

DEPARTMENT OF PARKS AND PARKWAYS  
**CITY OF NEW ORLEANS**

HELENA MORENO  
MAYOR

MICHAEL E. KARAM  
DIRECTOR

**TREE PLANTING PERMIT**

I am requesting a permit to plant \_\_\_\_\_ of \_\_\_\_\_ trees adjacent to the  
(quantity) (tree species)  
property at \_\_\_\_\_.  
(address)

- I have attached a sketch of the planting location.
- I agree to provide the tree, dig the hole, water and maintain the tree for one year (the City will maintain the tree upon successful completion of the one-year establishment period).

Notes:

1. If there is no grass planting strip at the location, it is your responsibility to cut the planting pit in the sidewalk; contact the Department of Public Works Traffic Engineering Department at 504.658.8040 for permission to make a sidewalk cut. Please provide a minimum of 24 square feet of open planting area for each tree planted. Maintain ADA compliant clearance for pedestrians along the sidewalk, typically a passageway 60" wide with 80" clearance in height (current ADA information can be found at [www.access-board.gov/ada/#ada-403](http://www.access-board.gov/ada/#ada-403)).
2. Contact Louisiana One Call (1.800.272.3020) at least 96 hours before cutting/digging to have utilities marked. This is a free service.
3. Purchase healthy trees of a size that can withstand some abuse. A two-inch (2") caliper tree is the minimum acceptable size.
4. The optimum time to plant trees is the cool season of the year. Trees planted at this time are able to start establishing a root system, making them better able to withstand the stress of hot weather.
5. Watering is critical for the first year. Give the trees a good soaking three times a week. Modify the watering schedule accordingly if it rains sufficiently and as the tree becomes well established.

<b><u>Property Owner's Information</u></b>
Signature: _____
Name (print): _____
Mailing Address: _____
City, State and Zip: _____
Telephone: _____
Email: _____

**RETURN THIS FORM TO THE DEPARTMENT OF PARKS AND PARKWAYS VIA EMAIL AT [PARKSANDPARKWAYS@NOLA.GOV](mailto:PARKSANDPARKWAYS@NOLA.GOV) OR BY FAX AT 504.658.3232 FOR REVIEW AND APPROVAL.**

Approved by: \_\_\_\_\_  
*For the Department of Parks & Parkways*

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