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## Directions:

1. Submit application along with required planting plan information to [CommunityForestry@louisvilleky.gov](mailto:CommunityForestry@louisvilleky.gov). Emails need to be titled as follows:  
“Bulk Planting Permit Application: [name of organization]”,  
*ex: Bulk Planting Permit Application: South Hampton HOA.*  
Applications must be submitted thirty (30) calendar days prior to planting date(s) for review and permit awarding.
2. The Division of Community Forestry has twenty (20) calendar days from the date application is received via email to review application along with required information and request additional information.
3. The Division of Community Forestry has twenty-five (25) calendar days to issue permit if applicable. Permits are only valid for the planting season that they are issued. If planting season ends prior to work being performed, person and/or organization are required to re-apply for a valid permit. *(Planting season is from September to April yearly.)*

## Required information:

1. Application information (page 2).
2. List of Tree Locations (page 3):
  - Addresses adjacent to the public right of way with property owners printed name,
  - Location of tree (ex. tree well, ROW in front of house, ROW side of house),
  - Species and caliper size to be planted,
  - Overhead utility conflicts, and
  - Length and width of green verge (curb to sidewalk) or tree well. *(If the green verge meets the private property without presence of an impervious surface, state “Continuous”).*
3. Signed Division of Community Forestry Third Party Memorandum of Agreement (DCF Form\_0006) which acknowledges city ordinance and abutting property owner’s liability.
4. Map of area planting is to take place in. Each map needs to visibly show streets, property addresses numbers, and proposed tree site (Recommend using LOJIC Online Map: <http://apps.lojic.org/lojiconline/>).



# Bulk Planting Permit Application

For Planting 10 or More Trees in the  
Louisville Metro Right of Way

## SECTION 1: APPLICANT INFORMATION

**PROJECT NAME:** \_\_\_\_\_

TOTAL # OF TREES TO BE PLANTED IN PUBLIC RIGHT OF WAY: \_\_\_\_\_ PLANTING DATE(S): \_\_\_\_\_

**ORGANIZATION NAME:** \_\_\_\_\_

REPRESENTATIVE OF ORGANIZATION OR APPLICANT: \_\_\_\_\_

ORGANIZATION MAILING ADDRESS: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ ALTERNATIVE TELEPHONE#: \_\_\_\_\_

EMAIL: \_\_\_\_\_

REPRESENTATIVE OF ORGANIZATION OR APPLICANT CONTACT INFORMATION:

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COLLABORATING ORGANIZATION NAME (3<sup>RD</sup> PARTY): \_\_\_\_\_

3<sup>RD</sup> PARTY CONTACT NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### SIGNATURE:

\_\_\_\_\_  
Director of Organization

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**SECTION 2: LIST OF TREE LOCATIONS**

\*copy and paste information into excel worksheet below or insert directly



Click on thumb tack to enter directly into excel spreadsheet

Adress: Street Number	Adress: Street Name	Location of tree (ex. tree well, ROW front of house, ROW side of house)	Species	Caliper (in)	Presence of Overhea d Utilities (Yes/No)	Length of Green Verge or Tree Well (ft)	Width of Green Verge or Tree Well (ft); *if green verge meets the private property without presence of an impervious surface state "Continuous"	Signed DCF Third Party MOA (Yes or No); insert attachment here or attach separately	For DCF Use only: Acccep ted or Rejecte d
<b>EXAMPLE OF SPREADSHEET</b>									

**SECTION 3: PLANTING AND MAINTENANCE PLAN**

TREE INSTALLERS (check all that apply):  Volunteers  Neighborhood Association  
 Contractors  Organization  Property Owners

**AGREEMENT WITH DIVISION OF COMMUNITY FORESTRY (DCF):**

\*Please check mark next to statement

Property owner has read and understands tree based Louisville Metro Ordinances 102.02, 102.04, 102.05, 102.06, 102.12).

Organization or applicant will install trees according to the DCF Standards for Right of Way Trees (DCF Form\_0001). Organization will instruct tree installers of planting standards.

Organization or applicant will install tall mulch rings to according to the DCF Standards for Right of Way Trees (DCF Form\_0001). Organization will instruct tree installers of mulching standards.

Organization or applicant will inform property owner to follow the three year Tree Watering Regimen (DCF Form\_0002).

**SECTION 4: MAP OF PLANTING AREA**

\*Please insert map of planting area below or attach as separate file.

**Division of Community Forestry (DCF) use only:**

Date Application Received: \_\_\_\_\_ DCF Inspection Date: \_\_\_\_\_ Inspected by: \_\_\_\_\_

DCF Inspection Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Application (Accepted or Rejected): \_\_\_\_\_ Permit Type: \_\_\_\_\_

Date of Permit Authorization: \_\_\_\_\_

SR #: \_\_\_\_\_

\_\_\_\_\_  
DCF Staff Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Bulk Planting Permit #:** \_\_\_\_\_