Phone

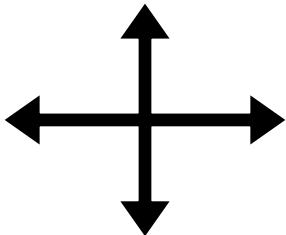
Applicant:  
(if not owner) \_\_\_\_\_  
Name Address Phone

Anticipated Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

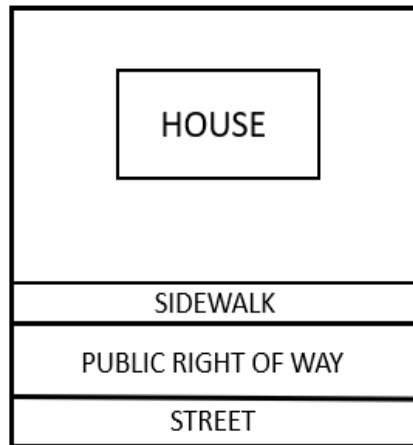
## Planting Sketch

Place an "X" on the appropriate diagram to best indicate the location of the tree(s) in question.

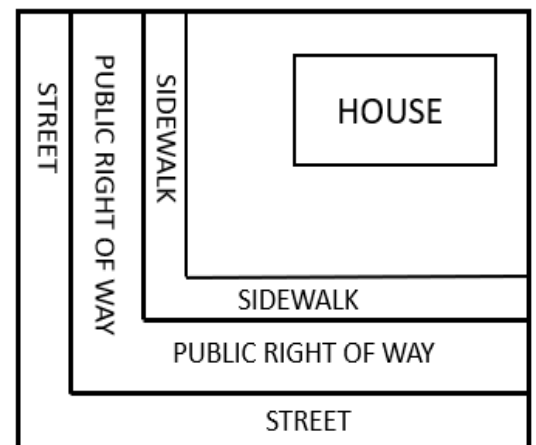
Also, please indicate on the arrow below the direction for North.



☐ DIAGRAM "A"



☐ DIAGRAM "B"



## Check if Complete

☐ Utilities shall be located prior to submitting this permit application, call 811

Utility Locate Permit # \_\_\_\_\_

☐ Proposed street tree locations shall be staked prior to submitting this permit application.

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

\_\_\_\_\_  
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 Village of Minster prior to any planting taking place. A street tree planting permit application shall be submitted by the property owner and approved by the Village Administrator or his representative 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 Village of Minster planting regulations.

**2) Village of Minster 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 right-of-way which is less than 6 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 right-of-way midway in the grassed area between the front of the sidewalk and the curb.
- d. Separation – Trees shall be located 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. Smaller species of trees may be spaced to a minimum of twenty (20) feet when approved by the Village 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 public utilities, or the removal of street trees by Village 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 OUPS at 811 to locate the utilities in the right-of-way in which tree(s) are being planted. OUPS 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 Village Administrator at the Administration Building, 5 W Fourth St, or fax the permit to 419-628-1037. It can also be scanned and emailed to [administration@minsteroh.com](mailto:administration@minsteroh.com).

- 6) **Preliminary Approval by the Village:** A “white” flag will be placed in the right-of-way when preliminary approval has been given by the Village Administrator 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 Village:** Once the tree(s) have been planted the property owner shall contact the Village Administrator at 419-628-3497 for final approval. For final approval the Village 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	River Birch	American Hornbeam	Ginkgo (male/seedless)
Norway Maple	Red Horsechestnut	Callery Pear	Black Tupelo
Sugar Maple	Gray Dogwood	London Planetree	Honeylocust (thornless)
Freeman Maple	Cornelian Cherry Dogwood	Linden	Glenleven Littleleaf Linden
Amur Maple	Silky Dogwood	Red Oak	Greenspire Littleleaf Linden
Paperbark Maple	Columnar Hornbeam	Blackgum	Thornless Hawthorn
Red Maple	Japanese Hornbeam	Ivory Silk Japanese Lilac	Vaughn Hawthorn
Tatarian Maple	Cumulus Serviceberry	Pekin Japanese Lilac	Ohio Pioneer Dotted Hawthorn
Pacific Sunset Maple	Majestic Serviceberry	Adirondack Crabapple	Winter King Hawthorn
Yellowwood	Robinhill Serviceberry	Prairiefire Crabapple	Autumn Brilliance Serviceberry
Amur Corktree	Amur Maackia	Red Jewel Crabapple	Cole’s Select Serviceberry

### Prohibited Trees

Cottonwood	Willow	Silver Maple
Spruce	Pine	

Village Staff Review Checklist:

☐ Completed Application

☐ Preliminary Approval Date: \_\_\_\_\_

Permit No. \_\_\_\_\_

☐ Final Approval Date: \_\_\_\_\_