



Submit via email to:  
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Public Works Department • 702 Edgebrook Drive • Champaign IL 61820 • (217) 403-4700 • fax (217) 403-4755 • www.champaignil.gov

## TREE PLANTING, REMOVAL, AND MAINTENANCE PERMIT

Permit for approval to perform tree planting, removal, or maintenance of trees on City right-of-way.

**APPLICANT ONLY** - Please provide the following information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Work Site Location: \_\_\_\_\_

Type of tree work: planting/removal/treatment/pruning involved: \_\_\_\_\_

Proposed species to be planted (if applicable): \_\_\_\_\_

Contractor performing the work (if applicable): \_\_\_\_\_

For tree planting, please indicate approximate location using dimensions in relation to other lot features (e.g. driveway, existing trees, corner, etc.)  
A rough sketch to illustrate location is helpful.  
(Please use the space to the right.)

A J.U.L.I.E. locate is necessary before a permit for planting can be granted. J.U.L.I.E. can be reached at (800) 892-0123.

**J.U.L.I.E. dig number:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_ Approved

\_\_\_\_ Not Approved

**Permit No.** \_\_\_\_\_

Additional comments or conditions: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

City Forestry Representative

## CITY OF CHAMPAIGN TREE PLANTING SPECIFICATIONS

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- ◆ The planting hole should be 12"-24" larger in diameter than the diameter of the root ball, and root balls shall be placed on undisturbed subgrade to prevent settling.
- ◆ The root flare, where roots spread at the tree base, should always be at the ground line. Often during production, soil becomes mounded around the tree base above the root flare. When balled with burlap, the basal flare is hidden. If the tree is planted with the top of the ball at ground line, the tree will likely have been planted too deeply.
- ◆ The twine holding the burlap around the ball must be cut, and the burlap removed from around the top of the ball. Wire baskets shall be removed from the top one-half of the root ball prior to backfilling.
- ◆ The hole should be backfilled and gently tamped so that no air pockets are left around the ball. Backfill soil should not be amended unless planting in building rubble, poor, or severely disturbed soils.
- ◆ The trunks should be vertical after planting.
- ◆ Excess soil must be removed from the site, and a 3" to 4" thick layer of wood chip mulch placed around the base of the tree. Avoid placing wood chip mulch directly in contact with the trunk.
- ◆ Plants should be watered at the time of planting.
- ◆ Protective tree wrap should be removed after planting.
- ◆ Staking is not typically recommended; however, when necessary, follow current recommendations of City Forester; wire in a hose is unacceptable.
- ◆ Plants should be pruned after planting only to remove broken or dead branches.

## **CITY OF CHAMPAIGN PLANTING STANDARDS**

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- ◆ The parkway must be 6 feet or more in width.
- ◆ Trees must be 6 feet from driveways, alleys, and fire hydrants.
- ◆ Trees must be 20 feet from stop signs, streetlights, and traffic signals.
- ◆ Trees must be 30 feet from intersections.
- ◆ Trees must be located a minimum of 50 feet from adjacent trees.
- ◆ The planting site should be free of overhanging crown growth from trees growing off the right-of-way.
- ◆ Trees must be an approved species.