



Shade Tree Permit Application Process

SUSQUEHANNA TOWNSHIP
SHADE TREE COMMISSION
1900 LINGLESTOWN ROAD
HARRISBURG, PENNSYLVANIA 17110
(717) 909-9226 • www.susquehannatwp.com

The Shade Tree Commission Ordinance 08-09 requires that homeowners abide by the rules and regulations contained in the Ordinance.

The Ordinance states that the Commission has exclusive custody and control of the shade trees in Susquehanna Township and is authorized to control the planting, removal, maintenance and protection of all shade trees on the public streets and highways.

The ordinance requires that a homeowner apply for a Shade Tree Permit prior to conducting work on or around any tree that abuts a public street in the township, including removal, planting, pruning and sidewalk repair. If a contractor will be performing the work, the contractor's name and phone number must be included on the application.

The steps in the application process are:

- 1) Obtain a Shade Tree Permit application. It is free of charge and available at the Township office, 1900 Linglestown Road, or on the township website. Complete the application and return via mail or e-mail to Al Wrightstone at the Township office (AWrightstone@Susquehannatwp.com).
- 2) A Shade Tree Commission member will be assigned to review your application. The member may request additional information. A site visit with the homeowner may be necessary.
- 3) The commission member will present the application for review to the Shade Tree Commission at the next regular monthly meeting. If the Commission approves the application, a Shade Tree Permit will be issued to the homeowner. It will contain the Permit Number, the work that is approved, and any stipulations or conditions. For example, a condition of approval for tree removal may require replanting of a new tree.

Any person who violates or fails to comply with any provision of the Shade Tree Commission Ordinance shall be liable to pay a fine not exceeding three hundred (\$600.00) dollars for every such violation.

If there are any questions about this process, please contact Al Wrightstone at the Township Office, 717-909-9226.

Document Revision Date: 6/23/05