



# 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       Dead       Threat to public safety  
 Overhead utility line(s)       Underground utility line(s)       Noxious       Diseased  
 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	<a href="mailto:streets@cityofnewbuffalo.org">streets@cityofnewbuffalo.org</a>	224 W Buffalo St New Buffalo, MI 49117
City Manager	269-469-1500	<a href="mailto:manager@cityofnewbuffalo.org">manager@cityofnewbuffalo.org</a>	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: \_\_\_\_\_