

**PARKS, CEMETERIES AND PUBLIC GROUNDS DEPARTMENT  
REQUEST FOR TREE SERVICE**

**Date :** \_\_\_\_\_

**HOMEOWNER NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE: (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

TREE LOCATION - PLEASE BE EXACT - IF LOOKING AT THE FRONT OF THE HOUSE, WHERE  
WOULD THE TREE BE LOCATED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please mark tree with a rope/rag. Do not use spray paint or anything permanent.

WHY ARE YOU REQUESTING THE TREE REMOVAL OR TRIM?

\_\_\_\_\_

\_\_\_\_\_

**OTHER POINTS TO CONSIDER:**

Look at the Street Listing to see if street is an accepted city street	YES	NO
Ask if there is a sidewalk? A tree on the inside of sidewalk is PRIVATE.	YES	NO
Any rolled curbing in front of tree or a hedge in front of Tree?	YES	NO
Condition of tree? Are there dead limbs or is it rotted/diseased?	YES	NO
Are there electrical wires in front of or across the street from the house?	YES	NO

**STEPS THAT ARE FOLLOWED:**

Foreman will go to site, measure the tree to determine if the tree is within city layout.

If the tree is not within the layout, a letter will be sent to you stating that the tree is on private property. If the tree is near, or in electrical wires, the TMLP should be contacted to request the removal/trim. We do not determine if the TMLP will remove this tree.

If the Foreman and Tree Warden is unable to determine the street layout, due to a variable width of the street, then the tree request will be referred to the City Engineer.

Once the referral has been made to the city Engineer, he will actually go out to the site to look at the tree, measure street layout, and refer to city street layout maps to determine if the tree is actually in the right of way

\*\*\*Please email, fax or mail this form to: [pcpgdir@tmlp.net](mailto:pcpgdir@tmlp.net) or Fax to: 508-821-1065\*\*\*

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