



Mechanicsburg Borough Shade Tree Commission

36 West Allen Street
Mechanicsburg, PA 17055

Phone: (717) 691-3310
Fax: (717) 691-3312

Tree Permit Application

Property Owner: _____ Date: _____

Owner Address: _____

Site Address: _____

Contact Phone Number: _____

Request: Remove Remove and Replace
 Plant Prune

Number of Trees: _____ Location: _____

Potential Hardships:

Is the tree planted in a tree lawn or tree well? Lawn Well

Width of the tree lawn: _____ ft

Dimensions of tree well: _____ ft x _____ ft

Have the utilities been marked? Yes No

Overhead utilities: Yes No Approximate height from ground: _____ ft

Nearest underground utility: Gas Water Sewer

Approximate distance to nearest underground utility: _____ ft

Is this a corner lot? Yes No

Distance to intersecting curb: _____ ft

Shade Tree Commission/Borough Staff Use Only

Commission Member Reviewing Site: _____

Commission Meeting to Review Request: _____

This application is approved for: Removal Removal & Replacement
 Planting Pruning

Conditions: _____

Location of new tree: _____

New Tree Type: _____

Does the Resident Require a Root Barrier? Yes No

Shade Tree Member Signature: _____ Date: _____

Rules and Regulations Governing the Planting of Shade Trees

1. Whenever a new shade tree is planted within ten (10') feet of a curb, public sidewalk, or non-curbed street, a root barrier of a type approved by the Commission shall be installed.
2. Trees to be planted shall not be less than one (1") inch caliber at a point six (6") inches above the ground, symmetrical in shape with a clean trunk.
3. The planting of any species other than those identified on the approved list on file in the Office of the Borough Secretary is prohibited. In addition, specific planting conditions are identified in association with specific tree species. The planting of tree species will conform to the set of approved planting conditions on file in the Office of the Borough Secretary. The Mechanicsburg Shade Tree Commission reserves the right to permit additional species (or within different conditions) on a case-by-case basis.
4. No shade tree shall be planted less than thirty (30') feet, from an intersection of two streets, whether curbed or non-curbed, measured from the right-of-way line of the intersecting streets, or less than eight (8') feet from a fire hydrant, sewer inlet, light standard, utility pole, or underground utilities (as defined as sewer, gas or water lines.) These spacing restrictions may be modified at the discretion of the Commission.
5. Where trees are to be planted in existing pavement, a space at least three (3') feet by three (3') feet shall be provided for each tree. For the information of the applicant, a planting space of five (5') by (5') would be preferred. Each tree shall be planted with a root barrier. The opening shall be level with the sidewalk and covered with an appropriate material to reduce the spread of weeds (e.g. tanbark, mulch or grating.) Exceptions may be granted in certain specific instances at the discretion of the Commission.
6. In order to prevent damage to underground facilities, and protect residents, Act 287 of 1974, as amended, requires contact with the Pennsylvania One Call System prior to breaking any ground. Anyone considering planting a tree – either within the planting strip/tree lawn or within a property owner's lawn, must call Pa One Call to ensure the location of the tree does not damage underground gas, water or sewer facilities. Applicants should contact the Borough of Mechanicsburg for information on the PA One Call System.

Permit and Hearing Fees

The following fees shall be paid for permits:

- | | | |
|----|---|---|
| 1. | For the planting of each tree: | No Charge |
| 2. | For the pruning of each tree: | No Charge |
| 3. | For the removal of each tree: | No Charge |
| 4. | For a formal hearing before the Shade Tree Commission appealing Their decision: | \$100 (may be waived in whole or in part by the Council, in its discretion) |

Civil Penalties

The following civil penalties may be imposed by the Commission upon each person, whether owner or actor or both, for each violation of the provisions of Chapter 25 of the Code. These penalties shall be considered independent of, and in addition to, any penalties imposed by a magisterial district judge for conviction of summary offenses brought under the provisions of Section 25-108(6) of Chapter 25 of the Code. Civil penalties may be imposed concurrently for each specific violation and may be imposed for each day of violation. As set forth in Chapter 25 of the Code, civil penalties may be certified to Borough Council to be assessed as a lien against the affected property.

1. For failing to obtain a required permit:
Not less than \$50.00, nor more than \$100.00.
2. For planting a tree in violation of any provision of the Code:
Not less than \$50.00, nor more than \$100.00.
3. For pruning a tree in violation of any provision of the Code:
Not less than \$50.00, nor more than \$100.00.
4. For removing a tree in violation of any provision of the Code:
Not less than \$50.00, nor more than \$600.00.
5. For violating any order of the Commission:
Not less than \$50.00, nor more than \$600.00.
6. For violation of any other provision of the Code:
Not less than \$50.00, nor more than \$600.00.

Applicant Signature _____ Date _____