

**LETTER OF REQUEST FOR TREE PLANTING PERMIT
CITY OF ELKHORN
PUBLIC WORKS DEPARTMENT
(262) 723-2223**

This permit is required for planting of tree(s) in the street right of way (area between the sidewalk and the street). The property owner should note that trees planted in the street right of way become the property of the City and could be excavated at any time if there is a need to repair buried utilities.

Date of application: _____

Name of Applicant: _____

Address: _____

Telephone: _____

DESCRIPTION OF TREE(S)

Variety: _____

Size: _____

Person(s) completing work: _____

Drawing required (please use the back of this form). Drawing must include:

1. All existing trees and shrubs within 30 feet of planting location; both in the right of way and on private property.
2. All driveways, alleys, sidewalks and streets within 20 feet of the planting location.
3. Space between trees must be a minimum of 30 feet.
4. Location of the following**:
 - a. Gas main and gas service to house
 - b. Water main and water service to house
 - c. Sewer
 - d. Electric, telephone and cable lines (indicate either overhead or buried)** To have these located free of charge, call Diggers Hotline at 811.
5. Include north arrow and measurements

The permit must include all of the above information or it will be returned to the applicant for completion.

Return this permit by mail or in person to the City of Elkhorn Public Works Department at 9 S. Broad Street, Elkhorn, WI 53121. If you have any questions, please feel free to contact the Public Works Office at (262) 723-2223.

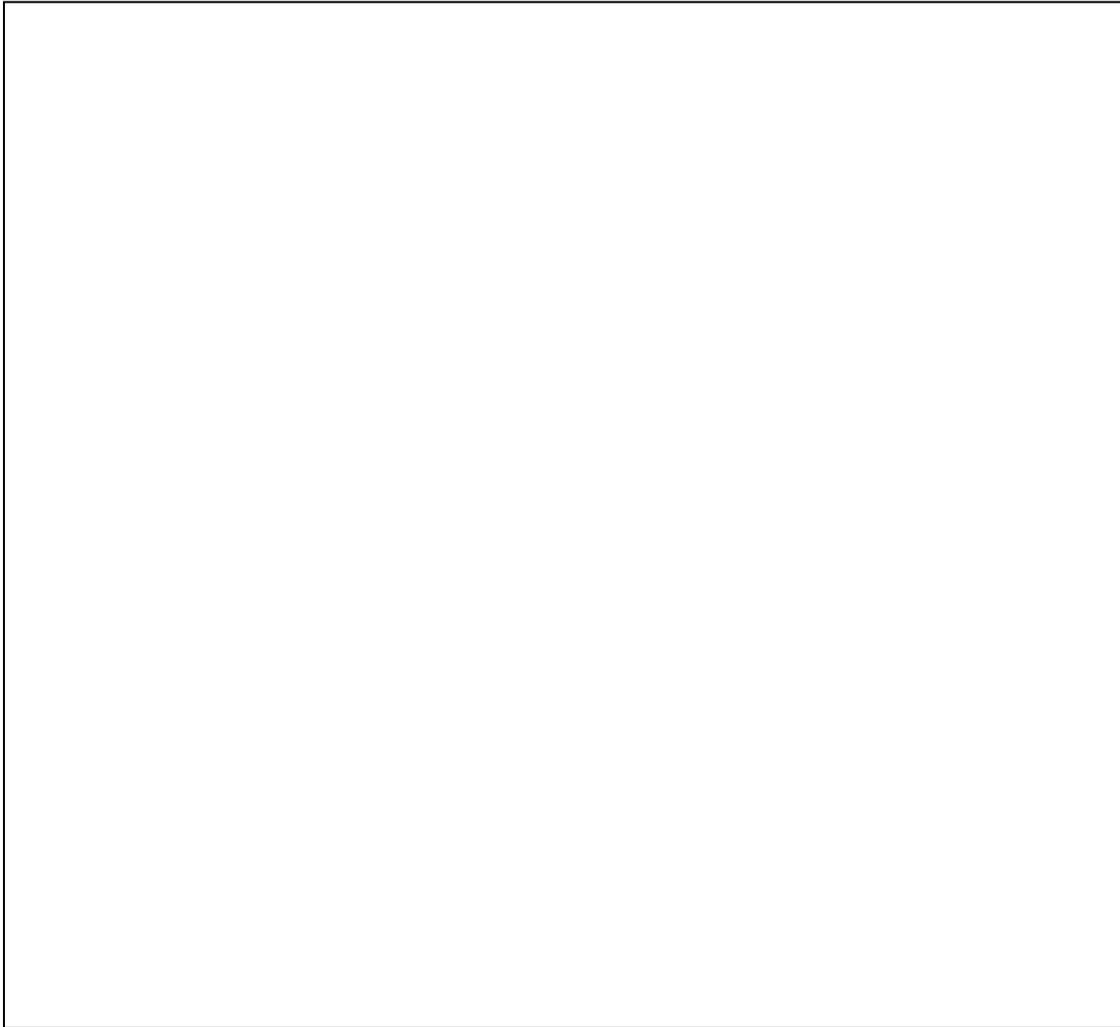
FOR OFFICE USE ONLY

The tree planting permit described herein is approved / not approved by the City of Elkhorn

Date

DPW Operations Manager

Tree Planting Drawing



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