



Clare City Code, Chapter 20, Article VII, Section 20-208, states that:

“No person, firm or corporation shall plant, trim, or remove a tree, shrub or vine on any property under the control of the City of Clare without first obtaining a permit from the Director of Public Works. No permit, however, shall be required for any public service company or municipal employee doing such work in pursuit of their public service endeavors. An application for a permit shall be made at least forty-eight (48) hours in advance of the date the work is to be performed and shall describe the work to be done. A permit shall be issued without charge and shall expire thirty (30) days after the date of issue. Applications submitted by owners of the abutting property for the planting of trees, shrubs and vines need not be accompanied by a certificate of insurance but all other applicants shall have attached a current certificate of insurance in the amount of \$1,000,000.”

Applicant Name: _____ Today’s Date: _____

Address: _____ Telephone: _____

Activity is to take place on (check one) Private property Public property/right-of-way

Address where activity is to take place: _____

Type of Activity

(Check all that apply)

- Tree Trimming
- Tree Removal
- Stump Removal*
- Tree Planting*
- Other-Specify: _____

Detailed description of Activity (include number, size, species, etc.... also, if removing a tree, indicate how tree is marked for DPW employee to recognize)
[You may also include a site drawing on back or attach separately, if desired.]

***MISS DIG REQUIRED.** TICKET # _____ DATE ISSUED: _____
1/800/482-7171 or www.missdig.org/e-locate)

The following conditions are present (check all that apply) in the area of the planned work:

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Overhead Wires/Cables | <input type="checkbox"/> Public Sidewalks | <input type="checkbox"/> Public Signs |
| <input type="checkbox"/> Utility Pole | <input type="checkbox"/> Utility Curb Box | <input type="checkbox"/> Fire Hydrant |
| <input type="checkbox"/> Underground Wires/Cables | <input type="checkbox"/> City Water/Sewer Lines | <input type="checkbox"/> Fencing |

Property Owner’s Statement:

As property owner of the above address, I verify the work is to be done on my own property and accept full responsibility for any damage as a result of said work being performed, whether to my own property, or a neighboring property.

Signature

Contractor’s Information:

Contractor’s Name: _____

Mailing Address: _____

Telephone: _____

Applicable Certificate of Insurance Attached: YES NO

OFFICE USE ONLY

I have verified the work to be completed, as indicated above, is not being done on city property. _____
Signature of DPW Employee verifying

Private Property Permit

Date Received: _____

Permit expires 30 days from above date.

Approved by: _____

City Clerk’s Office

Public Property Permit

Date Received: _____

Permit expires 30 days from above date.

Approved by: _____

Director of Public Works