

STREET TREE MAINTENANCE REQUEST FORM

1. CONTACT INFORMATION

Date: _____

Name: _____

Phone: _____

Email: _____

Full Address (City, State, ZIP Code): _____



Parks, Recreation & Forestry Department
220 W. Wisconsin Ave., Oconomowoc, WI 53066
(262) 569-2199
parkrec@oconomowoc-wi.gov
www.oconomowoc-wi.gov/parks

The City of Oconomowoc Parks and Forestry Division own all street trees in the City right-of-way and maintain the street trees on a six year pruning cycle. The right-of-way area is typically located between the street curb and the sidewalk. Some properties do not have sidewalks and measurements are usually required for these areas to find out the actual owner of the tree or trees before the City performs any maintenance activities.

Street trees in the City right-of-way occasionally need maintenance or have other needs or issues beyond the normal routine maintenance that the City performs. Many tree maintenance needs are due to broken or hanging branches from summer storms, high winds, heavy snow loads or winter ice storms. Maintenance requests range from street tree removal, stump removal, hazard branch removal, low branch clearance from streets (14ft minimum), and low branch clearance from sidewalks (8 ft minimum). All street tree maintenance requests will be prioritized based on receipt of form and a site evaluation by the City Forester. Please check below which maintenance need or needs you are requesting and every effort will be made to complete your request in a timely manner. Return this request form to the Parks, Recreation and Forestry office at 220 West Wisconsin Avenue.

Please do not perform or have any contractor perform maintenance (trimming, tree and/or stump removal, and insect or disease control) on any City-owned street tree or trees without prior approval and site consultation from the City Forester. The City of Oconomowoc Parks and Forestry Division encourages homeowners to water street trees during times of drought stress or tree planting establishment. For more information on the City's urban forestry ordinance, municipal code chapter 8A, please go to the City website at www.oconomowoc-wi.gov. If you have any additional questions about our division responsibilities, please call the City Forester at (262) 569-2180.

2. PLEASE CHECK BOX NEXT TO THE STREET TREE MAINTENANCE NEED OR NEEDS BELOW

- | | |
|---|---|
| <input type="checkbox"/> STREET TREE REMOVAL | <input type="checkbox"/> STREET TREE TRIMMING |
| <input type="checkbox"/> STUMP REMOVAL | <input type="checkbox"/> BROKEN BRANCH REMOVAL |
| <input type="checkbox"/> INSECT INSPECTION | <input type="checkbox"/> DISEASE INSPECTION |
| <input type="checkbox"/> LOW BRANCH CLEARANCE TRIMMING FROM STREET
(14 feet minimum) | <input type="checkbox"/> LOW BRANCH CLEARANCE TRIMMING FROM SIDEWALKS
(8 feet minimum) |

For Parks, Recreation and Forestry Use Only

Date request form received: _____

Site Inspected By: _____

Inspection Date: _____

Notes: _____

of Street Trees to Perform Maintenance On: _____
