



**City of Cheyenne**  
**Urban Forestry Division**  
 520 W. 8<sup>th</sup> Ave. 307-637-6428  
**Right-of-Way Tree Permit**



**As per Cheyenne City Code a permit is required for any tree work in public places, including the public right-of-way.**

**Applicant Information:**      Property Owner                  Agent

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

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

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

**Property Owner Info if Different from Above:**

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

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

**Owner/Agent Statement of Consent**

Property Owner Consent- I am the legal owner of record of the land specified in this application or am authorized and empowered to act as an agent on behalf of the owner of record on all matters relating to this application. I declare that the foregoing is true and correct and accept that false or inaccurate owner authorization may invalidate or delay action on this application. By submitting this application, you agree to this statement.

- A tree permit is nontransferable and must be kept on site when any work described in the permit is taking place. It is understood and agreed by the permittee that when any work is completed it shall constitute an acceptance of the permit general provisions
- Any person who violates the permit provisions will be deemed guilty of a misdemeanor, punishable pursuant to the general penalty provision of the city code.

**Tree Information**

**Proposed Activity:**      Prune                  Remove                  Plant                  Is there a site plan for planting?      YES      NO

[Tree Planting Guidelines](#) \*You must follow these guidelines when planting trees.\*

Address/Location of Trees: \_\_\_\_\_ # of Trees: \_\_\_\_\_

Tree Species and Diameter: \_\_\_\_\_

Reason for Action: \_\_\_\_\_

Safety/Pestilence City Notice Sent:      YES      NO                  Date Work is to be completed: \_\_\_\_\_

**Please submit completed permit to [Mellison@cheyennecity.org](mailto:Mellison@cheyennecity.org) and [Jhardy@cheyennecity.org](mailto:Jhardy@cheyennecity.org)**

**Forestry Division to fill out this section-Please follow the requirements below if box is checked:**

Tree Removal Approved \_\_\_\_\_

Tree Removal Denied \_\_\_\_\_

Remove tree(s). Grind stump and surface roots within 3 feet of stump, to a depth of 8 inches. Remove stump grindings and fill holes with topsoil.

Prune dead, weak, and broken branches larger than 1.5 inches in diameter out of trees that are affecting the safe use of the right-of-way.

If a pest/disease is present remove tree(s) and treat all wood by chipping, stripping the bark, burning or hauling to the landfill.

Prune shrubs/vegetation to a maximum height of 30 inches as needed.

Prune to provide a height clearance above the street surface of at least 14 feet, as needed.

Prune to provide a width clearance and height clearance above the sidewalk of at least 8 feet, as needed.

Prune to provide intersection visibility to a height of 10 ft. from the ground.

\_\_\_\_\_

Forestry Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Right-of-Way Permit](#) – For work in the public right-of-way this permit is required