



**CITY OF WOODLAND**  
**20225 COTTAGEWOOD ROAD**  
**DEEPHAVEN MN 55331**  
**Ph: 952-474-4755**  
**Fax: 952-474-1274**

**TREE SERVICE LICENSE**

**REQUIREMENTS:**

- 1. Application**
- 2. Certification of compliance – Minnesota Worker’s Compensation Law**
- 3. Insurance: Certificate must name the City as insured.**  
    \$500,000 Injury or death on one person  
    \$500,000 Injury of death to more than one person/1 accident  
    \$100,000 Property Damage
- 4. Filing Fee: \$50.00**

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

Business Contact: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

PHONE# \_\_\_\_\_

I/We hereby make application for a license to operate and engage in the business of trimming and tree removal in the City of Woodland. (I/we hereby agree to operate the tree trimmers business in accordance with the laws of the State of Minnesota and the Ordinances of the City of Woodland. The foregoing statements are true and correct to the best of my knowledge and belief.

Company Owner’s  
Signature \_\_\_\_\_

Applicant or Representative’s  
Signature \_\_\_\_\_

(Title)

**This license will expire December 31**

# City of Woodland

## Tree Ordinance

**\* Always check with the Zoning Administrator to confirm when trees can be removed and whether permits are required.**

Tree Licensure is required for all companies removing and trimming trees. The license is an annual license available through the City Hall. (License fee is \$50.00)

### SECTION 315 TREE REMOVAL

315.01 License Required. No person may engage in the business of trimming or removing trees in the City without first obtaining a license from the City to do so, and paying the license fee set forth in Section 305.02.

315.02 Insurance. Each applicant for a license will include with his application policies or certificates of insurance by an insurance company authorized to do business in the State evidencing the following insurance coverage:

- (a) Workers compensation insurance as required by State law.
- (b) Insurance against claims for death, bodily injury and property damage liability in the amounts of at least \$500,000 for injury to or death of any one person, \$500,000 for injury to or death of more than one person in any one accident, and \$100,000 for damage to property.

### 900.02 SUBD. 46 – TREE DEFINITION

Subd. 39. Tree means a woody, perennial plant usually with one stem or trunk and with many branches which has a diameter greater than six inches when measured at a point four feet above the ground.

### SECTION 305 FEES

305.01 License Fees. The fee for any license, permit or application required under this Code will be the amount stated in Section 305.02, which amount will be paid by the applicant at the time the application is submitted to the Clerk. All fees paid are non-refundable if the license has been correctly issued.

305.02 Establishment of Fee Amounts. The dollar amounts of fees required by this Code are as stated in the following table.

|        |   |         |
|--------|---|---------|
| 315.01 | Annual Tree License (trimming/removal) Required | \$50.00 |
| 900.19 | Permit for vegetation removal                   | \$25.00 |

**CITY OF WOODLAND**  
**Ordinance Regarding Trees and Vegetation**

900.19 Tree Removal and Vegetation Maintenance and Alterations.

Subd. 1. Purpose. The City finds that it has been established that trees and other vegetation stabilize the soil and control water pollution by preventing soil erosion and flooding, reduce air pollution, temper noise, and provide a natural habitat for wildlife. Indiscriminate removal of trees and clearing of vegetation cause deprivation of these benefits and that it is in the interests of the City and its residents to prevent the indiscriminate removal of trees and clearing of vegetation.

Subd. 2. Activities Requiring a Permit. Except as provided in Subd. 3 in this Section, no person shall engage in any of the following activities:

- (a) intensive vegetation clearing
- (b) removal of any tree except the species of Boxelder, Buckthorn, Willow, Cottonwood, Green Ash, Siberian Elm and Prickly Ash or the removal of any tree having a diameter of more than six inches.
- (c) tree and vegetation removal necessary for the construction of structures and public utilities and the construction of roads and parking areas otherwise complying with the applicable provisions of the Code; provided that any trees removed as a result of such construction shall be replaced as provided in Subd. 6 of this Section.

Subd. 3. Exceptions. The requirements of Subd. 2 of this Section do not apply to the following removal of trees and vegetation:

- (a) removal of any tree and vegetation that is dead or diseased.
- (b) tree and vegetation pruning within accepted tree management parameters.

Subd. 4. Permit. Prior to engaging in any activity that requires a permit under Subd. 2 of this Section, an application shall be submitted to the Zoning Administrator for a permit, which shall remain valid for 8 months from the date of issuance, for such activity. The application shall describe the proposed activity and its purpose in detail (landscape drawing included when appropriate; lot lines and structures noted when appropriate) and a description of all replacement plants and materials. The Zoning Administrator will not grant a permit for such activity unless the following criteria are met:

- (a) the activity will not adversely affect the ecological systems or increase the potential for soil erosion.
- (b) the activity is in conformance with accepted tree management practices.
- (c) the activity will not adversely impact property values of surrounding properties or the aesthetics of the neighborhood in which such activity is proposed to occur.

Subd. 5. Fertilizers and Pesticides. Fertilizers and pesticides must be used in such a manner as to minimize run off into shore impact zones and public waters by use of earth, vegetation or both.

Subd. 6. Replacement of Trees. Any tree removed pursuant to clause (c) of Subd. 2 of this Section or pursuant to a permit issued under Subd. 4 of this Section shall be replaced on the lot upon which removed if the Zoning Administrator determines that such replacement is necessary to meet the purpose set forth in Subd. 1. of this Section. Any replacement tree required by this Subd. 6 shall meet the following conditions:

- (a) Replacement trees shall be of a species similar to the trees to be replaced and shall be no less than the following sizes:
  - (1) Deciduous trees – no less than three caliper inches
  - (2) Coniferous trees – no less than 7 feet high
- (b) Replacement trees shall be planted no later than the first fall or spring following the removal of the tree to be replaced or by such later date agreed to by the Zoning Administrator if planting during such period would not be in conformance with accepted tree management practices.
- (c) Any replacement tree that is not alive or healthy one year after the date of planting shall be removed and a new healthy tree of the same size and species planted in its place. Planting shall occur no later than the first fall or spring following the expiration of such year.

Subd. 7. Shade Tree Disease Program. It is the intention of the City to conduct a program of shade tree disease control pursuant to authority granted by Minnesota Statutes, Section 18.023. This program is directed specifically at the control and elimination within the City of Dutch elm disease fungus, elm bark beetles, and of oak wilt fungus.

- (a) The City shall have the right to order or cause the removal of any trees that are dead or diseased on private property within the city, when such trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the city.
- (b) Unless such trees pose immediate hazard to public safety, the owner of such trees will be ordered, in writing, to remove said trees, stating the reason for removal and the location of said tree or trees to be removed. Removal shall be done by said owners at the owner's expense within (30) days after the date of the order to remove or a time parameter placed by the Zoning Administrator in consideration of the time of year or protection against spread of disease. In the event the owner fails to comply with such order to remove, or if public safety considerations require immediate removal, the City shall then proceed to remove said tree or trees, and to charge removal costs to the owner of the property as provided by law in the case of special assessments.

Subd. 8. Fines. Any builder, contractor or agent who may have intentionally assisted in the commission of any such violation, shall be guilty of a separate offense. All such violations which are of a continuing nature shall constitute a separate offense for each day of such continuance, and each tree removed shall constitute a separate offense. Any person violating any provision of this Section, upon conviction, will be guilty of a misdemeanor.

Subd. 9. Enforcement. The Zoning Administrator is hereby charged with the responsibility for the enforcement of this Section and may serve notice to any person in violation thereof or institute legal proceedings as may be required, and the City Attorney is hereby authorized to institute appropriate proceedings to that end.

Subd. 10. Appeals. A person aggrieved by the administration of this Section may have thirty (30) days to appeal by petitioning the Zoning Administrator in writing. The Zoning Administrator will consult the City Council at its next scheduled meeting.

# Certificate of Compliance Minnesota Workers' Compensation Law

PRINT IN INK or TYPE.

Minnesota Statutes, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in any activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, Chapter 176. The required workers' compensation insurance information is the name of the insurance company, the policy number, and the dates of coverage, or the permit to self-insure. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

**A valid workers' compensation policy must be kept in effect at all times by employers as required by law.**

|  |                                      |
|--|--------------------------------------|
| BUSINESS NAME (Individual name only if no company name used) | LICENSE OR PERMIT NO (if applicable) |
|--|--------------------------------------|

DBA (doing business as name) (if applicable) \_\_\_\_\_

|   |      |       |          |
|---|------|-------|----------|
| BUSINESS ADDRESS (PO Box must include street address) | CITY | STATE | ZIP CODE |
|---|------|-------|----------|

**YOUR LICENSE OR CERTIFICATE WILL NOT BE ISSUED WITHOUT THE FOLLOWING INFORMATION. You must complete number 1, 2 or 3 below.**

**NUMBER 1 COMPLETE THIS PORTION IF YOU ARE INSURED:**

|  |                |                 |
|--|----------------|-----------------|
| INSURANCE COMPANY NAME (not the insurance agent) |                |                 |
| WORKERS' COMPENSATION INSURANCE POLICY NO.       | EFFECTIVE DATE | EXPIRATION DATE |

**NUMBER 2 COMPLETE THIS PORTION IF SELF-INSURED:**

I have attached a copy of the permit to self-insure.

**NUMBER 3 COMPLETE THIS PORTION IF EXEMPT:**

I am not required to have workers' compensation insurance coverage because:

- I have no employees.
- I have employees but they are not covered by the workers' compensation law. (See Minn. Stat. § 176.041 for a list of excluded employees.) Explain why your employees are not covered: \_\_\_\_\_
- Other: \_\_\_\_\_

**ALL APPLICANTS COMPLETE THIS PORTION:**

I certify that the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify that I am authorized to sign on behalf of the business.

|                                 |       |      |
|---------------------------------|-------|------|
| APPLICANT SIGNATURE (mandatory) | TITLE | DATE |
|---------------------------------|-------|------|

**NOTE: If your Workers' Compensation policy is cancelled within the license or permit period, you must notify the agency who issued the license or permit by resubmitting this form.**

This material can be made available in different forms, such as large print, Braille or on a tape. To request, call 1-800-342-5354 (DIAL-DLI) Voice or TDD (651) 297-4198.