

ADOPT-A-TREE PROGRAM

Policy

The Department of Parks and Public Works for the City of New Haven is pleased to accept the donation of services to help maintain and care for the street tree population. Adopt-a-Tree applications are available online and at the Park Office at 180 Park Rd, Hamden. Members of the Adopt-a-Tree Program with the City of New Haven Parks and Public Works Department are welcome to provide tree pruning and plant health care services for City trees within the following guidelines:

- Application for permission to have a private company prune or treat City trees must be made two weeks in advance of the time this work is anticipated.
- Pruning of trees must meet the standard and acceptable arboricultural practices. All work will be performed in compliance with ANSI A300 Part 1 and Best Management Practices.
- All pesticide and/or plant health care applications will be made and posted according to state statutes and by licensed individuals.
- The Department of Parks Tree Warden and/or arborist will meet with the applicant to determine the extent of work anticipated on the city street tree.
- No tree work shall be performed within ten (10) feet of the utility wires without express permission from the New Haven Tree Warden.
- All companies contracted must provide an insurance certificate that meets the City's limit requirements, as well as naming the City of New Haven as additionally insured. Certificate of Insurance examples are available upon request. Copies of the insurance certificate, valid arborist license, and Arborist Business Registration (PMBR) number for the company must be submitted to the Parks Department prior to commencement of the work. Copies of those documents can be emailed to the Tree System Coordinator (amixsell@newhavenct.gov) or mailed to New Haven Department of Parks and Public Works, Attention Tree System Coordinator, 180 Park Road, Hamden, CT 06517.
- Standard procedures for work zone safety, OSHA standards for tree work, and public safety shall be observed in accordance with ANSI Z133 standards.
- The New Haven standard for pruning dictates trimming shall be no higher than 10 feet from the public sidewalk; no further than 10 feet from the adjacent building or structure; and no higher than 14 feet from the public road surface.
- Prohibited practices include: pruning oaks and elms between April 1 and October 31, use of spurs or climbing irons; use of improperly disinfected tools; topping and heading cuts; and finishing with flush final cuts or stubs.
- Upon completion of pesticide or plant health care application, a 5-point pesticide summary must be submitted to the Tree System Coordinator to allow for appropriate tracking and monitoring of trees.

William Carone, Deputy Director, Tree Warden

Annie Mixsell, Tree System Coordinator

amixsell@newhavenct.gov

203-946-8092

ADOPT-A-TREE PROGRAM
Application

Application date: _____

Address of tree: _____

Contact name of tree adopter: _____

Phone and email of tree adopter: _____

Name of tree service firm: _____

Business address: _____

Business telephone and email: _____

Arborist Business Registration Number: _____

CT Licensed Arborist name and license number: _____

Scope of desired work applicant is requesting to perform:

Please return this completed application by mail or email to:

New Haven Tree Division
Attn: Tree System Coordinator
180 Park Rd
Hamden, CT 06517

amixsell@newhavenct.gov

Questions? 203-946-8092

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