

BOULEVARD TREE PLANTING REQUEST PERMIT

ADDRESS _____ DATE _____

RESIDENT'S NAME _____

HOME PHONE _____ WORK PHONE _____

Step 1: Prior to requesting planting locations, the undersigned homeowner certifies that he/she has had the boulevard marked as to the location of any underground utilities. That is done by calling Gopher State One Call and telling them the entire boulevard area of the property needs to be located. This step must be done 48 hours before requesting planting locations from the City of Moorhead.

**Locations for the utilities can be obtained by calling Gopher State One Call at:
1-800-252-1166.**

A tip for homeowners when calling Gopher State One Call: Tell the phone representative that you will be planting the trees in the next 10 days. Also, write down the time and date of your call and the ticket number. Another tip: it is best to have the boulevard marked by our office first before purchasing any trees. That way you will know if there will be adequate space for a tree or trees and how many may need to be purchased. Finally, homeowners are responsible for marking private irrigation systems and sump pump systems.

Step 2: Call for a planting location request with the City of Moorhead at 218-299-5430. Or, you can mail this form to the address listed below or fax it to 299-5426

The undersigned homeowner hereby certifies that he/she has checked with Gopher Locating Service and has not relied on any other source of information for the location of the underground utilities in the boulevard. Private wires and/or irrigation pipes need to be marked by the homeowner. The boulevard has also been marked for spacing by a City representative before any trees were planted.

RESIDENT'S SIGNATURE _____

DATE _____

Mail signed request to: Public Works Facility, 700 15th Avenue North, Moorhead, 56560, or drop it off at the same address during business hours, 8 a.m. to 4 p.m. weekdays.

-----TO BE COMPLETED BY THE CITY REPRESENTATIVE-----

Permit granted for _____ Trees (quantity) Date _____

Notes and explanations: _____

Authorized Signature _____

Note: All trees must be State-inspected nursery stock. Any tree on a boulevard must be an allowable species. Trees must be at least 1 inch in diameter when planted. Trees in the areas with a Developers Agreement should be a minimum 1 1/2 inch diameter.

This permit is valid only for planting holes dug with hand tools. Trees may be close to an underground utility. Spading is seldom an option on a boulevard situation. If you have questions, give our office a call at 218-299-5430. Updated 2010