



Community Development Department OPERATING PROCEDURES

Operating Procedure # 19

TREE CUTTING WITHIN THE CITY

- A. The following procedure shall apply for a request for tree removal on private property in which the tree is located in a Native Growth Protection Easement (NGPE), critical area, or is part of an approved significant tree retention plan. The following procedure shall apply:**
1. The complainant or City staff (if request is received by telephone or email) shall complete a Request for Action (RFA) form.
 2. The Public Works Department (PW) and the Community Development Department (CD) shall visit the site to investigate tree requested for removal within 5 days.
 3. The City shall document the site, which will include a written description of the site, photograph of the tree, and any other information or photographs needed to make a decision regarding the status of the tree.
 4. If the City concludes that the tree may pose an imminent threat to private property, the property owner may remove the tree as directed by the City. However, mitigation may be required.
 5. If the City concludes that the tree does not pose an imminent threat to private property, owner shall provide a certified arborist report for the City's review prior to removal of the tree.
- B. For a request for removal of a tree located in a Tract dedicated to a Home Owners Association (HOA), the following procedure shall apply:**
1. The complainant or City staff (if request is received by telephone or email) shall complete a RFA form.
 2. The CD will research the request and determine if the tract contains a NGPE, critical area, or retained significant tree.
 3. If no protected areas are identified, the Complainant shall contact the HOA for approval.

4. If protected areas are identified, the City staff shall follow the steps outlined in Section A above.

C. For a request for tree removal from City property, the following procedure shall apply:

1. The complainant or the City (if request is received via telephone or email) shall complete a RFA form.
2. The CD will provide the PW with the RFA and all pertinent information, including a copy of the plat and conditions identifying the City property.
3. The PW will follow up on the issue and make contact with the property owner.

D. For unauthorized tree removal from City property, the following procedure shall apply:

1. The complainant shall complete a RFA. The CD will research and provide all pertinent information to the Code Enforcement Officer for further investigation.

E. For a request to remove tree on private property and not located in any areas mentioned above, the following procedure shall apply:

1. The property owner may remove the tree without approval from the City. However, the City shall verify if a ROW use permit is required.

**Please note this only applies to single tree removal. Large-scale tree removal may be subject to a clearing and grading permit or DNR regulations.

Director of Community Development

Date