



# STREET TREE REQUEST FORM

Village of Palmetto Bay  
Department of Public Works  
9495 SW 180 Street  
Palmetto Bay, Florida 33157



**IF YOU WOULD LIKE TO REQUEST THAT THE VILLAGE OF PALMETTO BAY PLANT TREE(S) ON THE PUBLIC RIGHT-OF-WAY ADJACENT TO YOUR PROPERTY, PLEASE COMPLETE THIS FORM AND MAIL IT TO THE DEPARTMENT OF PUBLIC WORKS AT 9495 SW 180 STREET, PALMETTO BAY, FL 33157 FOR PLANTING CONSIDERATION. I UNDERSTAND THAT COMPLETING THIS REQUEST FORM DOES NOT GUARANTEE THAT A TREE(S) WILL BE PLACED ADJACENT TO MY PROPERTY.**

Date \_\_\_\_\_ Applicant's Name \_\_\_\_\_

Planting Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone No, \_\_\_\_\_ Daytime/ Mobile No. \_\_\_\_\_

Email: \_\_\_\_\_

**AGREEMENT TO PLANT A STREET TREE: (PROPERTY OWNER PLEASE READ CAREFULLY)**

I understand that there is no charge for this service. I agree to perform all upkeep of the tree planting bed by weeding, annual mulching, and provide water for establishment and during drought periods.

**Application Process/Planting Schedule:** Street tree planting is performed annually. Applications are processed when received. Based on the number of applications received, actual planting can take up to a year after an application is received. Approved street tree planting will be prioritized based on date form is received and available funding.

**Tree Species:** The designated species and quantity to be planted on each street will be determined by a Village Representative. Specie of tree(s) that best resemble the neighborhood identity, mature size of trees, width of the parkway (growing space), overhead utility lines, traffic concerns and species diversification are considered in selecting an appropriate species.

**Tree Planting Locations:** Planting locations are determined by many factors including underground utilities (gas, water, and sewer), streetlights, overhead wires and driveway locations. Any necessary concrete removal is included in the program. During the site inspection, planting locations will be marked with white paint marks and a notice will be dropped off listing the number of trees to be planted, species selection and approximate planting date.

**PLEASE INITIAL ALL THAT APPLY AND SIGN BELOW: \* AGREEMENT IS REQUIRED TO QUALIFY**

\_\_\_\_ I have read, understand and agree to the terms and conditions described in "Agreement to Plant a Street Tree" \*  
\_\_\_\_ I agree to take full responsibility for the care and maintenance of the requested tree(s) immediately following the first twelve (12) months after the installation of the tree by the Village.\*

I hereby acknowledge that I am the owner of the above said property.

**Sign Here X** \_\_\_\_\_

If you would like more information, you may visit our website at [www.palmettobay-fl.gov](http://www.palmettobay-fl.gov) or you may contact the Village of Palmetto Bay Department of Public Works at 305-969-5011.

**FOR OFFICE USE ONLY**

Date request form received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Site Inspected By: \_\_\_\_\_ Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
# of Trees Authorized \_\_\_\_ Species Recommended \_\_\_\_\_ # of Trees Planted/Date: \_\_\_\_/\_\_\_\_  
Property Owner Care and Maintenance Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Dept. PW Approval: \_\_\_\_\_