



**CITY OF SALIDA  
PUBLIC WORKS DEPARTMENT**

340 W Hwy 291  
PO Box 417  
Salida, CO 81201  
Phone (719) 539-6257

**PERMIT TO CUT CITY OWNED TREE**

Please Print

APPLICANT \_\_\_\_\_ Property Owner Only

ADDRESS \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

**LOCATION OF WORK** \_\_\_\_\_

**CONTRACTOR NAME**     SELF                       OTHER

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Date Work is to be Started \_\_\_\_\_

Date Work is to be Completed \_\_\_\_\_

Expected Road Closure    YES    NO

Insurance required    YES    NO

**Note: Property Owner is the applicant and is responsible for satisfactory completion of work. If a contractor performs the work, the City views that contractor as a sub-contractor for property owner**

**TREE PRUNING SPECIFICATIONS FOR ALL PERSONS PERFORMING  
TREE PRUNING OR REMOVALS ON PUBLIC RIGHTS OF WAY AND FOR  
LICENSED TREE SERVICES PERFORMING WORK ON PUBLIC OR  
PRIVATE PROPERTY:**

**(Revised February 2009)**

*Tree pruning shall consist of the removal of dead, dying, diseased, interfering, objectionable and weak branches on the main trunks as well as those leaders within the leaf area. In addition, tree-pruning specifications include the following requirements:*

- The removal of all dead and dying branches, except for an occasional branch up to (2") inch in diameter in the main leaf area or crown, where it is not practical to remove;
- Removal of all broken branches or loose branches lodged in the tree
- Removal of all dead and live stubs, broken or poorly cut limbs;
- Removal of live branches which interfere with the trees structural strength and healthy development, which would include the following:

Limbs, which rub or abrade a more important branch;

Limbs with weak structure, which are not important to the structural framework of the tree, such as rotten limbs. (Cavities in use by wildlife can be left if the thickness of the sound wood surrounding the cavity is equal to at least 1/3 the diameter of the limb.)

Limbs with twigs and foliage obstructing the development of more important branches;

Limbs or main leaders forming multiple leaders;

Heavy foliage branches near the end of a limb, which will produce more weight or offer more resistance to wind, snow or other climatic factors than the limbs likely to support;

Undesirable sprout or sucker growth from the ground to a height of 20 feet;

Removal to one or more developing leaders where multiple sucker or branch regrowth exists near the end of broken or stubbed limbs;

Removal or pruning of limbs or foliage off or away from all traffic signs or warning lights;

Removal or pruning of limbs and foliage above public rights of way (vehicular road surfaces or sidewalks) which rub, abrade or block the vision or movement of vehicles or pedestrians.

*All pruning on public rights of way and all pruning by licensed tree services on public rights of way or private property is to be performed according to the following guidelines:*

- When tree pruning cuts are made to a side limb, the remaining limb must possess a basal thickness of at least 1/3 the diameter of the removed limb. Such cuts shall be considered proper only when the remaining limb is vigorous enough to maintain adequate foliage to produce woody growth capable of healing the pruning cut within a reasonable period of time.
- Ideally, pruning cuts will be made on live branches no more than 2" in diameter and are to be avoided on live branches larger than 4" in diameter.
- All final cuts shall be made adjacent to but not cutting into the branch collar.
- Limbs too large to hold securely in one hand after cutting shall be cut in small sections so the final cut adjacent to the branch collar does not tear the bark or damage the wood tissue.
- Trees will be pruned to maintain at least 1/2 the foliage in the bottom 2/3s of the tree. Removing more than half is "lion tailing" and makes the tree vulnerable to wind damage.
- Topping of trees, defined as the severe cutting back of limbs to stubs within the tree's crown to such a degree as to remove the normal canopy and disfigure the tree, is prohibited.
- If a tree has been damaged by a storm or other cause, it may be necessary to make a cut on a damaged live limb that is greater than 4" in diameter or to prune back to a side branch less than 1/3 the diameter of the branch being removed. Such cuts are to be avoided if possible. Damaged and/or undamaged limbs are NOT to be topped.
- Under utility lines, directional pruning is to be employed to remove lateral branches and limbs that are growing towards the line and to direct subsequent growth away from the line. All cuts are to be made according to the above specifications. A minimum number of cuts should be made in order to provide adequate clearance for the line, and the natural structure of the tree should be considered. Branches and limbs are NOT to be topped.
- Tree limbs or other parts of trees shall be removed in such a manner that damage will not occur to the tree or other trees or improvements.

- Tools used to prune or cut on any tree known or suspected to contain an infectious tree disease shall be properly disinfected with an anti-fungus or anti-bacterial solution before proceeding to the next tree.
- Cutting tools and saws used in making tree pruning cuts shall be kept sharpened adequately so final cuts are smooth and secure bark surrounds the branch collar.
- If it is necessary to close a street during pruning operations to insure public safety, Public Works should be notified in advance in advance of the day of the work. On the day that the work is to be performed, the Police Department dispatcher should be notified so that emergency personnel can be informed of the closure.

**Section 7-7-70(a)(1) Arborist licenses and bond.**

**(a) Commercial entity.**

**(1) Requirements.**

a. It shall be unlawful for any person to engage in the business or occupation of trimming, pruning, treating or removing trees within the City without first applying for and procuring a license from the City Clerk. The license fee shall be one hundred dollars (\$100.00) annually in advance. Before any license shall be issued, the applicant must pass a written and/or practical test administered by an individual designated by the city administrator, and the test results filed by the test administrator with the City Clerk.

b. Each applicant shall file evidence of possession of liability insurance in the amount of at least one hundred fifty thousand dollars (\$150,000.00) for bodily injury and at least five hundred thousand (\$500,000.00) for property damage indemnifying the City from any person injured or damaged from the pursuit of such endeavors as herein described.

c. With the receipt of the license, the applicant shall receive Tree Pruning and Tree Removal Specifications. The licensee will be required to sign a statement stating that he/she has read this ordinance and that he/she has read and agrees to abide by the Tree Pruning and Tree Removal Specifications.

**(2) Persons who spray or apply pesticides to shrubs, trees or any parts of trees for hire shall be licensed by the State Department of Agriculture.**

**(3) Penalties and License revocations.**

a. Any license issued is subject to suspension or revocation by the City Administrator for violation of tree pruning or tree removal specifications on public or private property.

b. Engaging in the business or occupation of pruning, treating, or removing trees within the City without a license will result in a fine of no less than one hundred dollars (\$100.00).

**(4) Any licensed tree service wanting to prune, treat, or remove a city tree and any city resident wanting to prune, treat or remove a city tree adjacent to their property must first obtain a free permit from the Salida Department of Public Works and is required to adhere to the Tree Pruning and Tree Removal Specifications. Failure to obtain a permit and/or adhere to the specifications may result in a fine of no less than \$100.**