



Directions:

1. Submit application along with required planting plan information to 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 (3RD PARTY): _____

3RD PARTY CONTACT NAME: _____ TELEPHONE: _____

EMAIL: _____

SIGNATURE:

Director of Organization

Print Name

Date

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 96.02, 96.03, 96.99, 97.051, 97.076.

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 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 #: _____