



## **Town of LaSalle Tree Planting Policy**

**Policy Manual Section:** Municipal Services – Public Works

**Policy Number:** M-PW-006

**Authority:** 171/22

**Date Approved:** July 12, 2022

**Department Responsible:** Public Works

**Revision Date:** N/A

**Review Date:** July, 2025

**Status:** Active

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### **Policy Statement:**

This policy provides an opportunity for residents of to request that a tree to be planted on the Town Right of Way adjacent to their property. The cost for installing the tree and future maintenance of the tree is the responsibly of the Municipality.

This policy ensures that all requests for trees to be planted are done in a non-biased, fair, and equitable manner

### **Purpose:**

This policy is for use by the Town of LaSalle (the Town) to allow residents to request that the Town plant trees in the right of way in various locations as identified in this policy.

### **Scope:**

This policy is open to all landowners of the Town to request that a tree be planted on the adjacent Town owned boulevard to property owned by the resident.

### **1.0 Process**

1.1 The process will start with a request from a resident for a tree to be planted in the boulevard area adjacent to their property.

1.1.1 The request for a tree to be planted will be made to the Roads Department of Public Works.



- 1.1.2 This request can be made through the Town of LaSalle Service Portal, by phone or by email. The requestor will be required to complete a Request for Tree form.
  - 1.2 The Public Works department will then investigate the property, and ensure the requestor is the owner of the property. If the requestor is not the owner, then the request for a tree is stopped as the request can only be made by the owner of the property.
  - 1.3 The Roads Department within Public Works will then review the location and meet the property owner onsite to determine location for tree planting.
    - 1.3.1 The location of the tree planting is at the complete discretion of the Town. Items such as sight lines, spacing, other utilities etc. may be considered when choosing location for tree.
    - 1.3.2 The species of the tree is to be of a variety currently approved for street trees. The most up to date list of approved trees is to be used. The variety of tree is at the complete discretion of the Town.
    - 1.3.3 Each request will typically only receive one tree per property. In cases where there is limited space or for other reasons, the Town may determine there is not room to plant any trees. In cases where there is space for more than one tree, the Town may allow additional plantings. This is at the sole discretion of the Town.
  - 1.4 After the location for planting is confirmed with the Town and resident, the tree is to be planted.
    - 1.4.1 Trees will be planted annually depending on budget for the program. When the budget for a specific year is reached, requested tree plantings may be delayed to the following years planting. Property owners are to be notified if their request for a tree is being delayed.
    - 1.4.2 Trees are planted in the fall annually between September and November along with all other trees planted by the Town of replacements or other. The cutoff date for requests each year will be the first week in September annually. If tree



planting is requested after the cutoff date, the planting will be scheduled for a following year.

- 1.4.3 The property owner is responsible to relocate, at their cost, any landscaping or sprinklers that may interfere with the tree planting. Any of these items are to be re-located prior to planting date. The Town will not be responsible for damage or restoration required due to relocation or removal of any landscaping or sprinkler systems.
- 1.4.4 All costs for the supply of tree, planting and future maintenance are at the Towns responsibility.

**Policy:**

This policy is administered through the Town's Public Works Department specifically through the Director of Public works or her/his designate

**Policy Review:**

This policy will be reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

**References:**

None