

# TREE DONATION & PLANTING REQUEST FORM

## 1. CONTACT INFORMATION

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

## 2. I WOULD LIKE TO - CHECK BOX NEXT TO YOUR CHOICE

1. **Be placed on the wait list for a free street tree.**   
For 1-3 fill out section 3.
2. **Pay 50% of the street tree cost to be moved to the top of the street tree wait list.**   
For 1-3 fill out section 3.
3. **Pay the full cost of a street tree for no wait.**   
For 1-3 fill out section 3.
4. **Apply for a permit to plant my own street tree.**   
Fill out section 5.
5. **Donate a tree to be planted in a city park.**   
Fill out section 4.

## 3. STREET TREE REQUEST

**Right of Way width:** Measure your right-of-way and check the appropriate box. The right-of-way is the grass area from the street curb to the back of the sidewalk.

- 5-6 ft. Choose a small-sized tree from the species list  
 6-8 ft. Choose a medium-sized tree from the list  
 8 ft. or greater. Choose a large-sized tree from the species list

**Tree Species Selection:** Refer to the Street Tree Recommended Species List at [www.oconomowoc-wi.gov/parks](http://www.oconomowoc-wi.gov/parks). All efforts will be made to plant your choice.  
(Example: First Choice: Centurion Crabapple)

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

## 4. DONATION- ARBOR DAY, MEMORIAL, ORGANIZATION/BUSINESS

Amount to donate (Cost per tree is around \$200 depending on species): \_\_\_\_\_

Park location to plant tree: \_\_\_\_\_

Tree is in honor of or planted for: \_\_\_\_\_

• Find a list of locations and donation guidelines at [www.oconomowoc-wi.gov/parks](http://www.oconomowoc-wi.gov/parks)

## 5. STREET TREE PLANTING PERMIT

To request approval of a street-tree planting permit to purchase and plant a in the city right-of-way, you must fill out this free permit for planting a street tree(s) within the City right-of-way grass strip per ordinance 8A before any tree planting is to be done. The right-of-way is the grass area from the street curb to the back of the sidewalk and must be a minimum of 4 feet wide for trees to survive and properly grow.

- Your request, once approved, is valid for one calendar year from date of issuance.
- Once the tree is planted, it becomes property of the City of Oconomowoc and all maintenance is performed by the Parks and Forestry Division. All that we ask of you, the homeowner, is to water the street tree with 10 gallons of water once or twice weekly for the first few years then during times of drought. Please do not perform any maintenance on the street trees.
- Minimum size requirements for plantings are 1 ½" caliper with a maximum size of 3" caliper.
- Please make sure to read the street tree planting guidelines at [www.oconomowoc-wi.gov/parks](http://www.oconomowoc-wi.gov/parks) before planting.

**Schedule an appointment with the City Forestry for planting locations. Please do not plant a street tree without prior approval from the City Forester or you may be asked to remove the tree**

Number of trees to be planted: \_\_\_\_\_

Estimated date of planting: \_\_\_\_\_

Where will trees be purchased? \_\_\_\_\_

Species of tree(s) to be planted: \_\_\_\_\_

**Completion of this form DOES NOT grant you permission to plant a tree.**

**All requests will be reviewed by the City Forester before approval.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**After you complete this form please return it to the Parks, Recreation & Forestry Department.**

**You can print and mail it to the department, email it to the department, or drop it off at the Oconomowoc Community Center. See addresses at top of page.**