



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS Development Engineering Services

Public Works Permit Operations
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DENVER
THE MILE HIGH CITY

Forestry Entrance Requirements

Authority:	<ul style="list-style-type: none"> # Revised Municipal Code, Chapter 57, Article II, Sections 16-26, City Forester # Revised Municipal Code, Chapter 57, Article IV, Division 1, Sections 61-62, Tree Service/General # Revised Municipal Code, Chapter 57, Article IV, Division 2, Sections 71-83, Tree Service/Licensing # Rules & Regulations Pertaining To The Issuance Of Permits By The City Traffic Engineer, September 12, 2007, pages 1-10.
Purpose of Authority:	<ul style="list-style-type: none"> # To establish requirements for planting and maintaining trees, shrubs, or other plants on any public right-of-way or other public place in the city.
Document Date:	<ul style="list-style-type: none"> # October 28, 2008
Permit Types:	<ul style="list-style-type: none"> # Forestry must first issue a permit to plant, trim, or remove vegetation in public ROW. # Public Works Permit Operations (PWPO) will then issue a Street Occupancy Permit.
Permit Dates:	<ul style="list-style-type: none"> # Terms of the permit are set by the licensed party requesting the permits, based on the time frame required for completion of the work, and the engineer's approval of those dates.
Customer Interface:	<ul style="list-style-type: none"> # The Forestry Division permits the trimming, planting and/or removal of vegetation, whereas PWPO permits the use of the public right-of-way.
Affiliated Departments & Agencies, and Roles:	<ul style="list-style-type: none"> # For setback requirements contact Zoning Administration, 720-865-3000, and/or ROW Construction Engineering (See <i>Inspector District Map</i> for job site inspector's phone number). # Licensing: Any work to the vegetation in the ROW may only be done, via permit, by the property owner or licensed contractor. Call Forestry at 720-913-0561 to obtain a list of licensed contractors. All contractors must be licensed through Excise & Licenses with either a large tree or ornamental tree license, 720-913-1311 (Require a letter of approval from the City Forester prior to licensing.) # Excavation requires a call to Blue Stakes, 1-800-922-1987 to ensure the avoidance of underground utilities.
Considerations:	<ul style="list-style-type: none"> # Adjacent property owners are required to maintain trees in the public ROW abutting their property. # Permits are required prior to any pruning, planting, or removing of plant material in the public ROW. (Denver Forestry has a limited amount of Federal funding available for qualifying low-income households. The property must be owner-occupied and the trees have to be in violation of Denver's Vegetation Ordinance. Contact Tree Care and Forestry at 720.913.0651 for assistance.) # Street trees within the public ROW need to be protected during construction projects. Contact Forestry at 720.913.0651 for specific requirements and guidelines for tree protection. # Homeowners and contractors will be held liable for damage done to publicly-owned street trees. If damaged, monetary values will be appraised and assessed. # Under no circumstances shall any objects or materials be leaned against or supported by a tree's trunk, branches, or exposed roots. The attachment of any sign, cable, wire, nail, or any other material is prohibited. # Denver Forestry can assist only with diseased American elms or trees with dead wood that overhangs adjacent property. Healthy tree branches that overhang adjacent property are a civil matter. # Contact the Forestry Office for a copy of the Street Tree Brochure. This brochure lists recommended trees along with photos and descriptions. # The Park People coordinate and manage the Denver Digs Trees Program, 303-722-6262.
Approval Process:	<ul style="list-style-type: none"> # The licensed party shall begin the permitting process with Parks & Recreation Forestry Division, (720) 913.0651. # Permits for removal and/or planting require an inspection of the area by a Forestry inspector, prior to permit issue. # After receiving P&R/Forestry approval, if there's interference of the public ROW (street, alleys, sidewalk, etc.), the licensed party shall then apply for a Street Occupancy Permit through PWPO, (303) 446-3759. Refer to Right Of Way General Guidelines. # Permits for tree trimming can normally be issued over-the-counter, if in residential areas. # Any arterial or collector street and sidewalk will require submittal of a Street Occupancy Request Form, Traffic Control Plan (TCP), and approval from a Staff Engineer. A minimum allowance of 5 days for approval is required.
Fees:	<ul style="list-style-type: none"> # Forestry-No Fee # ROW Street Occupancy-See Street Occupancy Fee Schedule