

# City of Syracuse - Tree Planting Permit Application

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. Location of tree planting if different from above address:  
\_\_\_\_\_
2. Are you the owner of this property? \_\_\_\_\_ or are you acting as the agent for the property owner?  
\_\_\_\_\_ If so, we must have the property owner's signature \_\_\_\_\_
3. Describe the number, type, and size of tree(s) to be planted. Be specific.  
\_\_\_\_\_  
\_\_\_\_\_
4. Describe the location of where the tree(s) are to be planted. Illustrate to clarify if necessary. (see attached tree planting policy and standards)  
\_\_\_\_\_  
\_\_\_\_\_
5. Indicate the tree service you intend to contract for the requested work. (If applicable)  
Company: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
Date when work is to begin? \_\_\_\_\_

**NOTE: Dig Safe NY (315-437-7333) must be called prior to any excavation. If using a landscaping company, that company must supply their certificate of insurance prior to permit approval. The permit holder or landscaping company will be responsible for any damages that occur as a result of tree planting. All tree planting will be done at the expense of the permit holder. Once tree(s) are planted on city property they become property of the City of Syracuse.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN TO: Syracuse Department of Parks, Recreation and Youth Programs – Forestry Department  
412 Spencer Street - Syracuse, NY 13204  
(315) 428-8513 - fax**

## Municipal Use:

**No tree planting may be done on City property without a permit. Failure to comply will result in penalties, fines and possible removal of tree(s).**

Date Received: \_\_\_\_\_

Date Inspected: \_\_\_\_\_

Application:      Approved      Not Approved      Incomplete

Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_

## **POLICY AND STANDARDS FOR PLANTING YOUNG STREET TREES**

### **I. Tree Placement and Spacing Standards**

- A. Streets without Planting Strips (without sidewalks):
  - 1. Check with DPW for sidewalk or curbing plans.
  - 2. Locate trees as far as possible from road edge but no closer than 2 feet from Right-of Way edge.
  
- B. Streets with Planter Strips (sidewalks) without curbs:
  - 1. Minimum planter strip width approximately 8' – varies with planting strip condition and width stability.
  
- C. Streets with Planter Strips, Sidewalks, and Curbs:
  - 1. Minimum planter strip width 4'.
  
- D. Minimum Distances from Structures, Intersections, Utilities and other fixtures
  - 1. Curbing 2'
  - 2. Sidewalks 2'
  - 3. Driveways 8'
  - 4. Sewer lines 5'
  - 5. Water lines 5'
  - 6. Gas lines 5'
  - 7. Underground Electric or Cable lines 5'
  - 8. Fire Hydrants 10'
  - 9. Street Lights 25-35'
  - 10. Traffic Control Signs 30'
  - 11. Residential Street Intersections 30'
  - 12. Major Street Intersections 50'
  - 13. Structural Walls 10'
  
- E. Tree placement with respect to Utility wires and poles
  - 1. Street Side wires (pole to pole): only low growing trees will be planted under primary electrical wires
  - 2. Utility Service wires (pole to house): 3' minimum offset.
  - 3. Utility Poles: 10' minimum offset
  
- F. Spacing between young trees based on size at maturity:
  - 1. Large Growing Trees            50' Ideal, 40' minimum
  - 2. Medium Growing Trees        40' Ideal, 30' minimum
  - 3. Low Growing Trees            30' Ideal, 20' minimum

### **II. Species Restrictions**

There will be no use of fast-growing, brittle-wooded trees species or trees that block visibility in City Right-of-Ways. The following species cannot be planted on City Right-of-Ways:

- A. Poplar species – *Populus spp.*
- B. Species and Varieties of Weeping Willow – *Salix alba tristis, ect.*
- C. Black Willow – *Salix nigra*
- D. Silver or Norway Maple – *Acer saccharinum, Acer platabiudes*
- E. Boxelder – *Acer negundo*
- F. Tree of Heaven – *Ailanthus altissima*
- G. Any Coniferous species (evergreens)