



LA PORTE I N D I A N A

TREE SERVICE REQUEST

REQUESTED ACTION

- Tree removal by City
- Tree removal by hired contractor – permit request
- Tree pruning by City
- Tree pruning by hired contractor – permit request
- Tree planting in City right of way

REASON FOR REQUEST

- Dying or dead tree
- Diseased tree
- Tree obstructing public right of way
- Other: _____

REQUESTOR INFORMATION

Date: _____ Name: _____ Phone: _____
 Email Address: _____
 Address of requested tree work: _____
 Details of tree location: _____
 Selected contractor (if applicable): _____

PLEASE READ & SIGN

1. All tree work is scheduled with hazard trees prioritized
2. Trees will not be removed unless determined tree removal criteria has been met
3. No unauthorized trimming, topping, or removal is allowed on City trees without written approval from designated City staff
4. Tree work is subject to annual budget limits and resources of the City of La Porte for this type of work
5. Written approval by designated City staff is required before planting of new trees, shrubs, plants in the City right of way
6. Hired contractors doing work within the City of La Porte must be registered and current with the City through the contractor registration process prior to starting any work. Any work performed on City trees by a hired contractor must be completed by a Certified Arborist.
7. The following reasons are NOT valid for removal of a City tree: Excessive leaves, fruit, flowers, petals, bees, birds, and other animals or insects; Roots that grow into sewer or water line that services home or business. The property owner is responsible for maintenance and replacement, if necessary, of lateral sewer and water lines that service the property; Hardscape damage if a feasible, economic solution exists to save the tree. The city will take responsibility to repair curbs, gutters, and sidewalks as necessary and funding is available

Signature

Date

Complete this form and submit to: snimetz@cityoflaportein.gov

Forms may be mailed to: 801 Michigan Avenue ATTN: Engineering-Trees La Porte, IN 46350