Tree Donation Application
Parks and Open Space Services

Before tree planting on public property can take place, you will be required to submit a completed application form.

APPLICANT INFORMATION

Date: _____

Name: _____

Address: _____

City/Province: _____

Postal Code: _____

Email: _____

Day Phone: _____

Property Owner ☐
OR
Community Group ☐ Name of Community Group

TREE PLANTING INFORMATION

Provide a brief description of the planting location:

Preferred type of tree species:

For Community Group applications, specify # of trees:

Include a drawing/map of the proposed location (identify whether the location is adjacent to the back, front, side of property for homeowner applications and for Community Group applications identify the park name and specific location within the park):

Drawing/Map uploaded:
☐

Parks and Open Space Services
E: POSSAdmin@regina.ca P: 306-777-7392

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TERMS & CONDITIONS

1. Tree planting applications must be received a minimum of 14 business days for requests adjacent to homeowners and 60 business days for mass plantings on public property
2. Costs associated with the tree planting **are not** the responsibility of the City of Regina
3. The applicant assumes responsibility for any damage caused by the tree planting and will be responsible for all associated repair costs
4. Tree planting can only take place between June and October each year
5. The tree planting shall be conducted in compliance with *The Forestry Bylaw, 2002-48*
6. Trees planted through this program on public property become the property of the City of Regina's and subject to *The Forestry Bylaw, 2002, Bylaw No. 2002-48*
7. The applicant agrees to save harmless and indemnify the City of Regina against any and all claims, liabilities, demands, damages or rights or causes of action whatever, made or asserted by anyone arising out of the tree planting organized by the applicant and participants
8. For everyone's safety, Applicant(s) must confirm the location of underground utilities with https://www.sask1stcall.com/ before planting. You must ensure there are no utilities or other underground structures that could be disturbed or damaged. Confirmation of locates will need to be provided to the City as part of the approval process
9. A drawing/map of the desired location **must** be provided during the application process
10. No one may remove or amend any tree as per *The Forestry Bylaw, 2002, Bylaw No. 2002-48* - https://www.regina.ca/bylaws-permits-licences/bylaws/Forestry-Bylaw/ unless approved by City of Regina Forestry.
11. Planting height must follow *The Traffic Bylaw, 1997 Bylaw No. 9900 Schedule H(1) Intersection Sight Line Controls* - https://www.regina.ca/bylaws-permits-licences/bylaws/Traffic-Bylaw/
12. Desired tree species can be requested; however, the final approved species will be determined by the City.
13. The City cannot guarantee the longevity of a tree, unknown contaminants may be present in soils at potentially unsafe levels, particularly in neighbourhoods with a history of industrial and commercial use, or along major roadways
14. The tree planting location needs to be accessible to work crews who may need to utilize the space
15. Ensure desired location is in adherence as outlined in *Traffic Bylaw 9900* Schedule H (1)-Intersection Sight Line Controls #69 Sections 3 & 4, Page 43
16. Noxious and nuisance plants, as identified in Saskatchewan's Weed Control Act, are not permitted. (saskinvasives.ca)
17. Maintain to current grade; do not mound or berm soil
18. The use of pesticides, such as insecticides (for insects), herbicides (for weeds and plants) fungicides (for fungi) and rodenticides (for rodents) on public property by residents is not permitted
19. If tree heights are deemed to be a safety concern, or do not meet this policy or Bylaw, the City of Regina reserves the right to ask that trees be trimmed/removed
20. Do not nail or tie signs, trellises or other fixtures to a tree
21. Do not tie cords or decorative lights

I/we have read, understood and agree to follow the Tree Donation Program Policy and take full responsibility.

Name: _____ **Date**: _____

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