

**SUBJECT: PUBLIC NOTIFICATION REGARDING THE TRIMMING, PRUNING  
OR REMOVAL OF TREES WITHIN THE PUBLIC RIGHT-OF-WAY OR  
ON PUBLIC LANDS**

Purpose: The citizens of Madison have expressed their keen interest and concern for the development and welfare to the City's urban forest, with particular emphasis on the trees within the public right-of-way.


Section 10.101 of the Madison General Ordinances provides for the advance notification of residents regarding the trimming, pruning or removal of trees within the public right-of-ways or on public lands. Operations by the Departments of Public Works and Transportation are exempt, provided that work is under the direction of the City Forester.

The construction and maintenance of public facilities are performed in accordance with the requirements of several different statutes and ordinances. Different notification procedures are required and it is preferable to integrate issues regarding the trimming, pruning, or removal of street trees, as such issues are relevant to the facility or service being provided.

It is the purpose of this APM to establish the public notification procedures for the trimming, pruning, and removal of trees required by the construction and maintenance of public facilities by City divisions, departments and their employees.

Notification Procedures: The public notification procedures for the trimming, pruning, and removal of trees required by the construction and maintenance of public facilities by City Divisions, Departments and their employees are included in Table 1, entitled Public Notification Procedure for Tree Trimming, Pruning and Removal, which is attached to and made a part of this Administrative Procedure Memorandum.

Failure to comply with the notification requirements of this procedure shall be considered misconduct and shall be subject to remedial action, which may include discipline, up to and including discharge.

  
Susan J.M. Bauman  
Mayor

APM No. 6-2  
March 3, 1999

Attachment: Table 1, entitled Public Notification Procedure for Tree Trimming, Pruning and Removal

**TABLE 1**  
**Public Notification Procedure for Tree Trimming, Pruning, and Removal**

Service	Type of Notice	Date of Issue	Who is Notified	Remarks
Assessable Public Works Improvements Including Streets, Water Mains, Storm and Sanitary Sewers, Street Lights, and Traffic Signals	First Class Notice	Not less than 10 days prior to the Hearing Before the Board of Public Works	Property Owners of Record assessed for project	Notice Specifies If Trees are to be removed or roots pruned.
Non-Assessable Public Works Improvements	First Class Notice	Not less than 10 days prior to Common Council approval	Property Owners of Record abutting the project	Notice Specifies If Trees are to be removed or roots pruned.
Sidewalk Construction, Including Initial Installation or Repair  Note: Trees are not generally removed for sidewalk repairs but may need to be removed for the initial installation. The lifting of sidewalk blocks by tree roots is a chronic problem and repair generally involves root pruning and/or removal.	First Class Notice	At least 20 days before work commences	Property Owners of Record assessed by the project	Notice shall inform property owner that roots may be pruned and tree limbs may be removed.  A special notice shall be sent to property owners when trees are to be removed.
Specific tree pruning (as opposed to maintenance on a block basis) by Traffic Engineering or Forestry to improve the visibility of street signs, the efficiency of street lights, or vegetation hindering pedestrians	None	N/A	N/A	

**TABLE 1**

<b>Public Notification Procedure for Tree Trimming, Pruning, and Removal</b>					
<b>Service</b>	<b>Type of Notice</b>	<b>Date of Issue</b>	<b>Who is Notified</b>	<b>Remarks</b>	
Scheduled Street Tree Maintenance by the City Forester in the terrace of the public right-of-way.	Door Hanger Placed at Each Residence	3 City Work Days before work commences	Occupants of residential properties which about the street terrace where trees scheduled for pruning are located	This work is performed on a cyclical basis for the 27 Tree Maintenance Districts	
Tree trimming, pruning, or removal by Forestry in advance of street pavement seal coating, resurfacing, or repairs by city forces or contractors <u>unless a notice has been provided under another service category</u>	Door Hanger Placed at Each Residence	3 City Work Days before work commences	Occupants of residential properties which about the street terrace where trees scheduled for pruning are located		
Tree trimming, pruning, or removal by Forestry, or Park Personnel in golf courses, parks, and street boulevards (medians)	None	N/A	N/A		
Tree trimming, pruning, or removal by Contractors on public lands owned and maintained by the City.	First Class Mail	10 days before work commences	Property owners whose property is within 100 feet of the trees proposed for trimming, pruning, or removal	This notice is proposed because of concerns of property owners regarding privately owned and operated equipment on public lands.	