



SAINT PAUL
MINNESOTA

City of Saint Paul | Forestry Tree Work Permit Application - 2025

Department of Parks and Recreation

Forestry Unit

1100 Hamline Avenue North, Saint Paul MN 55108-2614

Phone: (651) 266-6400 Fax: (651) 632-5115 Email: forestry@ci.stpaul.mn.us

Application

Please read the terms and conditions of tree work found on the back of this document prior to completing the application. Forestry will review the permit application and determine if a permit will be issued.

Address/Location: _____

Property Owner: _____

Phone Number: _____ Email: _____

Applicant/Contractor (if different than above): _____

Phone Number: _____ Email: _____

Type of Tree Permit Requested (work other than tree planting and stump removal must be completed by a City licensed tree contractor):

Fungicide/Pesticide Treatment

Planting

Removal

Stump Removal

Trimming

Other: _____

Tree Contractor: _____ Saint Paul License Number: _____

Phone Number: _____ Email: _____

Location of Tree(s): _____

Describe Proposed Tree Work (for treatment, list chemical name(s) and application method; for planting, list proposed tree species):

Applicant Signature

Date

Permit (for office use only)

Permit Is Hereby Granted*

Applicant: _____ Address/Location: _____

Number of Tree(s): _____ Size of Tree(s): _____ Species of Tree(s): _____

Comments: _____

*Permit is granted under the below provisions and the terms and conditions on the reverse of this form and is subject to inspection by Forestry.

Permit Application Is Denied

Reason: _____

Authorized Forestry Staff

Date

THIS PERMIT EXPIRES SIX (6) MONTHS FROM THE DATE OF ISSUANCE

Provisions: **1)** The person to whom this permit is issued, agrees to do the work according to the terms of this permit established on page 2 and to be personally and directly responsible for all damages to persons or property arising from the work hereby permitted or authorized to be done while agreeing to indemnify and hold the City of Saint Paul harmless from any loss, claim, damage, or expenses arising therefrom. The said person further agrees to repair all disturbances of public grounds, if disturbed by permit holder under this permit, to the satisfaction of the Director of Parks and Recreation and in case the permit holder fails or neglects to do so, that the said Director may have the work of restoration performed and the permit holder hereby agrees to pay said costs thereof; **2)** Damage to tree(s) located on public grounds is subject to restitution as determined by the Forestry Manager-City Code Chapter 176, "Preservation and Protection of Trees;" **3)** Trees removed from public grounds are subject to replacement or compensation equal to the value of the tree(s) as determined using the latest edition of the "Minnesota Supplement to the Guide for Plant Appraisal;" **4) Revision-January 2025**

Terms and Conditions - 2025

Planting

Permits for planting on public property are subject to review by Forestry based on site conditions and planting goals outlined in the Street and Park Tree Master Plan.

1. **Tree Stock** must be cultivated nursery stock with a form typical of the species and not less than one and one half (1.5) inches in diameter, measured six (6) inches above the ground.
2. **Underground Utilities Must Be Located** by the Property Owner prior to planting by contacting Gopher State One Call at (651) 454-0002 or (800) 252-1166 before a permit application will be reviewed. Utility locates are valid for fourteen (14) calendar days and must be renewed if planting does not occur within this time. This is a free service.
3. **Tree Planting Locations** will be determined by Forestry after utilities have been located.
4. **Inspection** by Forestry of the permitted trees may occur after planting; improperly planted trees or trees that do not meet tree stock requirements must be corrected. The applicant will be notified by Forestry if correction is needed.

Stump Removal

Stumps/roots must be removed to a depth of at least eight (8) inches below ground level and the hole refilled with topsoil. Underground utilities must be located prior to stump or root removal by calling Gopher State One Call at (651) 454-0002 or (800) 252-1166. This is a free service.

Decorative Lighting

Lighting and power cords must be loosely placed on trees. Fasteners, such as nails and staples, must not be used to attach lighting or power cords to trees. Trees must not be pruned to facilitate the installation of lighting or power cords. Decorative lighting must be removed by April 1st.

Bracing

Bracing in a public tree will only be installed by Forestry. Upon review, Forestry will determine the need for bracing, the type of bracing to be installed, or if other work may be necessary including trimming or removal of the tree.

THE FOLLOWING TREE WORK ON PUBLIC PROPERTY MUST BE COMPLETED BY A LICENSED TREE CONTRACTOR

A list of City licensed contractors is available from the Department of Safety and Inspections at (651) 266-8989. The applicant to whom the permit is issued is responsible for the disposal of all tree waste generated by the trimming or removal of the public trees, stumps, and roots.

Removals

Trees on public property are removed to promote public safety and mitigate unsound or damaged tree structure. In most cases, the removal of trees that provide value to the urban landscape and benefit the community will not be approved. The final decision to remove a tree rests with Forestry.

1. **Tree Removals** on public land must include stump removal, see **Stump Removal** above.
2. **Trees Removed** from public grounds are subject to replacement or compensation equal to the value of the trees as determined by the Forestry Manager (City Code Chapter 176) using the latest edition of the "Minnesota Supplement to the Guide for Plant Appraisal."

Chemical Injections and Other Treatments

Chemical injections must be done using a trunk injection system: soil drenches are not an approved application method.

1. **Any Treatment** to public trees must meet current ANSI A300 arboricultural standards and does not preclude removal of the trees if condemned under any City ordinance. Treatment approved by this, or other City permit, does not guarantee that the treated tree will not be removed in the future. The final decision on whether a tree is a viable candidate for treatment rests with Forestry.

Pruning

Public boulevard trees are pruned to promote proper tree structure, to allow for pedestrian and vehicle access, and to remove dead, damaged, and unsound wood.

1. **Pruning** of public trees must meet current ANSI A300 arboricultural standards and appropriate tools must be used to ensure that all cuts are clean and without torn bark. Prune only to remove damaged, weakened, and diseased branches; to reduce weight on lateral limbs; or to improve the structure of the tree. Remove the least desirable of any crossing or rubbing branches. Topping and pollarding are not allowed practices.
2. **Timing** for pruning must follow recommended pruning schedules to reduce the spread of insects and disease. Oak, honeylocust, elm, and crabapple should only be pruned November through March while trees are dormant. If pruning must occur outside of this period, then oak tree wounds must be painted from April 1st to July 1st and elm tree wounds must be painted from April 1st to November 1st.
3. **Damaged or Loose Bark** should be cut away using a sharp knife or chisel, leaving no sharp corners, to a location at which live bark clings tightly to the trunk.
4. **Lower Limbs** should be removed to form a symmetrical shape and allow for clearance on both the street and sidewalk sides.
5. **The City of Saint Paul** reserves the right to (re)prune a boulevard tree at any time.