Did you know that each year the Town of Normal plants hundreds of new trees in our Parks and along our public streets and the Constitution Trail? In order to properly care for the tens of thousands of trees rooted on public property it is essential that Normal’s forestry staff is aware of any new trees that are planted in public property. After all, trees that are planted in public property ultimately become the property of the Town of Normal. To help us maintain these trees for future generations, it is important that the Town knows when trimming and or construction activities are planned on Town property. Please refer to Division 8.7 of the Town of Normal Municipal Code for further information. If you are planting a tree, please refer to the recommended/restricted tree list. All of this information is available on the Town of Normal’s website at http://www.normal.org.

A permit must be obtained by residents/contractors wanting to perform any of the following activities on Town property (please check all that apply):

___ Trimming branches larger than 1 inch in diameter
___ Planting of a tree or shrub on Town property
___ Removal of a tree or shrub on Town property (including dead trees)
___ Excavating or digging inside the drip line of a tree that is greater than 20ft in height

If you are unsure if the property is public or private, please call our Parks and Recreation Department at 454-9540 and they can assist you with that determination.

Completed permit should be returned to the Normal Parks and Recreation Department, 100 E. Phoenix Ave., Normal, IL 61761.

**Contact information:**

Name: ________________________________

Phone: ________________________________

Address: ________________________________

Address where work is to be performed: ________________________________

Description of work to be performed (Please be specific. Sketch a diagram on the back of this sheet of the area where the proposed work is to be done):