

**TREE REMOVAL REQUEST**  
**City of DeWitt, 414 E. Main Street**  
**Ph# 669-5466/Fax # 669-8211**

Site View Diagram (Mark proposed tree locations)

Name: \_\_\_\_\_ Daytime Ph# \_\_\_\_\_

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

**Note to residents seeking a permit to plant one or more trees in the curb tree lawn adjacent to their property or on other city owned land:**

The most vigorous landscapes have a mix of native species, including a mix of trees. Too many of the same type of tree can make conditions ripe for a serious insect problem or disease, such as gypsy moth infestation or Dutch Elm Disease. Also, a 1998 inventory of DeWitt's trees, conducted by a forester from MSU, found that nearly 60% of DeWitt's street trees were maples. The forester encouraged more diversity. The City of DeWitt therefore recommends, as a general policy, retaining as many examples of different tree species within the city limits as is reasonably possible.

Nevertheless, situations arise in which existing trees on City land or located within the City's right-of-ways need to be removed. These situations include a dead or dying tree, an incurably diseased or infested tree, or a tree that constitutes a hazard that cannot otherwise be remedied.

To obtain a permit to remove a tree or trees in a curb tree lawn, in some other City right-of-way, or somewhere else on City property (such as a park, cemetery, etc.), you should take the following five steps:

First, indicate in the following space the number, type or species, and approximate size (height and trunk diameter) of the tree(s) to be removed:

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Second, describe in the following space the reason(s) why you believe that the tree should be removed.

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Third, provide a diagram (either on the space provided on page 1 of this form or on a separate piece of paper and attach to this application) of the curb tree lawn or other City controlled property showing the location of the tree(s) to be removed, including approximate distances from the street centerline, curb line, property lines, and public buildings which show lot lines, other existing trees, fire hydrants, street signs, utility poles, sidewalks, and driveways.

Fourth, place a non-destructive marker on the tree(s) that you seek to have removed, such as a tape or water-based stripe.

Fifth, provide all information requested on the front page of this form and either deliver, mail or e-mail your completed form to: info@dewittmi.org.

**City of DeWitt  
414 E. Main Street  
DeWitt MI 48820**

Within 14 days after completing the five steps listed above, the City will let you know whether your request has been granted.

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*(Below this line is for City use only)*

1. Date Received by the City: \_\_\_/\_\_\_/\_\_\_\_\_.
2. Date Forwarded to the Department of Public Services, with one copy to the City Administrator: \_\_\_/\_\_\_/\_\_\_\_\_.
3. DPS decision: \_\_\_ Approved (Date: \_\_\_/\_\_\_/\_\_\_\_.)  
                          \_\_\_ Disapproved (Date: \_\_\_/\_\_\_/\_\_\_\_.)

Reason for the disapproval of the application: \_\_\_\_\_

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4. If disapproved by the DPS or objected to by the City Administrator, date on which the City Clerk or designee notified the applicant that the permit has been denied: \_\_\_/\_\_\_/\_\_\_\_\_.