



DEPARTMENT OF PUBLIC SERVICES
CITY OF NEWBURYPORT

DESCRIPTION OF PUBLIC TREE REMOVAL PROCESS

A packet describing the process for a street tree removal, including the Request for Street Tree Removal Hearing, is available at www.cityofnewburyport.com/tree-commission, or at the Tree Warden's office in the Department of Public Services, 16A Perry Way.

Public Tree Removal Process

- Complete the Request for a Street Tree Removal Hearing and submit the form and payment for cost of public notice.
- After receiving a completed Request for Street Tree Removal Hearing, the Tree Warden will present the Request to the Tree Commission at its next regular monthly meeting. The Commission meets on the second Wednesday of the month.
- Following consultation with the Tree Commission, the Tree Warden will set the date, time and location for the hearing. Typically, the hearing will take place during the subsequent regular monthly meeting of the Commission.
- The Tree Warden is responsible for providing notice of the time and place of the hearing, identifying the size, type and location of the shade tree(s) to be cut down or removed, by:
 - Publishing in a local newspaper once in each of 2 successive weeks, the first publication not less than 7 days before the day of the hearing; and
 - Posting in 2 or more public places in the city and upon the tree at least 7 days before the scheduled hearing.

If you have any questions about this process, you may contact the Tree Warden's office at (978) 465-4464 ext. 1701.