



# Tree Removal Permit Application

# 2023

299 Wayzata Blvd. W • Wayzata, MN 55391

952-404-5363 • 952-404-9417

www.wayzata.org

REV: 01/23

### APPLICANT INFORMATION

Applicant is:  Property Owner  Licensed Tree Contractor (Contractor Name \_\_\_\_\_)

Work to be done by:  Property Owner  Licensed Tree Contractor (Contractor Name \_\_\_\_\_)

*\* See page 2 of this application for information on how to become licensed as a tree contractor in the City of Wayzata.*

PROPOSED START DATE	PROPOSED COMPLETION DATE		
APPLICANT'S NAME	PHONE NUMBER	STATE LICENSE #	
COMPANY NAME	EMAIL		
COMPANY ADDRESS	CITY	STATE	ZIP
24 HOUR EMERGENCY CONTACT NAME	24 HOUR EMERGENCY CONTACT PHONE NUMBER		

### I WOULD LIKE MY APPROVED PERMIT...

Emailed: \_\_\_\_\_  Mailed or  Will Pick Up In Person  
 SAME AS ABOVE Please **PRINT** legibly

### STREET ADDRESS AND DESCRIPTION OF WORK

STREET ADDRESS OF THE WORK LOCATION \_\_\_\_\_

DESCRIPTION OF THE WORK \_\_\_\_\_

### WORK DETAILS

TREE REMOVAL WORK	ASSOCIATED PERMITS	ROAD CLOSURE / DETOUR										
Diameter at Breast Height (DBH) of trees to be removed:	What types of permits have been or will be associated with this property within two years of today's date?	Is a road closure or detour required for this work?										
<table border="0"> <tr> <td><u>Diameter</u></td> <td><u>Quantity</u></td> </tr> <tr> <td><input type="checkbox"/> less than 6 inches</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> 6 - 18 inches</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> 18 inches or more</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Dead, or hazardous</td> <td>_____</td> </tr> </table>	<u>Diameter</u>	<u>Quantity</u>	<input type="checkbox"/> less than 6 inches	_____	<input type="checkbox"/> 6 - 18 inches	_____	<input type="checkbox"/> 18 inches or more	_____	<input type="checkbox"/> Dead, or hazardous	_____	Tree Preservation Plans are required for projects associated with development permits, and must adhere to the standards described in the City's Tree Preservation Ordinance. See page 2 of this permit application for information about the the City's Tree Preservation Ordinance.  <input type="checkbox"/> Demolition Permit <input type="checkbox"/> Building Permit <input type="checkbox"/> Land Disturbance (Grading) <input type="checkbox"/> Other _____	<input type="checkbox"/> YES <input type="checkbox"/> NO  NOTE: A Traffic Control Plan MUST be submitted for any work requiring closures or detours.
<u>Diameter</u>	<u>Quantity</u>											
<input type="checkbox"/> less than 6 inches	_____											
<input type="checkbox"/> 6 - 18 inches	_____											
<input type="checkbox"/> 18 inches or more	_____											
<input type="checkbox"/> Dead, or hazardous	_____											

### Applicant: Please read and sign below

I have read and understand the regulations regarding the removal and/or treatment of trees within the City of Wayzata (see page 2 of this application for more information about where to find the Tree Preservation Ordinance).

The Permittee agrees to defend, indemnify and hold harmless the City, its officials, officers and agents from any liability, claims, causes of action, judgments, or expenses, including reasonable attorneys' fees, resulting directly or indirectly from any act or omission of the Permittee, its subcontractors, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable, arising out of the work to be done under this Permit, and against all loss by reason of the failure of the Permittee to perform fully, in any respect, all obligations under this Permit. Permittee herewith accepts the terms and conditions of the regulations as set forth by the City and agrees to fully comply therewith to the satisfaction of the City of Wayzata.

APPLICANT'S SIGNATURE  <i>By electronically signing (or typing) your name, you acknowledge that all information provided is true and correct.</i>	DATE SIGNED
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### OFFICE USE ONLY

INSPECTION RECORD	APPLICATION REVIEW	DATE RCVD:	FEES:
INSPECTED BY: _____	Traffic Control Plan <input type="checkbox"/> YES <input type="checkbox"/> NO	PERMIT #:	PERMIT FEE: _____
DATE: _____	Work Plan <input type="checkbox"/> YES <input type="checkbox"/> NO	PROCESSED BY:	INSPECTION FEE: _____
Comments: _____	APPROVED BY: _____	PERMIT SENT VIA:	DEPOSIT FEE: _____
_____	DATE: _____	DATE:	OTHER: _____
_____	Comments: _____	RECEIPT #:	TOTAL FEE: _____
		<input type="checkbox"/> CC <input type="checkbox"/> CK	

## PERMIT AND RESTORATION FEES

### 2023 PERMIT FEES

Tree Removal Permit Fee (Residential)	\$50
Tree Removal Permit Fee (Commercial)	\$100

## GENERAL REQUIREMENTS FOR TREE PERMITS

- 1 Wayzata Tree Preservation Ordinance** - The City's Tree Preservation Ordinance can be found here: <https://www.wayzata.org/DocumentCenter/View/4976/Final-Ordinance-818>
- 2 Licensed Tree Contractors** - For information on how to become licensed as a tree contractor in the City of Wayzata, please visit: <https://www.wayzata.org/DocumentCenter/View/4428/Tree-Removal-and-Treatment-License-Application>  
To see a list of tree contractors that are currently licensed in the City of Wayzata, please visit: <https://www.wayzata.org/DocumentCenter/View/4672/Tree-Removal-and-Treatment-License-Applicants-List>
- 3 Tree Preservation Plan** - For properties that have development permits associated with them (within the past two years or the next two years), Tree Preservation Plans are mandatory and must adhere to the standards described in the City's Tree Preservation Ordinance. Please submit tree inventories in spreadsheet form. See the example table for a tree inventory on page 3 of this application.
- 4 Dead, Diseased, or Hazardous Trees** - Permit fees may be waived for the removal of dead, diseased, or hazardous trees. If you believe that trees to be removed qualify as such, please contact the Wayzata Parks Department at (952) 404-5366 or [parks@wayzata.org](mailto:parks@wayzata.org).
- 5 Measurement of Trees** - "Diameter of Tree at Breast Height" or "DBH" means the diameter of a tree as measured 4½ feet (54 inches) above the ground. Trees that branch near or below 4½ feet from the ground will be measured at the narrowest point below 4½ feet. Trunks that originate from the ground shall be considered separate trees, or measured using the square root method described in item 6 on this list.
- 6 Measurement of Trees (multiple trunks)** - Trees having multiple trunks originating at ground level shall be measured according to the square root method (i.e. the square root of the sum of each diameter squared).
- 7 Protection of Existing Trees** - Trees not designated for removal shall be protected, including trees on adjacent properties and trees within the City's Right-of-Way. For information about approved tree protection methods, please see the Wayzata Tree Preservation Ordinance (item 1 on this list).
- 8 Prohibited Plant/Tree Species** - Species listed by the Minnesota Department of Agriculture (MDA) as prohibited or restricted (noxious) shall not be included in any landscape plan. Species listed by the MDA as regulated may only be utilized according to their species-specific regulations. For a current list of prohibited plants/trees, please see: [www.mda.state.mn.us/noxiousweedlist](http://www.mda.state.mn.us/noxiousweedlist)
- 9 Permit on Job** - Access to permits or copies of permits shall be kept on the work site, while work is in progress, in the custody of the individual supervising the work, and shall be exhibited upon request by any City official.
- 10 Provisions and Specifications** - Compliance with these general requirements is a condition of the permit. The work authorized by this permit shall conform to all requirements, specifications and standards as required by the City of Wayzata. If at any time, nonconforming work is discovered, the Permittee shall immediately take corrective action to remediate the nonconforming work, at no cost to the City of Wayzata.
- 11 Traffic Control** - All traffic control warning devices and barricades shall conform to the Minnesota Manual on Uniform Traffic Control Devices, current edition, and any and all updates or supplements thereto. Warning devices and barricades and safety vests shall be kept clean and in good repair at all times. High-vis Safety vests shall be worn by ANYONE occupying City Right-of-Way, that is performing permitted work. All traffic control warning devices, barricades, flagmen and equipment shall be provided by parties or organizations performing the work. Said devices shall be removed from the job site promptly upon completion of work.
- 12 Detours or Lane Closures** - Any detour or lane closure on a City roadway requires five (5) working days advance notice to the Public Works
- 13 Inclement Weather** - If there is any impact to the travelling public, inclement weather shall be reason for delay of the work, as determined by the City Forester or the Public Works Department.
- 14 Existing Facilities** - Permittee must protect all existing facilities, utilities, and infrastructure located within the City's Right-of-Way.
- 15 Private Property** - The permit as issued does not in any way imply an easement on private property or grant a right to encroach on private property.
- 16 Execution** - While performing the work authorized under this permit, the Permittee shall make every effort to provide at all times a safe work site, and safe and unobstructed travel for the public in the City's Right-of-Way. All traffic control shall be provided by the Permittee at no cost to the City.
- 17 Conformity to Laws** - All work authorized under this permit shall be performed in conformance with all applicable local laws, regulations and codes.
- 18 Annulment** - In the event of the failure or neglect of the Permittee to comply with the prescribed conditions, restrictions, and regulations, the City of Wayzata may revoke and annul this permit. Upon receiving notice of revocation and annulment, the Permittee shall immediately remove any and all structures and property belonging to the Permittee from the Right-of-Way or City property.
- 19 Damage to Roadway** - If pavement, roadway or Right-of-Way is damaged, it shall be restored, in a timely manner, to its original or a better condition, at the sole expense of the Permittee. Permittee's failure to correct such damage in a timely manner will result in the City, through its own forces or contractors, making such repairs and billing Permittee for all costs and expenses related thereto. Permittee shall make payment to the City of Wayzata within fifteen (15) days of receipt of said bill. Permittee agrees that if it fails to make payment of said amounts within the specified time, to the City of Wayzata, it shall pay all costs relating to debt collection, including, but not limited to, court costs, fees, interest and attorney's fees.
- 20 Clean Up** - City streets shall be kept clean, neat and debris-free throughout construction as determined by the Public Works Department.
- 21 Insurance** - The Permittee shall have in force during the operation of Permittee's vehicles and equipment over and/or adjacent to Minnesota roadways, (1) Commercial General Liability Insurance with each occurrence and general aggregate limits of \$1,000,000, and (2) Automobile Liability Insurance with combined single limit each occurrence coverage for bodily injury and property damage limits of \$1,000,000. These are minimum insurance requirements. It is the sole responsibility of the Permittee to determine the need for and to procure additional insurance which may be needed in connection with this Permit. If requested, a Certificate of Insurance must be provided naming "City of Wayzata" as certificate holder and as an additional insured for the Commercial General Liability coverage with respect to operators.

**SAMPLE TREE INVENTORY & MITIGATION CALCULATIONS**

Sample Tree Inventory							
Tree ID	Tree Species	DBH	Heritage Tree?	Significant Tree?	Removed DBH	Protected DBH	Notes
		[inches]	[yes or no]	[yes or no]	[inches]	[inches]	

**Sample Tree Mitigation Calculations**

**SIGNIFICANT TREES**

Total [inches]: \_\_\_\_\_  
 Total Removed [inches]: \_\_\_\_\_      Total Removed [%]: \_\_\_\_\_  
 \* Allowable Removal [inches]: \_\_\_\_\_      Allowable Removal [%]: \_\_\_\_\_  
 Required Replacement [inches]: \_\_\_\_\_

\* Allowable removal amounts vary, per the City's Tree Preservation Ordinance, depending on associated development permits for the property. Projects for Subdivision, Public Infrastructure, or Construction of Single-Family Home are subject to replacement of Significant Tree removals exceeding 25%, at a ratio of one caliper inch per one inch of DBH removed. Projects for Land Disturbance (Grading), Design Review, and Expansions to Single-Family Homes are subject to replacement of Significant Tree removals exceeding 10%, at a ratio of one caliper inch per one inch of DBH removed.

**HERITAGE TREES**

Total Removed [inches]: \_\_\_\_\_  
 \*\*Required Replacement [inches]: \_\_\_\_\_  
 \*\* Heritage Tree removal may occur only when there is not a practical alternative. There shall be a zero percent removal threshold of Heritage Trees. Properties with associated development permits are required to plant two inches of replacement trees for every inch of Heritage Tree removed. Properties without associated permits are required to plant one inch of replacement trees for every inch of Heritage Tree removed.

**TOTAL MITIGATION**

Required Replacement [inches]: \_\_\_\_\_  
 Proposed Replacement [inches]: \_\_\_\_\_  
 Remaining Mitigation Required [inches]: \_\_\_\_\_  
 \*\*\* Fee-in-Lieu of Replacement Required [\$]: \_\_\_\_\_  
     and/or  
 \*\*\*\* Escrow Required for Proposed Replacement [\$]: \_\_\_\_\_  
 \*\*\* Fee-in-Lieu of Tree Replacement is \$160.00 per caliper inch, as specified in the City's Fee Schedule for 2023.  
 \*\*\*\* Escrow Required for Proposed Replacements is 110% of the calculated Fee-in-lieu of Replacement, and may be returned to the applicant upon acceptance of the replacement trees, and successful completion of the three-year warranty and escrow-release period.