

# Application to Plant, Prune or Remove a Tree

## For trees under custody/control of Camp Hill Shade Tree Commission

Camp Hill Borough • 2145 Walnut St • Camp Hill, PA 17011

For internal use only

STC - _____ - _____ Permit # _____ Year _____
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Property owner \_\_\_\_\_

Street address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Within the right-of-way of the Borough of Camp Hill, application is hereby made to:

- Plant a new tree. (Minimum size permitted is 7' tall or 1.5" stem diameter at 6" above the ground.)
- Prune a tree. (NOTE: All pruning work must use proper reduction cuts, removing limb back to point of origin or to a lateral branch at least 1/3 the diameter of the one being removed. Find pruning information here: <http://www.treevitalize.net/TreeCare/Caring.aspx> )
- Remove a tree and replant a new one. (NOTE: The stump must be ground out to at least 12" below grade, removing 70% or more of the trunk and major root crown. The hole must be filled with topsoil and a replacement tree planted by November 15 of the current calendar year. Replacement is mandatory unless specifically exempted by the Shade Tree Commission. Minimum nursery stock size permitted is 7' tall or 1.5" stem diameter measured at 6" above the ground.)

The Borough Code Chapters 54 and 187 and other information pertaining to the Shade Tree Commission is available on the Borough website at [www.camphillborough.com](http://www.camphillborough.com). When planting new trees or replacing trees being removed, please consult the [Acceptable Tree Replacement List](#) available on the website and indicate which tree species will be planted. If you would prefer the Shade Tree Commission recommend a replacement tree, write "recommendation requested."

Applicant's choice for tree to be planted: \_\_\_\_\_

In this area, sketch your property showing the location of the tree(s) in question. If the application pertains to more than one tree, please number them in the sketch.

Additional information: \_\_\_\_\_

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**Application and Processing Fee \$5.00**

Please send or hand-deliver this application to the Camp Hill Borough office. Applications are processed in the order they are received. Copies of applications are forwarded by mail to Shade Tree Commission members within two days of receipt. Commission members consider requests and within 30 days return the recommendations to the borough. Applicants will be notified by mail of the decision of the Shade Tree Commission.

**▶ IMPORTANT: No tree work can be started until written approval is received from the Shade Tree Commission. ◀**  
 -----end property owner portion-----

### Shade Tree Commission Member Evaluation and Recommendations

**Evaluation**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Dead tree<br><input type="checkbox"/> Dead branches<br><input type="checkbox"/> Branches > 4" diameter<br><input type="checkbox"/> Branches < 4" diameter<br><input type="checkbox"/> Hangers<br><input type="checkbox"/> Decay or cavity<br><input type="checkbox"/> In trunk<br><input type="checkbox"/> In branches<br><input type="checkbox"/> < 1" sound wood/6" stem<br><input type="checkbox"/> >1" sound wood/6" stem<br><input type="checkbox"/> Root problems | <input type="checkbox"/> Stem girdling<br><input type="checkbox"/> Severed roots (from construction)<br><input type="checkbox"/> Tree planted too deep<br><input type="checkbox"/> Sidewalk buckling<br><input type="checkbox"/> Roots growing over sidewalk or curb<br><input type="checkbox"/> Weak branch union (included bark)<br><input type="checkbox"/> Leaning tree<br><input type="checkbox"/> Topped tree | <input type="checkbox"/> Crack<br><input type="checkbox"/> Seam<br><input type="checkbox"/> Wrong tree for site<br><input type="checkbox"/> Too tall for under power lines<br><input type="checkbox"/> Too large for width tree lawn available<br><input type="checkbox"/> Too small for available space (larger tree preferable at the location) |
|--|---|---|

**Recommendation**

- Plant
- Prune using proper reduction cuts (per International Society of Arboriculture approved ANSI A300 Pruning Standards)
  - o Remove limb back to point of origin or to lateral branch at least 1/3 the diameter of the one being removed.
  - o Find pruning information here: <http://www.treevitalize.net/TreeCare/Caring.aspx>
- Do not remove. No further action needed.
- Remove as soon as possible and do not plant.
  - o The stump must be ground out to at least 12" below grade, removing 70% or more of the trunk and major root crown.
- Remove as soon as possible and mandatory replacement by November 15 of current calendar year.
  - o The stump must be ground out to at least 12" below grade, removing 70% or more of the trunk and major root crown.
  - o The hole must be filled with topsoil.
  - o Minimum nursery stock size permitted is 7' tall or 1.5" stem diameter measured at 6" above the ground.
- Property owner selection of replacement tree is acceptable
- Property owner selection of replacement tree is not acceptable or property owner selection has not been made. The following trees from the approved list are recommended:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- The tree is not under the custody/control of the Shade Tree Commission, but the following suggestions are made for your consideration.

**Comments/Extenuating circumstances:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

This represents the final decision of the Shade Tree Commission. If you wish to appeal the decision, please submit a new permit request within 30 days of receipt of this notice. Provide new information and documentation to support your opinion. An evaluation by an International Society of Arboriculture certified arborist is recommended. Find an arborist at <http://www.treesaregood.org/findtreeservices/FindTreeCareService.aspx>. **Include arborist name and certification # on the document.**

Commission Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_