



## Resident Sponsored Street Tree Cut Down Program Policy<sup>1</sup>

A resident interested in **paying** to remove a diseased or hazardous street tree in the right-of-way between the sidewalk and the curb should follow these steps. Please be advised that NO city tree can be removed without prior authorization and no tree will be approved for removal without cause. The City will make the final determination whether or not the tree may be removed. If permission is granted and you wish to proceed, bring the approved permit to city hall and pay the associated cost.

### Procedure:

1. Fill out a Permit to Remove.
2. When removal is approved, bring approved permit to city hall and pay the cost of removal based on the City's current Tree Removal contract.
3. The tree will be removed and stumped to grade level by the City's contractor the next time tree work is being done for the City. Remaining chip removal and lawn restoration to city's specifications is at the homeowner's expense.
4. If a resident is interested in receiving a charitable donation letter from the City to use with their Federal Tax return, submit a copy of the DPW approval form and a copy of paid receipt for the removal and those for chip removal and lawn restoration to DPW. Upon field inspection, a donation letter will be provided to the resident.

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<sup>1</sup>When a city tree is assessed and determined to be dead, it is placed at the end of a take down list. Trees are taken down in order. Preference is given to those trees considered a hazard.



RIGHT-OF-WAY TREE CUT DOWN PROGRAM  
CITY OF HUNTINGTON WOODS, MI

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Type of tree to be removed: \_\_\_\_\_

Size (trunk diameter at breast height - dbh): \_\_\_\_\_

Reason for removal: \_\_\_\_\_

Location of tree: \_\_\_\_\_

(Attach a sketch, if necessary)

In making this application, I acknowledge that, to expedite tree removal, I have agreed to pay the City the cost of removal. I understand once I have paid, the City will mark the tree for removal. The tree will be removed the next time tree work is being done by the City's Contractor.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

The above stated request for tree removal of an approved tree is granted.

\_\_\_\_\_

(DPW authorized personnel)

\_\_\_\_\_

(Date)

Cost for removal of approved tree: \_\_\_\_\_



## DEPARTMENT OF PUBLIC WORKS

### **Easement Restoration Guidelines**

After the city tree has been removed, the stump will be ground below grade. Following removal and stumping, it is the homeowner's responsibility to restore the easement following these guidelines:

1. Remove all stump grindings.
2. Fill the area with sand or backfill dirt to within 3" of grade.
3. Add 3" of grade "A" top soil (NOT compost)
4. Spread top grade/premium seed over area. Be sure you select the appropriate seed for your location, sun or shade, or you may wish to use a mix.
5. You may want to use starter fertilizer or you can mix a small quantity of compost into the top soil before planting your seed. Remember, excessive amounts of compost will "burn" the seed.
6. Keep area watered until the seed germinates and the grass is established.
7. We recommend not mowing new grass until it is at least 3" in height.