

## Tree Removal Policy

This form may be filled out by the **homeowner only**. All applications will be assessed by the appropriate parties that will determine if the tree / trees will be removed. These tree / trees will be added to the list and removed according to the severity of the problem. The list is very long, and no time frame can be advised. The Park Department only removes trees during the late fall, winter and early spring weather permitting, unless an emergency occurs. Difficult jobs may allow an outside contractor's service. Request for tree removal must be within these *guidelines; trees must be dead or dying, diseased, damaged by severe weather, or have root problems that may cause damage to the sidewalk or sewer system (bill or statement of sewer problem must be included for consideration)*.

The Hammond Park Department does not trim trees or spray for insects, as this falls under the guidelines of the homeowners responsibility to maintain the city parkway. Following tree removal, if replacement of grass/ sod is necessary, this again is the homeowner's responsibility. All Applicant Data is to be filled out in ink. Your legible printing is appreciated.

Date of Request \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Last Name \_\_\_\_\_ First \_\_\_\_\_

Street Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Phone # \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
(**Daytime** contact is important, cell phones may be included)

Brief Description of Problem: (*please use above guidelines*)

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(if there are several trees on your property, please indicate exact location)

I have read and understand the above and request my application to be processed.

X

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