



RIGHT-OF-WAY TREES APPLICATION

Please fill out this application to request permission to plant, remove, or maintain trees or shrubs within a City right-of-way. Please consult with City staff if you are unsure where the right-of-way is. It is unlawful to plant or remove any tree or shrub within a City right-of-way except in compliance with City Ordinance, Section 18-6 "Trees and shrubs." Violators will receive a civil infraction and will be responsible for fines. Property owners are responsible for maintaining trees on their property.

1. Name of property owner or representative: _____

2. Property owner's address in the City: _____, New Buffalo, MI 49117

3. Email, fax, or address to send reply to: _____

4. Daytime telephone/ cell number: _____

5. Please describe the location and details of your request. (You may provide a diagram or pictures, if you would like.)

6. Reason(s) for request: Disrupts sidewalk/ pavement Hazardous Overhead utility line(s)

Other (explain) _____

The property owner is responsible for following all City Ordinance requirements and the City's Tree and Shrub Removal and Planting Policy. If approved, the property owner is responsible for making sure Miss Dig is called (dial 811) at least three working days before work is started. Stumps must also be removed. Contractors are responsible for removing all tree debris they create – the City's brush removal service is not to be used for this purpose. Any tree which is removed (but not diseased, dead, or a threat to public safety) is required to be replaced. The property owner is responsible for all expenses.

7. Property owner's signature: _____ Date: _____

Streets Department	269-469-2781	streets@cityofnewbuffalo.org	224 W Buffalo St New Buffalo, MI 49117
City Manager	269-469-1500	manager@cityofnewbuffalo.org	Fax: 269-469-7917

City staff use only:

Request Number: _____ Species of the tree(s): _____

Condition of tree(s): _____

Recommendation by

Streets: _____ Circle one: Yes No Date: _____

Decision by

City Manager: _____ Date: _____