

# Boulevard Tree Work Permit Application

Department of Public Works  
400 Richmond St. East  
South St. Paul, MN 55075  
Phone: (651) 554-3225



*Thank you for your interest in supporting the City of South St. Paul's tree canopy!  
Please read and review the terms and conditions of tree work **prior to submitting the application.***

*A boulevard is defined as the public right-of-way between a front or side property line and the street curb. This area is commonly identified as the green space between a sidewalk and the street curb.*

Property Owner: \_\_\_\_\_

Address/Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant/Contractor (if different than property owner): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Permit Requested (work other than tree or vegetation planting must be completed by an ISA-Certified Arborist).**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Tree Planting | <input type="checkbox"/> Tree Removal                  | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Tree Pruning  | <input type="checkbox"/> Pesticide/Fungicide Treatment |                                       |

**Is the Planting Space:**

- Between the sidewalk and the curb?
- Between the curb and your front yard?
- Other: \_\_\_\_\_

**Width of boulevard (for tree/vegetation planting only):** \_\_\_\_\_.

**Please describe the proposed tree work (for treatment, list chemical name(s) and application method; for planting, list proposed number of trees and tree species):** \_\_\_\_\_

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**Estimated Start Date** \_\_\_\_\_ **Project Timeframe** \_\_\_\_\_

- I have read and understand the terms and conditions of tree work found attached to this application.
- I understand that the person doing the work must contact Gopher One State (811) to locate utilities at least 48 hours before any digging or excavation work begins. The contractor is responsible for the call if they do the work.
- I understand it is my responsibility to water the newly planted tree(s) for up to three years, watering twice weekly during growing season, to ensure proper care is being taken of the tree.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**PLEASE EMAIL THIS APPLICATION TO [MBLAIR@SOUTHSTPAUL.ORG](mailto:MBLAIR@SOUTHSTPAUL.ORG) OR SEND TO SOUTH ST. PAUL PUBLIC WORKS DEPARTMENT: 400 RICHMOND ST. E, SOUTH ST. PAUL, MN 55075.**

For Office Use Only

- The permit is hereby approved.**

Number of Trees: \_\_\_\_\_ Species of Tree(s): \_\_\_\_\_

- The permit is denied.**

Reason: \_\_\_\_\_

\_\_\_\_\_  
City Staff

\_\_\_\_\_  
Date

## TERMS AND CONDITIONS – PLEASE READ THOROUGHLY

### ➤ Planting

Permits for planting on public property are subject to review by Engineering and Public Works. Underground utilities must be located prior to planting. Tree planting is subject to the following rules:

1. Trees cannot be planted in boulevards that are less than 5 feet in width. This requirement is in place to ensure that the tree has enough soil volume to mature without excessively heaving adjacent sidewalks. If you do not have a sidewalk in front of your home, trees must be planted at least 5' from the curb.
  2. Refer to the **SSP Tree List** to check for the appropriate tree species based on the size of the boulevard. Certain species need more space and soil volume to grow. Found here: <https://www.southstpaul.org/156/Trees>
  3. Underground utilities must be located by the Property Owner by contacting Gopher State One Call at (651) 454-0002 or (800) 252-1166 before a permit application will be reviewed. Utility locates are valid for fourteen (14) calendar days and must be renewed if planting does not occur within this time. This is a free service.
  4. Planted trees must follow the specifications listed in Section 54.3 of the City Code. The City code can be found here: <https://www.southstpaul.org/223/City-Code> or at the end of this document.
  5. **The following tree species are prohibited from being planted at this time, due to pest concerns (Ash) and City of SSP current tree species diversity concerns:** Green Ash, White Ash, or Black Ash, Sugar Maple, Norway Maple, Red Maple, White Fringe Tree, Hackberry, or Linden.
  6. Use proper planting practices to ensure the tree establishes and remains healthy into the future: [https://www.dnr.state.mn.us/treecare/residential\\_plant.html](https://www.dnr.state.mn.us/treecare/residential_plant.html)
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## OTHER TREE CARE INFORMATION

**The following tree work must be completed by an ISA-certified arborist.**

### ➤ Pruning

Public boulevard trees are pruned to promote proper tree structure and to remove dead, damaged, and unsound wood. The City of South St. Paul Streets department oversees pruning trees along rights-of-way and boulevards.

1. Pruning shall comply with the ANSI A300 standards and must be completed by an ISA-certified arborist or tree care professional. Topping and pollarding are not allowed practices.
2. Timing for pruning must follow recommended pruning schedules to reduce the spread of insects and disease. Oak, honey locust, elm, and crabapple should only be pruned November-March while trees are dormant. Check <https://extension.umn.edu/plant-diseases/oak-wilt-minnesota> to ensure it is safe to prune oaks.
3. Thinning should only be done to remove damaged, weakened, and diseased branches. Remove the least desirable of any crossing or rubbing branches. Wounds should not be painted.
4. Resources for pruning:
  - [https://tcia.org/TCIA/Blog\\_Items/2016/Tree\\_Pruning\\_to\\_ANSI\\_Standards.aspx](https://tcia.org/TCIA/Blog_Items/2016/Tree_Pruning_to_ANSI_Standards.aspx)
  - <https://www.fs.usda.gov/nrs/pubs/na/NA-FR-01-95-Rev-2012.pdf>

➤ **Removals**

Trees on public property are removed to promote public safety and mitigate unsound or damaged tree structure. Trees that are dead or exhibit declining health and condition or conflict with right-of-way construction projects are also subject to removal. City Engineering and Public Works departments will make the final decision on tree removal. Tree removal on public land must include stump removal, grinding roots and stumps within the right-of-way at least 6" below the soil surface.

➤ **Chemical Injections and Other Treatments**

Chemical injections shall be done by an MN Licensed Pesticide Applicator using a trunk injection system. Treatments for EAB can lengthen the life of an ash tree by decades. Trees change over time, and can sustain storm, vehicular or other damage. Treatment does not guarantee the tree will not be removed in the future.

➤ **How to find an ISA-certified Arborist:**

Visit <https://extension.umn.edu/planting-and-growing-guides/how-hire-tree-care-professional> for more information.

## ARTICLE II. - TREES

### Section 66-19. Boulevard Trees.

(a) *Purpose.* It is the purpose of this subchapter to protect and promote the environment, public health, safety, and general welfare by allowing property owners to plant and maintain the boulevard areas adjoining their property in a manner that enhances and improves the aesthetic appearance of city streets, avenues and alleys, as well as prevent and abate hazardous and nuisance conditions within the city.

(b) *Definitions.* For purposes of this subchapter, the terms defined have the following meanings.

*BOULEVARD.* The public right-of-way lying between the property line and sidewalk, and between the sidewalk and the roadway, or where no sidewalk exists, between the property line and the roadway.

*LANDSCAPED AREA.* The area within which plantings and landscaping materials are placed.

*LANDSCAPING MATERIALS.* Dirt, rock, pavers, stepping-stones, wood or similar materials.

*NOXIOUS WEEDS.* The annual, biennial and perennial plants that are deemed by the Minnesota Commissioner of Agriculture to be injurious to public health, environment, public roads, crops, livestock and other property.

*PLANTINGS.* Trees, shrubs, flowers, grass and other plants.

(c) *Permit required for private planting, pruning, treatment, and removal.* Any person desiring to plant, prune, treat or remove trees in the boulevard portion of a public right-of-way may do so only after obtaining a boulevard tree work permit from the City Engineer. Tree pruning, treatment or removal must be completed by an ISA-certified arborist.

(d) *Permitted trees.* A list of approved trees that may be planted on the boulevard portion of a public right-of-way is on file in the office of the Public Works Director.

(e) *Size and location of permitted trees.* All trees planted must be at least 1" inch in diameter at 1 foot above the ground. Trees must be cultivated nursery stock with straight trunks not less than 7 feet high. No trees shall be placed so as to cause a traffic hazard. Specific measurement regulations are as follows.

1. Required spacing guidelines will be provided by the Public Works Director on the approved City of South St. Paul Tree List.
2. Trees must not be planted closer than 30 feet from future or existing curb returns at intersections.
3. Trees must be planted at least 5 feet from driveways.
4. Trees must be planted at least 10 feet away from any public utility.
5. Except where a special permit is obtained from the City Engineer, no tree may be planted on any boulevard where the distance between the nearest edge of the sidewalk and curb is less than 5 feet.
6. Where sidewalks/trails exist within the boulevard, trees must be planted equally distant from the nearest edge of the proposed or existing sidewalk/trail and curb, except when the Public Works Director or designee may direct otherwise.

(f) *Additional permitted plantings and landscaping.* In addition to planting boulevard trees as permitted in this section, property owners are permitted to plant, care for, and maintain plantings and landscaping on the boulevards adjacent to their property, subject to the restrictions:

1. Plantings and landscaping materials in the boulevard may not exceed 36 inches in height. However, plantings and landscaping materials in the boulevard may not exceed 18 inches in height when located:
  - i. Within 30 feet of any intersection as measured from the property line; or
  - ii. Within 5 feet of any alley or driveway; or
  - iii. Within 5 feet of any public utility fixture.
2. Plantings and landscaping materials are a private improvement of the public right-of-way and must be maintained in such a way that there is no overhang or encroachment onto the sidewalk, curb, street, or alley. They must be contained within the landscaped area.
3. No noxious weeds may be planted, maintained or allowed to proliferate within the landscaped area.
4. No fences, berms, boulders, or retaining walls may be constructed within the landscaped area.
5. Property owners may not alter the grade of the boulevards within the landscaped area.
6. The landscaped area must not be maintained as dirt exclusively. At a minimum, the landscaped area must be seeded for and maintained as grass.

*(g) Removal of boulevard trees.*

1. The City can remove trees that are determined by the Public Works Director to be diseased, dead, dangerous or a public nuisance according to the following rules:
  - i. Removal of trees will not leave the stump above boulevard level.
  - ii. Removal of any tree is to be approved by the Public Works Director or their designated alternative before removal.
  - iii. When the City removes trees in connection with public improvements, new trees may be planted if the city determines it is practical.
2. The owner of property abutting a boulevard may request the removal of a dead or diseased boulevard tree from in front of the owner's property. If deemed necessary by the Public Works Director, the tree will be removed by the City at no cost to the property owner. Boulevard trees may not be removed by the owner of a property without a boulevard tree work permit.