Department of Public Works
Streets Division – Urban Forestry
Roger Kleist, Streets Division Manager
1402 Wingra Creek Pkwy.
Madison, WI 53715
Phone: (608) 266-4816 | Fax: (608) 267-8696
streets@cityofmadison.com
cityofmadison.com/forestry

Seasonal Street Tree Lighting Permit

Type of Work: _____
Issued to (Owner or Agent): _____
Owner/Agent Address: _____
Owner/Agent Phone: _____
Owner/Agent Email: _____

Location	Tree species	Diameter inches at 4 ½ feet

Additional Requirements:

1. The applicant/permit holder is responsible for ensuring that all installations conform to the National Electrical Standards and Codes and Madison General Ordinances.
2. Pruning of branches to accommodate the installation and removal of lights shall NOT be allowed under this permit.
3. The removal of tree guards to accommodate the installation and removal of lights shall NOT be allowed under this permit.
4. Trees that measure 4 inches or greater in diameter will be allowed to have seasonal lights. The diameter will be confirmed by City Forester or their designee as part of this permit process.
5. The lower part of the tree trunk is the only part of the tree that will be allowed to have seasonal lights. The trunk area is from the base of the tree to the first branch attachment.
6. Installation of seasonal lights shall be done in manner that does not harm trees.
    a. All lighting attachments to trees shall be loose to prevent bark damage.
    b. All material used for attaching lights and wires shall first be approved by the City Forester or their representative. No materials that puncture or damage the bark will be allowed. Under no circumstances shall any part of the lighting system be attached to any part of the tree with wire, duct tape, screws, staples, inflexible bands, cable ties or masking tape.
    c. Any parts of the tree-lighting systems found by the City to be improperly installed or causing damage to the tree shall be loosened or removed and replaced by the permit holder.
7. If at any time the lighting devices or their components become a safety hazard, they shall be removed at the expense of the permit holder.
8. If any trees, tree trunks, branches, or limbs on trees with the right-of-way are cut, pruned, or damaged as the result of the lighting activity, the permit holder shall be assessed for damages per Madison General Ordinance 23.24.
9. Issues with street trees shall be reported to City Forestry at (608) 266-4816 from 7 am to 3 pm.
10. The City reserves the right to prune or remove trees to abate potential risk to the public. In the event of an emergency that requires action on street trees that contain permitted seasonal lighting, the City will NOT be held responsible for damages done to the fixtures and associated equipment.
11. Seasonal lighting permit is valid for 90 days only.
12. All cords must maintain a minimum clearance height of 9 feet over sidewalk.
13. No cords are allowed over roadways.
14. The City reserves the right to remove lights in cases of emergency to abate potential risk to the public.
15. This permit is issued with the condition that the grantee will obey all ordinances and rules and regulations.

    Liability: The applicant/permit holder shall be liable to and hereby agrees to indemnify, defend and hold harmless the City of Madison, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its officers, officials, agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the applicant/permit holder’s and/or Subcontractor's acts or omissions in the performance of this permit, whether caused by or contributed to by the negligence of the City, its officers, officials, agents, or its employees.

The undersigned who is the owner of the above described contractor (or agent of the owner) hereby acknowledges and accepts the condition and regulations as set forth in this permit and hereby agrees to abide by the same.
Permit is valid for 90 days with a start date of _____ to end date of _____

Permit invalid if not signed and a copy returned to:
City of Madison Streets Division- Urban Forestry
1402 Wingra Creek Parkway
Madison, WI 53715

_____ _____
Owner/Agent Signature Date

_____ _____
Forestry Representative Signature Date