# Tree Maintenance Application

**To:** The Department of Public Works, Urban Forestry Division.          Date: _____, 20___

**Submitted By:**

_____, _____, _____, _____
Applicant                                        Phone                          Fax                              Email

_____, _____, _____, _____
Address                                                              City                        State                    Zip Code

I hereby request permission to perform maintenance on _____ tree(s), at my own expense at the following location:

_____, _____ <u>Richmond</u>, <u>VA</u>, _____
Address                                                                 Side-Site      City & State               Zip Code

I am requesting approval for the following maintenance procedure(s) on said tree(s):

_____

*Attach additional/supporting information as necessary (<mark>see page 2 for specifications</mark>)

The above-described tree maintenance will be performed by the following tree maintenance contractor:

_____, _____, _____
Company Name                                       Contact  Person                             Phone

_____, _____, _____, _____
Address                                                    City                          State                   Zip Code

Tree maintenance contractors must have their insurance company fax a proof of insurance form directly to the Urban Forestry Division at 646-3087.

*The applicant hereby agrees for themselves, their heirs and assigns to indemnify and save harmless the City of Richmond from any and all damages to persons or property (public or private) or damages indirectly resulting from the tree maintenance described above.*

Applicant is to notify the issuing arborist within 5 days of this work being completed to allow for inspection.

_____          _____
Applicant's Signature                           Date

*Office Use Only*

| Reviewed By | Date Inspected | Result | Sign |
|---|---|---|---|
| Name:<br><br><br>Title: | | ____ APPROVED<br><br>____ DENIED | |

(11/11/20)

Specifications to include on TMPA **should adhere to current BMPs**, and include at least 4 of the 5 following items:

1. Tree(s) to prune
   a) Tree ID#, DSH/DBH
2. Pruning system ("natural" will be assumed, unless stated otherwise)
3. Objective
4. Branches to reduce
   a) Number of branches, diameter of branches, and by how much
5. Branches to remove (if applicable)
   a) Number of branches and diameter of branches


*For detailed examples, please refer to *BMPs Pruning, 3rd ed., pgs. 42-50, ISA, 2019.*


1. _____

   _____


2. _____

   _____


3. _____

   _____


4. _____

   _____


5. _____

   _____