



Tree Maintenance Permit Application

For Performing Tree Maintenance in the
Louisville Metro Right of Way

Permit Type Request: (Pruning/Removal/Unknown) _____

Property Owner Name: _____

Property Owner Address (tree location): _____

_____ City _____ State _____ Zip Code _____

Property Owner Mailing Address (if different from tree location): _____

_____ City _____ State _____ Zip Code _____

Phone Number: _____ Email: _____

Description of Tree(s) for Inspection: Please list order of trees in direction of street traffic.

Quantity	DBH (in)	Species	Location (ex. alley, front of house, side of house, tree well)	Presence of Overhead Utilities (Yes or No)	Length of Green Verge or Tree Well (ft)	Width of Green Verge or Tree Well (ft)

Contractor performing job (if known): _____

Contractor's Phone Number: _____ Contractor's Email: _____

Proposed Date of Planting: _____

AGREEMENT WITH DIVISION OF COMMUNITY FORESTRY (DCF):

*Please check mark next to statement

___ Property owner has read and understands tree based Louisville Metro Ordinances 96.02, 96.03, 96.99, 97.051, 97.076 (page 2).

___ Property owner has read and agreed to follow DCF Standards for Right of Way Trees (DCF Form_0001). When pruning, cuts shall be clean, close to trunk or parent limb, without cutting into branch collar. Protruding stubs or wound dressing usage are prohibited. For tree removals, stumps must be removed and ground.

___ Property owner has agreed to contact B.U.D. at 1-800-752-6007 before stump removals to locate underground utilities.

Additional permits will need to be obtained if the road or sidewalk will be obstructed during the process of planting. Please visit permitting on the first floor of the Metro Development building at 444 South Fifth Street or contact 574-5810 if you have any questions regarding those permits.

X _____ Date _____
Property Owner Signature

X _____ Date _____
DCF Staff Signature

Print Property Owner Name

Print DCF Staff Name

EACH PERMIT IS LIMITED TO ONE (1) ACTIVITY (REMOVAL OR PRUNING). THIS IS NOT A PERMIT FOR PLANTING. THIS PERMIT IS VALID FOR 30 BUSINESS DAYS FROM THE DATE ISSUED.

Louisville Metro Ordinances pertaining to Right of Way Trees:

§ 96.02 REMOVAL OF OR DAMAGE TO TREES.

(A) It shall be unlawful for any person to trim, cut, damage, or remove any tree within the public right-of-way of any street of Louisville Metro, without having secured a permit to do so. Permits for trees located on public rights-of-way other than designated historic parkways of Louisville Metro shall be obtained from the Louisville Metro Department of Public Works.

(B) It shall be unlawful for any person to trim, cut, damage, or remove any tree within the right-of-way of any designated historic parkway, which is under the jurisdiction of Louisville Metro Parks. These include Algonquin, Cherokee, Douglass-Millvale, Eastern, Northwestern, Southern, and Southwestern. Any and all work on trees located within the right-of-way of a designated historic parkway must be performed by Louisville Metro Parks, or agent thereof.

(C) Subsection (A) of this section shall not apply to Louisville Metro Government and its authorized agents, or to suburban fire districts which are acting to alleviate a public safety hazard.

(1999 Lou. Code, § 93.11) (Lou. Ord. No. 382-1988, approved 12-30-1988; Lou. Metro Am. Ord. No. 50-2006, approved 3-28-2006) [Penalty, see § 96.99](#)

§ 96.03 REMOVAL OF DEAD TREES.

Whenever the Louisville Metro Department of Public Works shall condemn any dead or decaying tree on the sidewalks or thoroughfares of the Metro Government, and notice is served by the Department on the owner of the lot or property abutting the street or sidewalk where the condemned tree is located, the owner shall within ten days after notice, respond to the citing agency, and within 30 days of notice, at owner's sole cost, remove the condemned tree from the street or sidewalk in such manner as will least impede the public travel, and shall put the surface of the streets or sidewalks in an even and uniform shape after removal, following Metro Government construction standards.

(1999 Lou. Code, § 93.10) (Lou. Ord. No. 382-1988, approved 12-30-1988; Lou. Metro Am. Ord. No. 50-2006, approved 3-28-2006) [Penalty, see § 96.99](#)

§ 96.99 PENALTY.

(B) Any party that violates any of the provisions of § 96.02 by trimming, cutting, or damaging a tree shall be fined not less than \$50 nor more than \$250 for each offense; violations by removing a tree shall subject the party to a fine of not less than \$250 nor more than \$500. Each day's continued violation shall constitute a separate offense.

§ 97.051 MAINTENANCE OF OBSTRUCTION.

Within this described area, except as provided in § 97.052, it shall be unlawful to install, set out, maintain, or allow the installation, setting out, or maintenance of any sign, hedge, shrubbery, tree, natural growth, or other obstruction of any kind which obstructs cross-visibility at a level between 24 inches and 72 inches above the level of the center of the adjacent intersection.

(1999 Lou. Code, § 93.21) (Lou. Ord. No. 102-1968, approved 4-24-1968; Lou. Metro Am. Ord. No. 195-2005, approved 11-16-2005) [Penalty, see § 97.999](#)

§ 97.076 OBSTRUCTIONS REGULATED.

(B) *Permit requirements.* (1) No party shall place, construct, or maintain within the right-of-way of any public way of Metro Government any permanent or immovable object, street furniture, structure, sidewalk, entrance way, driveway, or other installation, except as otherwise permitted by resolution or ordinance of the Metro Government. (2) Before placing an object, structure, street furniture, or other installation pursuant to subsection (B)(1) above, a written permit shall be obtained from the Director of the Louisville Metro Department Public Works.

Division of Community Forestry (DCF) use only:

Date Application Received: _____ DCF Inspection Date: _____ Inspected by: _____

DCF Inspection Notes:

Quantity	DBH (in)	Tree Species	UT (Y/N)	GV/TW Length (ft)	GV/TW Width (ft)

Notes:

Permit Application (Accepted or Rejected): _____ Permit Type: _____

Date of Permit Authorization: _____ Date/Time DCF Contacted PO: _____

DCF informed PO of standards and ordinance (Yes/No): _____

SR #: _____

Property Owner Permit #: _____