

Residential Property Permit

(Individual person or family owns the property and resides on the property.)

Items that must be completed by Applicant:*

- 1.) Application for Permit – this application is used only for owner-occupied residence permits.
- 2.) Affidavit of Acknowledgement (Resident Owner)

Note:

* Only the owner of the property may apply for the permit. A tenant may not Apply for the permit. Applicant may not appoint a representative to sign the application for him/her.

This application must be signed by Applicant on pages 1 and 2
(Desirable Tree List Agreement).

This is the only permit for which no fee is required.

Section IV. on page 3 on the Permit Application lists the documentation required from the Applicant.

Owner must furnish proof of ownership and residency of immovable property immediately adjacent to the public property on which the tree or other vegetation that is the subject of this permit is located.

*****Give each Applicant a copy of the Desirable Tree List along with a full copy of the completed application, affidavit, and other attachments.

Please return Permit Packet to:
Parkways Department
Attn: Heta Babin
1901 Ames Blvd.
Marrero, LA 70072
HMBabin@jeffparish.net

**PARISH OF JEFFERSON
DEPARTMENT OF PARKWAY
FOR PERMIT TO PLANT OR REMOVE TREES ON
PARISH RIGHTS-OF-WAY, SERVITUDES AND OTHER PARISH PROPERTY**

FILE/JOB NO. _____
[To be assigned by Parish]

APPLICATION SUBMITTED ON: _____
[To be date-stamped by Parish]

“Jefferson Parish” or “the Parish” **always** includes the Parish and all of the districts and subdistricts of the Parish. “Applicant” refers to the entity which applies for a permit and is later issued a permit based on that application to trim, remove or otherwise affect trees or other vegetation on Parish rights-of-way or any property owned by or under the control of the Parish.

Applicant must complete Part I and submit it with documents listed in Part IV to the Jefferson Parish Department of Parkway. No person shall commence the planting or removal of any trees, shrubs or vegetation, other than grass, flowers or shrubs whose maximum height at maturity shall be less than three (3) feet in height, on public property until a permit allowing said actions has been issued by the Parish. A property owner may not employ any person other than a Parish-licensed Arborist to trim a tree on, or remove a tree from, public property. A property owner may not employ any person other than a Parish-licensed Landscaper to plant a tree on public property.

I. APPLICANT

NAME: _____

ADDRESS: _____

TEL. NO.: _____ **PROPOSED STARTING DATE OF PROJECT:** ____/____/____

E-mail Address: _____

ESTIMATED NO. OF WORKING DAYS TO COMPLETE PROJECT _____

ON PAGE 2 DESCRIBE IN DETAIL THE WORK TO BE PERFORMED, THE EXACT LOCATION WHERE ANY WORK RELATED TO PROJECT WILL BE PREFORMED, IDENTIFY BY NAME AND ADDRESS THE PERSON WHO WILL DO THE WORK AND STATE THE VARIETY, CALIBER, AND EXACT LOCATION (ADDRESS) OF EACH TREE.

APPLICANT’S AUTHORIZED REPRESENTATIVE: *Note:* SIGNATURE on line below * indicates the Applicant’s acceptance of all requirements, terms and conditions of this application for the permit, including but not limited to, the insurance and indemnification of the Parish. Only the signature of the Applicant shall be accepted on this application See Part IV. (A).

* _____ Tel. No. _____
Signature of Applicant

Type or print below the name and position of the authorized representative who signs on behalf of Applicant:

Parish Representatives: Complete parts II, III, and IV. of form.

II. PARISH REVIEW OF PERMIT AND SPECIAL CONDITIONS, IF APPLICABLE

APPROVED on ____/____/____ [Date]

IF DENIED, STATE REASON(S) BELOW AND ON A SEPARATE DATED SHEET.

SPECIAL CONDITIONS OF PERMIT:

APPLICATION REVIEWED BY: _____ /____/____
Approved ___ Denied ___ *(For the Department of Parkway Arborist) Date

APPLICATION REVIEWED BY: _____ /____/____
Approved ___ Denied ___ *(For the Department of Parkway Director) Date

◆◆◆*Reasons for denial shall be stated by department on separate dated attached sheet.

FILE/JOB NO. _____

III. ISSUANCE AND EXPIRATION OF PERMIT

This permit shall be issued under the conditions outlined in this application. This permit shall expire twelve (12) months after its date of issue, unless prior to the expiration of the permit, a written request for an extension of the permit which explains the need for the extension is received by the Parish Department of Parkway from the utility and the extension is granted.

PERMIT ISSUED: ____/____/2____

Attach a separate dated sheet for additional comments regarding this permit application.

DESCRIBE IN DETAIL THE WORK TO BE PREFORMED:

IDENTIFY BY NAME AND ADDRESS THE COMPANY WHO WILL DO THE WORK:

A property owner may not employ any person other than a Parish-licensed Arborist to trim a tree on, or remove a tree from, public property. A property owner may not employ any person other than a Parish-licensed Landscaper to plant a tree on public property.

Name: _____

Address: _____

Tel. No. _____ Parish License Number _____

THE EXACT LOCATION WHERE ANY WORK RELATED TO PROJECT WILL BE PREFORMED:

LIST TREE(S) TO BE REMOVED STATING VARIETY, CALIBER, AND EXACT LOCATION (ADDRESS) OF EACH TREE:

NOTE: SIGNATURE on line below * indicates that the Applicant received the Jefferson Parish Desirable Tree List and agrees to seek the permission of the Jefferson Parish Department of Parkway before removing any of the above-listed trees from public property in Jefferson Parish.

Signature of Applicant

IV. REQUIRED DOCUMENTATION

- (A) _____ Proof of ownership and residency of immovable property immediately adjacent to the public property on which the tree or other vegetation that is the subject of this permit is located.
- (B) _____ The attached exhibit identified as "Affidavit of Acknowledgment" signed by the Applicant and notarized.

V. CONDITIONS REGARDING PERMITS

A. GENERAL

- (1) A property owner may not employ any person other than a Parish-licensed Arborist to trim a tree on, or remove a tree from public property.
- (2) Approval of a tree removal may be conditioned on replacement with a new tree or shrub of approved variety if it is found that such replacement is necessary to maintain an ornamental tree system on the street block, park or other public property.
- (3) A permit application for the removal of a tree listed on the desired tree list may be granted only if the tree is dead, diseased, or infested with termites or other insects that may destroy the tree or if the tree causes damage to, or interferes with, any public works or utility.
- (4) A property owner may not employ any person other than a Parish-licensed Landscaper to plant a tree on public property.
- (5) Work under this project which may interfere with the proper operation and maintenance of streets or other Parish rights-of-way is expressly prohibited.
- (6) All the cost of the work to be accomplished under the permit shall be borne by Applicant.
- (7) The rights and privileges granted to Applicant shall be non-exclusive and shall not be construed to be any broader than those expressly set forth in Louisiana law.
- (8) Any permit granted by the Parish is subject to revocation for just cause at any time.
- (9) All requests for permits required by this article and denied by the Department of Parkway will be accompanied by a list of reasons for denial.
- (10) If the Department of Parkway refuses to grant a permit, the Applicant may ask for the request to be reconsidered by the director of the Department of Public Works within thirty (30) days from the date on which the written refusal was issued.
- (11) *Applicable only to a permit to plant a tree:*
At the request of the Parish Department of Parkway, the Applicant shall pay for the removal of any tree(s) planted by Applicant with or without a permit.

B. METHODS

The Applicant and/or his Agent shall have the sole responsibility of determining the best and proper method or means of executing the work under this permit and the Parish, or its agent(s), shall not be held responsible for determining or suggesting a method or means of executing such work, except as expressly indicated in this Parish Code of Ordinances and this permit. However, all work under this permit, including but not limited to, pruning trees or digging within the root system of trees or shrubs shall be done in accordance with applicable guidelines in the "Standards for Pruning Shade Trees", published by the National Arborists Association, Inc. and the "American National Standards for Tree Care Operation – Tree, Shrub and Other Woody Plant Maintenance Standard Practice", 1995 Edition published by the American National Standards Institute (ANSI), as amended and currently in effect at the time of such work on public property.

C. RESTORATION

- (1) The Applicant and/or his agent(s) shall restore at his/their own expense any and all property damaged as a result of the project itself or as a result of any negligent act of omission or commission by the Applicant or his agent(s), including, but not limited to the following: sidewalks, curbing, vegetation, sodding, pipes, conduits, sewers, buildings, fences, bridges, retaining walls, tanks, power lines, levees or any other building on public or private property.
- (2) In case of failure on the part of the Applicant or his agent(s) to restore such property or make good such damage, the Parish may upon forty-eight (48) hours' notice to Applicant, proceed to repair, rebuild, or otherwise restore such property and take steps deemed necessary to collect restoration cost.
- (3) All public and private property affected in any way by the Applicant's proposed actions under this permit shall be protected and restored by the Applicant or his agent(s) to the condition of said property prior to the work performed under this permit. All Parish property, including but not limited to, right-of-way, shall be restored to the satisfaction of the Parish.

D. ACCESS, SAFETY AND TRAFFIC CONTROL

- (1) Access for all work performed in connection with this permit, must be affected from some point other than through traffic lanes except where specifically waived by the issued permit. No interference with traffic on through lanes shall be tolerated.
- (2) All safety precautions for the protection of the traveling public must be observed by the Applicant or his agent(s); undue delay to traffic shall not be tolerated.
- (3) Applicant or his agent(s) shall maintain a minimum of fifty percent (50%) of roadway accessible to vehicular traffic at all times, or as directed by the Traffic Engineering Division of the Jefferson Parish Department of Engineering.
- (4) Signing for warning and protection of traffic in instances where workmen, equipment or materials are in close proximity to the roadway surface, shall be in accordance with requirements in the most recent Department of Transportation made available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C.

- (5) The closure of any lane of any street for any work under this permit shall require approval of the Applicant's plan by the Traffic Engineering Division of the Jefferson Parish Department of Engineering prior to the issuance of the permit and also prior to the closure of a street at a later time. Such plans shall show the signs, barricades and other traffic controls that will be used regarding such closure. Further, Applicant shall notify Director of the Jefferson Parish Department of Streets, by facsimile @ 504-349-5828 at least for-eight (48) hours prior the closure of any street.
- (6) Barricades and warning devices shall be installed and maintained by Applicant and/or his agent(s).
- (7) The Applicant shall, as far as practicable and consistent with safety considerations, permit access to private and public property and leave fire hydrants, catch basins, streets, etc., free from encumbrances.
- (8) The Applicant or his agent(s) shall take all reasonable and proper precautions to protect persons, animals and all vehicles from injury, and shall erect and maintain suitable barriers and shall employ one or more watchmen as an additional security whenever appropriate.

E. PENALTY FOR VIOLATIONS {Jefferson Parish Code of Ordinances Sec. 37-26.}

- (1) Any person violation any of the provisions of this Article II of Chapter 37 Jefferson Parish Code of Ordinances, shall, upon conviction, be fined no more than FIVE HUNDRED DOLLARS AND NO/100 [\$500.00], or be imprisoned no more than thirty (30) days, or both.
- (2) A separate offense shall be deemed committed for each tree affected and also on each day during or on which a violation of any of the provision of this part occurs.

******Any violation of the foregoing General Conditions or the foregoing specifications may at the discretion of the Parish result in revocation of the permit and/or penalties.**

******The Parish reserves the right to inspect or to re-inspect the permitted project any time, even after the project has been completed and to cite the Applicant for any violation(s) of any Parish Ordinance or Parish Code regarding the project.**

Desirable Tree List for Jefferson Parish

Ordinance No. 21243

Live Oaks
All Hollies
All Elms
All Magnolias
Crape Myrtle
Dogwood
Ginkgo
Golden Rain
Green Ash
Pecan
Red Bud
Red Maple
Sycamore
Tulip Poplar

Note: SIGNATURE on line below * indicates the Applicant received and accepts The Jefferson Parish Desirable Tree List (Ordinance No. 21243). Only the signature of the Applicant shall be accepted on this application.

* _____ Date: _____