



**APPEAL APPLICATION FORM:
TREE REMOVAL BY CITY IN PUBLIC AREAS**

Appeal of planned removal of tree located at the following address (or identifying information if no specific address is available):

_____ (For purposes of this Appeal, the tree at this address will hereinafter be referred to as the "Subject Tree.")

Posting Date ____/____/____ (as found on notice of removal poster)

Date of Appeal Filing: _____
(This date must be within 21 days of the Subject Tree posting date as seen above).

Removal date: ____/____/____
(This is the removal date found on the poster attached to the Subject Tree.)

APPELLANT CONTACT INFORMATION:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

E-MAIL ADDRESS (optional): _____

Please also complete Appeal information required via the Pittsburgh City Code on Pages 2 and 3 of this Appeal Application Form.

For City Use Only:

____/____/____ **DATE APPLICATION RECEIVED**

____/____/____ **HEARING DATE**

____/____/____ **APPEAL OUTCOME NOTIFICATION DATE**

This appeal is governed by Chapter 483.05 of the Pittsburgh City Code, which may be accessed online at <http://www.city.pittsburgh.pa.us/pw/html/forestry.html> or by calling (412) 422-6555 for a hard copy of the Ordinance to be mailed or faxed to your attention.

Pursuant to City Code §483.05(f), I list the following reason(s) for this appeal:

Pursuant to City Code §§483.05(d) and (f), the following materials are attached as an Exhibit(s) to support my contention that the Subject Tree is structurally sound and does not represent a hazard to persons or property. (Please mark appropriate boxes):

- _____ I am attaching a report of a qualified tree professional. (EXHIBIT A).
- _____ I am not attaching a report of a qualified tree professional but offer alternative documentation to support this claim concerning the stability and safety of the Subject Tree. (EXHIBIT A).
- _____ I have signed/attached the written commitment of responsibility required for the Subject Tree. (EXHIBIT B).
- _____ I have attached additional documentation (optional). (EXHIBIT C if applicable).

If you are attaching a report from a qualified tree professional (recommended), such as an ISA Certified Arborist, please also complete the following:

(Name of Certified Arborist)	Certification # (if applicable)
------------------------------	---------------------------------

The City cannot recommend any professional tree providers for you to consult for your appeal; however, for a potential list of consultants see: <http://www.isa-arbor.com/findarborist/findarborist.aspx>, to find the **International Society of Arboriculture** website, or see <http://www.asca-consultants.org/>, which is the site of the **American Society of Consulting Arborists**.

Signature Declaration:

By signing this Appeal Application Form, I hereby certify that I am a resident/citizen of the City of Pittsburgh. I further certify that I have read Chapter 483.05 of the Pittsburgh City Code, including the appeals process. Pursuant to §483.05(e), I have also included a Tree Planting Request Form **or** a Request for a Permit-Tree Planting Form.

Print Name

Witness (print name)

Signature/date

Witness signature/date

PLEASE MAIL THIS ORIGINAL SIGNED APPEAL FORM (WITH EXHIBITS) TO:

Urban Forester, 200 Ross Street, Pittsburgh, PA 15219.

PLEASE MAIL A COPY OF THIS COMPLETED FORM (MINUS EXHIBITS) TO:

Director of Public Works, 301 City-County Building, 414 Grant Street, Pittsburgh, PA 15219.

Pursuant to City Code §483.05(d), Appeals must be submitted within 21 days of the posting of the Subject Tree as described above. Any appeals received after such date by the Urban Forester and/or any incomplete Appeal Application Forms, will not be considered admissible for appeal purposes. Please note: the posting date and removal dates are two separate dates listed on the poster attached to the Subject Tree.

**EXHIBIT A: SUPPORT FOR CLAIM OF STABILITY AND SAFETY OF
SUBJECT TREE (Attach report of professional arborist or other documentation).**

**EXHIBIT B: COMMITMENT FOR FUTURE
RESPONSIBILITY FOR SUBJECT TREE**

If my appeal to prevent the removal of the Subject Tree set forth in my Appeal Application Form is successful, I agree to comply with all requirements of Pittsburgh City Code Chapter 483.05 in terms of taking responsibility for Subject Tree. Specifically, I agree to be responsible for:

- 1). All costs for future annual inspections by City;
- 2). All costs for future maintenance of the tree by City deemed necessary by the City Forester;
- 3). If the tree is not adjacent to my property, I agree to enter into a written agreement with any applicable property owner(s) to permit me to carry out the responsibilities set forth herein. This agreement shall be witnessed by a third party and dated. If such agreement cannot be reached, the Urban Forester and Director of Public Works shall be entitled to reevaluate the fate of the tree and accordant responsibilities;
- 4). All costs for damages to persons or property resulting in any way from the Subject Tree. I hereby agree to indemnify and save harmless the City against and from any and all claims, demands, actions, causes of action, suits and all other matters or growing out of injury to any person (including myself) or property damage suffered by any person (including myself) stemming from or pertaining to the Subject Tree. This indemnification responsibility shall not be limited by reason of insurance coverage; and
- 5). I agree to procure insurance to cover my indemnification responsibility in Section 4 above and to list the City of Pittsburgh as an additional insured. I agree to produce evidence of such policy coverage to the Urban Forester within two (2) weeks of a successful appeal ruling, assuming I am also able to comply with Section 3 herein if applicable. If I cannot procure such insurance coverage, I will also provide the Urban Forester written proof from two (2) insurance companies denying my request. In such instance where I cannot procure insurance, the Urban Forester and Director of Public Works shall again be entitled to reevaluate the fate of the tree and accordant responsibilities.

Print Name

Witness (print name)

Signature/date

Witness signature/date

EXHIBIT C: ADDITIONAL SUPPORT (IF APPLICABLE)

CITY OF PITTSBURGH TREE PLANTING REQUEST FORM (2 pages)

I _____ the property owner of _____
(PRINT/Property Owner Name) (PRINT/ mailing Address including "ST." "AVE.")
request that the City of Pittsburgh plant tree(s) on the public right-of-way adjacent to my property. I understand the planting of trees may necessitate the City of Pittsburgh cutting an opening in the sidewalk approximately 30 feet (at a minimum of 3' wide) to accommodate the tree planting.

I hereby acknowledge that I am the owner of the above said property. I hereby request the City of Pittsburgh to supply and install a tree(s) to be located on the municipal right-of-way adjacent to my property. I understand that there is no charge for this service. I agree to perform general upkeep of the tree planting bed by weeding, annually mulching, and providing water for establishment and during drought periods (see page 2)

I also understand this form does not guarantee that a tree(s) will be placed adjacent to my property. Upon receipt of this request, the TreeVitalize Coordinator will do a site analysis to determine the suitability of planting a tree at this location.

Please initial all that apply and sign below: * agreement is required to qualify

____ I have read and understand the terms described in "Agreement to Plant a Street Tree" *

____ I agree to share in the responsibility to care for the requested tree(s).*

____ I understand my site may require removing concrete, sidewalk or paving materials in order to plant this tree and I give permission to have this done. *

____ I am willing to volunteer to help plant my tree.

____ I am willing to help care for other trees in my neighborhood.

Property Owner _____
Signature

Planting Address _____
Pittsburgh, PA Zip _____

Neighborhood _____ Ward _____

Telephone Number (____) _____ Date ____ / ____ / ____

Please return completed **TREE PLANTING REQUEST FORM** to:

**City of Pittsburgh
Planning Department – TreeVitalize Coordinator
200 Ross St.
Pittsburgh, PA 15219**

OR if this request is part of a coordinated effort within your neighborhood or business district please return to the individual or organization listed below. This individual or organization will assemble and forward all requests to the City.

NAME: _____

Property Owners - Keep this page for your records Agreement to Plant a Street Tree in Pittsburgh

By signing the Tree Planting Request Form, you, the property owner, agree that:

- A representative of the City of Pittsburgh will inspect your location and determine whether it is an appropriate site for a tree(s) to be planted.
- The City shall determine an appropriate tree species for your location.
- If the site requires it, you give permission for a tree pit to be cut in your sidewalk or pavement.
- You will water the tree (approximately 20 gallons per week– the cost is less than \$1 per year) March through December for two years.
- You will protect your tree from damage by cars, lawn mowers, etc.
- You will notify the City of Pittsburgh if the tree appears to be sick or damaged.
- If you cancel the tree installation after signing this form and the pavement has been cut, you will be responsible for replacing the pavement at your expense.

You understand that:

- Your request for a tree may be denied—not all sites are appropriate for tree planting.
- Street trees and trees in the public right-of-way are the property and responsibility of the City of Pittsburgh. Trees planted outside of the public right-of-way are the responsibility of the property owner.
- Only the City of Pittsburgh can authorize major pruning or removal of street trees.

The Benefits of Trees

- Increase property values
- Bring beauty and character to neighborhoods
- Save energy, cut heating and air-conditioning costs
- Shade and cool neighborhoods reducing temperatures on the hottest summer days
- Clean pollutants out of the air and water
- Reduce storm water runoff
- Buffer and reduce noise
- Promote community interaction, renewal
- Provide habitat for birds and wildlife

CITY OF PITTSBURGH REQUEST FOR PERMIT - TREE PLANTING

(This form is specifically for property owners who intend to purchase their own trees and install them on City right of way)

I _____ the property owner of _____
(PRINT/Property Owner Name) (PRINT/Address including "ST." "AVE.")

request that the City of Pittsburgh permit me to plant tree(s) on the public right-of-way adjacent to my property. I understand the planting of trees may necessitate the cutting of an opening in the sidewalk approximately 3' X 10' to accommodate the tree planting.

I hereby acknowledge that I am the owner of the above said property. I will supply and install a tree(s) to be located on the municipal right-of-way adjacent to my property. I agree to perform general upkeep of the tree planting bed by weeding, annually mulching, and providing water for establishment and during drought periods.

Upon receipt of this request, the Forestry Division will do a site analysis to determine the suitability of planting a tree at this location. If the site analysis is positive, Forestry will make a species recommendation and send a no-cost Tree Planting Permit.

Property Owner _____
Signature

Address _____
Pittsburgh, PA Zip _____

Telephone Number () _____

Date ____ / ____ / ____

Please return completed **REQUEST FOR PERMIT – TREE PLANTING** to:

**City of Pittsburgh
Dept. of Public Works – Forestry Division
6520 Stanton Avenue
Pittsburgh, PA 15206-2251**

OR

If this request is part of a coordinated effort within your neighborhood or business district please return to the individual or organization listed below. This individual or organization will assemble and forward all requests to the City.

Revised 01-16-08