

**CITY OF MENTOR**  
6645 Hopkins Road Mentor, Ohio 44060 (440)974-5781

**Department of Public Works**

**MUNICIPAL TREE REMOVAL PERMIT**

APPLICANT: \_\_\_\_\_ TELEPHONE : \_\_\_\_\_ (Home)  
ADDRESS: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ (Work)  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE \_\_\_\_\_

If applicant is other than property owner, i.e. a corporation, group, firm, association or agent / employee of applicant, please complete the following:

Name of responsible individual: \_\_\_\_\_ Title: \_\_\_\_\_

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List location(s) and species of affected tree(s) and include the criteria that applies from the list on reverse side of this page - 919.03 PERMIT (c) (1) thru (6):

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**All direct or indirect expense** related to said permit shall be borne by the company and/or individual signing this permit

ALL SAFETY PRECAUTIONS (i.e. use of: flagmen, cones, men working signs, necessary flashing light, etc.) shall be taken.

**919.01 (a)** No person shall plant a tree upon the area in public right-of-way, parks, or other public areas without having first obtained a written permit from the Director of Public Works, hereinafter referred to as Director. No person shall remove, destroy, or injure any tree, or to authorize any person to do so, or to remove or tamper with any device placed for the protection of any such tree, or to attach any rope, wire, chain, sign or other device whatsoever to said tree, or to authorize or cause same to be done except having first obtained a permit from the Director.

I have read the above and the City of Mentor Ordinance No. 919 "Tree Regulations", and hereby agree to abide by all rules and regulations here within. It is further understood that CITY OF MENTOR authorization precludes the City and its appointed and elected officials from all claim and/or liability. I hereby agree to assume all liability for tree removal work to be performed.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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APPROVAL OF DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
Permit shall be effective until: DATE: \_\_\_\_\_

\*\*\*\* Please wait for approval

**919.02 TRIMMING.**

All trees shall be kept trimmed so as not to create a hazard to public safety with minimum applicable clearances as determined by the Director of Parks, Recreation and Public Lands. All trees standing on private property and having branches projecting over a public right-of-way shall be kept trimmed by the owner of such private property so that the lowest branches shall have the minimum clearance specified by the Director. If the owner of such property shall neglect or refuse to trim such trees upon being notified in writing by the Director to do so, the Director may, after the expiration of the date specified in said notice, cause such trimming to be done at the expense of the owner based on actual cost to the City plus a twenty-five percent (25 %) field inspection fee thereon, shall be certified to the County Auditor who shall enter said amount so certified on the tax duplicate as a special charge against the real estate on which said tree is located and the same shall be collected as other taxes, and when collected shall be paid to the City. (Ord. 08-0-95. Passed 8-19-08.)

**919.03 PERMIT.**

(a) The application for any permit required hereunder shall be made in writing to the Director upon forms furnished by him and shall specify the particular kind of work or operation the applicant desires to perform thereunder and shall state the exact location and species of any tree or trees affected. The permit shall be effective for such length of time as the Director shall in each case determine, which shall be indicated on the permit, and such permit may be revoked at any time at the discretion of the Director upon finding that the terms and conditions upon which the permit has been issued are or have been violated.

(b) No person shall interfere with such person or persons as are directed by the Director to carry out the provisions of this chapter or who may be directed to do any of the work ordered to be done hereunder. (1969 Code 154.12)

(c) The Director of Public Works may issue a permit to remove or cut down a tree when one of the following applies:

- (1) The tree is damaged or diseased.
- (2) Damage is inflicted to the root system by machinery, storage of materials and/or soil compaction.
- (3) The natural grade is changed above or below the root system or around the trunk.
- (4) Damage is inflicted on the tree that would permit fungus or pest infection.
- (5) The tree is excessively pruned or thinned.
- (6) Areas are paved with concrete, asphalt or other impervious material within such proximity to the tree as to be harmful to the tree.

(d) The Director shall indicate that removal of a tree shall include the entire tree and tree stump. (Ord. 08-0-95. Passed 8-19-08.)

**919.99 PENALTY.**

Whoever violates or fails to comply with any of the provisions of this chapter or regulations made pursuant thereto, shall be liable on conviction thereof of a fine or penalty not exceeding five hundred dollars (\$500.00) for each and every offense, and whenever such person shall have been notified by the Director or by service of summons, or in any other way that he is committing such violations, each day which he shall continue such violation after any such notification shall constitute a separate offense punishable by like fine or penalty. Such fines or penalties shall be collected as prescribed by law. (1969 Code 154.99)