

**Figure 1**

Public Works Department  
1600 Tank Town Road  
Matthews, NC 28105  
Office Telephone: 704-847-4411

**Tree Work Request**

A permit from the Director of Public Works is required to perform any work that affects a tree located on public property. Please complete this permit request form and turn into the public work's front office for processing. A response will be returned to you within seven (7) calendar days

**Request Information**

Date of Request \_\_\_\_\_ Taken By \_\_\_\_\_  
Person/Organization Making Request  
Name: \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone# \_\_\_\_\_  
Email: \_\_\_\_\_

Location Address: \_\_\_\_\_

Location Description \_\_\_\_\_

Dates work will be performed: \_\_\_\_\_

Type Work/Action: (brief description of the work to be performed) \_\_\_\_\_

Anticipated Affect/Damage To Public Trees \_\_\_\_\_

Are there any alternatives to how this work could be performed? \_\_\_\_\_

Remarks: \_\_\_\_\_

**Action**

Date of response: \_\_\_\_\_  
\_\_\_\_ Permit Granted  
\_\_\_\_ Permit Not-Granted. Explanation and Recourse \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Remarks: \_\_\_\_\_