

# PLANTING PERMIT, HOW TO



Per City ordinance a street tree planting permit is required before a new tree can be planted in the parking strip (area between the curb and sidewalk). This ordinance also requires the planting of trees be approved by Parks & Recreation. Refer to the [Street Tree Guide](#) for a list of approved street trees. Submitting a permit application does not guarantee that a permit will be granted, and work shall not proceed until the permit has been signed by an authorized staff member and returned to the applicant.

## Parking Strip Regulations:

- Only trees approved by Parks & Recreation Forestry may be planted in the parking strip.
- No tree shall be planted where the clear space between the curb and the sidewalk is less than 5 feet.
- No tree shall be planted closer than 3 feet from the curb.
- Trees must be 1 inch in diameter or larger measured 6 inches above the ground.
- Trees shall not be planted under power lines unless approved.
- Trees shall be planted at least 40 feet apart except where otherwise permitted.
- Trees shall be placed at least 10 feet from a fire hydrant.
- Trees shall be placed at least 10 feet from a driveway.
- Trees shall be placed at least 15 feet from a streetlight.
- Trees on a corner lot shall be planted at least 30 feet from the corner.
- Trees shall be placed at least 20 feet from a stop/yield sign or traffic signal.

## How to Submit a Planting Permit Application?

- Paper applications can be given to Parks & Recreation staff at 231 N. Dakota Ave.
- Completed PDF applications can be e-mailed to: [PlantTrees@siouxfalls.org](mailto:PlantTrees@siouxfalls.org)
- Paper applications can be printed and mailed to:

**Street Tree Planting Program, Parks & Recreation, P.O. Box 7402, Sioux Falls, SD 57117-7402**

- Applications can be submitted online through the City of Sioux Falls Customer Self Service (CSS) portal by using an existing account or by creating a new account.
  - Setting up a new account is free and easy. All you will need is your address, an email account and to create a password. Once you have a CSS account you can check the status of your planting permit at any time. If you submitted a paper or email application and later decide you want to create a CSS account to check the status of your application, you can do that at any time through this process.

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## How to Submit a Planting Permit Application Online?

1. **Create an Account** with the City of Sioux Falls Customer Self Service (CSS) at [css.siouxfalls.org](http://css.siouxfalls.org). If you have an existing account, log in to submit your application.
2. **Log into CSS** select “Apply v” then find the Street Tree Planting Permit, and select “Add”.
3. **Add the Location** you intend to plant the tree by searching for the address, and selecting “Add”.
4. **Select the Permit Type** you are applying for and briefly describe why you want to plant a street tree.
5. **Add additional Contacts** to the permit or add a contractor if you intend on using one.
6. **Answer Required Questions** by selecting the appropriate answer in the drop down menus.
7. **Add Approved Tree(s)** by clicking the “pencil” on the right side of the red box and “save” when done.
8. **Attach Documents**, such as a landscape plan, if you are a contractor applying for a planting including more than 8 trees. Attachments are not required for homeowners applying to plant a street tree.
9. **Review and Submit** your street tree planting permit application.

## What Happens After You Submit your Application?

- ✓ Once your application is received, staff will inspect the planting site and determine whether a permit shall be issued.
- ✓ Following the site visit, applicants will receive a letter regarding the status of their application. If approved, the signed planting permit will accompany this letter. If denied, the letter will explain why the application was not approved
  - Approved location(s) for the planting(s) will be marked with a white flag and paint.
- ✓ Work may begin once you have an approved permit issued by the City of Sioux Falls Department of Parks & Recreation Forestry and One Call 811 has located underground utilities.
- ✓ **Call Before You Dig:** per South Dakota State Law, **One Call (811)** must locate all underground public utilities before planting any tree(s). The service is free, and required for planting trees on public or private property. For additional information visit [www.sdonecall.com](http://www.sdonecall.com).
  - **Phone:** Make a free call to 811 (in-state) or (800) 781-7474 (outside of South Dakota).

## How to Complete your Planting Permit?

1. To close out the street tree planting permit online.
  - a. Log into CSS when you have completed planting the tree(s) and open your “Active” permits.
  - b. Select which permit you wish to report as completed.
  - c. Under the “Inspections” button, request a final inspection for that permit.
  - d. Once a final inspection is requested, staff will inspect the planting. If the tree passes inspection, the street tree planting permit will be closed. If the tree fails inspection, staff will contact you with what needs to be corrected in order to close the street tree planting permit.
2. If you submitted a paper or email application
  - a. You can email us when you complete your planting at: [PlantTrees@siouxfalls.org](mailto:PlantTrees@siouxfalls.org)
  - b. You can call the Parks & Recreation Office at (605) 367-8222 to report completion