DEPARTMENT OF PARKS AND PARKWAYS
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

ANN E. MACDONALD
DIRECTOR

TREE PLANTING PERMIT

I am requesting a permit to plant _____ of _____ trees adjacent to the
(quantity) *(tree species)*

property at _____.
(address)

☐ I have attached a sketch of the planting location.

☐ I agree to furnish the tree, dig the hole and maintain the tree (including watering).

Notes:

1. If there is no grass planting strip at the location, it is your responsibility to cut the planting pit in the sidewalk; contact the Department of Public Works Traffic Engineering Department at 504.658.8050 for permission to make a sidewalk cut. Although there may not be a lot of room available, we have found that the larger the planting pit, the better the tree will do in the future. Please provide a minimum of 24 square feet of open planting area for each tree planted, while making sure to have a minimum of four feet (4') of sidewalk width clearance for pedestrians.
2. Contact Louisiana One Call (1.800.272.3020) at least 96 hours before cutting/digging to have utilities marked. This is a free service.
3. Purchase healthy trees of a size that can withstand some abuse. A two inch (2") caliper tree is the minimum acceptable size.
4. The optimum time to plant trees is the cool season of the year. Trees planted at this time are able to start establishing a root system, making them better able to withstand the stress of hot weather.
5. Watering is critical for the first year. Give the trees a good soaking three times a week. Modify the watering schedule accordingly if it rains sufficiently and as the tree becomes well established.
6. Notify Parks and Parkways when the tree is installed so it can be added to the tree inventory database.

Property Owner's Information

Signature: _____

Name (print): _____

Mailing Address: _____

City, State and Zip: _____

Telephone: _____

Email: _____

RETURN THIS FORM TO THE DEPARTMENT OF PARKS AND PARKWAYS VIA EMAIL AT PARKSANDPARKWAYS@NOLA.GOV OR BY FAX AT 504.658.3232 FOR REVIEW AND APPROVAL.

Approved by:

_____
For the Department of Parks & Parkways

Date: _____

City of New Orleans Department of Parks and Parkways
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