



**merrill**

Location. Nature. People.

**Smart Move**

# CITY OF MERRILL

Parks & Recreation Dept. - Smith Center

## City of Merrill – Terrace Tree Planting Permit Application Form

Applicants Name: \_\_\_\_\_  
 Applicants Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_  
 Applicants Signature: \_\_\_\_\_  
 (signature verifies that applicant will comply with all guidelines)  
 Address of potential planting site requested: \_\_\_\_\_  
 Location of planting at site requested: \_\_\_\_\_  
 Tree species requested: \_\_\_\_\_

### **Terms/Guidelines:**

**Upon receiving written permission from City Forester, applicant must follow these guidelines:**

- *Applicant must contact diggers hotline* before any digging is to take place
- Exact location of the planting must be reviewed with the City Forester on site
- Enclosed planting instructions must be followed, failure to do so may result in removal of planting
- Tree species must be chosen from approved City of Merrill Code of Ordinances (Chapter 4, section 6-4-8 (b))
- All Chapter 4 (Trees and Shrubs) City of Merrill Code of Ordinances apply to each planting site (for questions please contact City Forester)
- This permit applies only to single-stemmed deciduous tree species approved by the City Forester as outlined in the City of Merrill Code of Ordinances, Chapter 4.
- This permit does not apply to flower, shrub, or other low lying vegetation plantings, these inquiries should be directed to the Street Commissioner.
- Upon completion of approved planting, the applicant must contact the City Forester for final approval/inspection within one week. Failure to do so will result in removal of planting.

Approved by:

\_\_\_\_\_  
City Forester

\_\_\_\_\_  
Date

1100 Marc Drive • Merrill, Wisconsin • 54452  
 Rec. Dept. Phone: 715.536.7313 • Smith Center Phone: 715.536.6187  
 Fax: 715.539.2790  
[www.merrillparkandrec.com](http://www.merrillparkandrec.com)

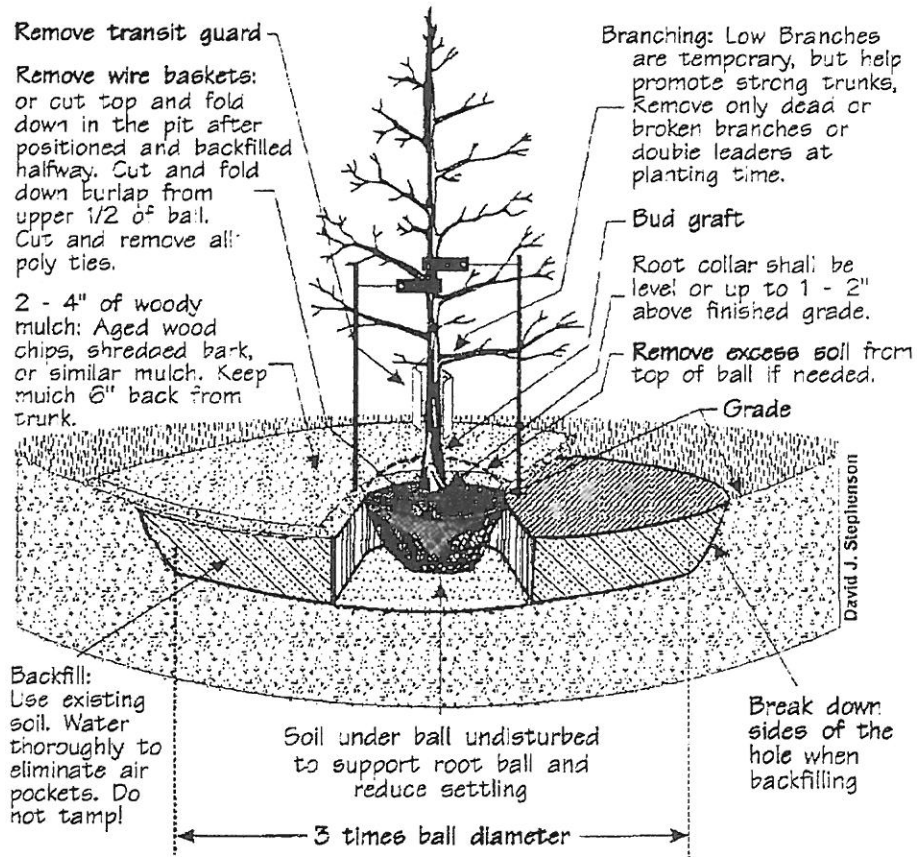
**Table 1. Converting a Circular Hole to a Rectangular Planting Space**

Tree Caliper	Ball Diameter	Hole Diameter	Hole Area	3' wide Terrace	4' wide Terrace	5' wide Terrace	6' wide Terrace
1"	16"	48"	12 ft <sup>2</sup>	3' x 4'	N/A	N/A	N/A
1.5"	20"	60"	20 ft <sup>2</sup>	3' x 7'	4' x 5'	N/A	N/A
2"	24"	72"	28 ft <sup>2</sup>	3' x 9'	4' x 7'	5' x 5.5'	N/A
2.5"	28"	84"	39 ft <sup>2</sup>	3' x 13'	4' x 10'	5' x 8'	6' x 6.5'
3"	32"	96"	50 ft <sup>2</sup>	N/R	4' x 12.5'	5' x 10'	6' x 8'

N/R = Not Recommended

N/A = Not Applicable (circular hole fits in given space)

## Proper Tree Planting Diagram



Stake only if you have to. Use 2-3"-wide webbing straps and secure to stakes with heavy gauge wire. The wire should be able to stick straight out from the stake and hold the webbing strap up, preventing it from sliding down the tree. Do not stake tightly - trees gain strength from movement. Remove all stakes after one year.

Use of tree wrap is not recommended, as it causes a number of problems for the tree.