



City of Moose Jaw
Parks & Recreation Department
4th Floor City Hall
228 Main Street North
Moose Jaw, SK S6H 3J8

Planting in Public Open Space Permit

A permit is required for any privately undertaken plantings in any public open space, such as parks and along trails. Plantings on boulevards require the Boulevard Treatment Permit. There is no fee for this permit. Accurate and complete information will assist with processing your application quickly.

General Information

Applicant Name/Organization: _____

Contact Name: _____ Phone: _____

Address: _____ Postal Code: _____

Email: _____

Site Plan Checklist:

All requests for planting in public open space permits must be accompanied by a detailed site plan. Please see checklist below for information required.

General Site Plan:

- North Arrow
- Drawing Scale (Approximate)
- Location and nearby addresses if applicable (ex. Green Park behind 11 and 13 Any Street; path between A Drive and 1st Crescent)
- Existing trees or structures (ex. light standard, pathways, benches)
- Location and dimensions (including height) of proposed plant materials, including distances between plants
- At bottom of site plan, list and describe plant materials

Conditions and General Guidelines

- The City will not be responsible for any costs associated with the installation of the plants, including maintenance costs for the first three years.
- Watering and maintenance will be your responsibility for the first 3 years. After the 3 years, the City of Moose Jaw will incorporate the planting into its regular maintenance program.
- To reduce mortality rates, trees must have a diameter of 40 mm for deciduous trees or height of 1.2 m for coniferous trees.
- All underground utilities must be located prior to any digging.
- You cannot plant in drainage ditches and swales or on dikes.
- You cannot plant within a pipeline corridor.

- Trees shall be set back a minimum distance, measured from the center of the tree trunk, from utilities and other objects as follows:
 - 0.6 m: 120 – 240 voltage power lines (e.g., streetlight power lines), traffic control lines.
 - 1.0 m: Sidewalks, pathways, and private walks.
 - 1.5 m: Local road curb face, driveways.
 - 2.0 m: Buried power lines, telephone lines, gas distribution lines, telecable lines, utility pedestals, curb face of arterial or collector roadways, roadway signs except from the front of stop and yield signs.
 - 3.0 m: Fibre optic lines, water and sewer lines, electrical transformers, street lights, overhead power lines (species less than 6 m tall), fire hydrants, structures (ex houses), side and back of bus stop signs, front of bus stop signs where tree is more than 3 m from curb face.
 - 6.0 m: overhead powerlines (species greater than 6 m tall)
 - 7.0 m: Street corners and in front of stop and yield signs.
 - 10.0 m: Gas transmission lines.
 - 12.0 m: In front of bus stop signs where tree is less than 3 m from the curb face and railway tracks.
- Your design shall be harmonious with the context of the site and should not give the perception of being an extension of your private space. Remember this planting now belongs to the City of Moose Jaw.
- Any relevant bylaws shall be followed.

I have read and understand the information in this application and bylaw references and guidelines pertaining to the landscaping of City owned spaces, particularly Bylaw 5610. I acknowledge that the City assumes no responsibility for the cost of the installation or establishment of the planting. I agree to water and generally maintain the planting for the first three years, after which it will become sole property of the City and incorporated into the regular green space maintenance program. The City is not obligated to repair or replace of any component of any planting should it be damaged or removed for any reason. I also agree to abide by any restrictions or modification required by the Parks and Recreation Department, which will be provided to me in writing with the approved permit.

Signature: _____ Date: _____

Office Use Only

Inspected by: _____ Date: _____

Permit Approved: Yes _____ No _____

Parks and Recreation Department Comments and Restrictions
