

## GUIDELINES FOR LIGHTS IN TREES

With Council approval (1989) of the Municipal Tree Policy a permit is now required before lights can be placed in City trees. The installation of light strings in City trees has become vogue. While this introduction adds a new visual dimension to our winter streetscape and parks, installation standards, adherence to electrical codes, maintenance of the lights, tree maintenance and damage concerns, liability and responsibilities for utilities have to be addressed.

These guidelines are intended to be used in any and all instances where light strings are to be installed on City owned trees, irrespective of whether the request is initiated by a City department or by the private sector and apply across the City. The information requested is to be included in the permit application.

1. All requests for installation of light strings in trees shall be forwarded to Community Services, Forestry and Environmental Services. The request should include the following information:
  - a) Name of applicant – Department.
  - b) Contact address, telephone number and name of contact person (if different from applicant).
  - c) Specific location(s) of trees in which the lights will be placed – reference the adjacent street/avenue address of the address(es) in front of which the trees are located – and indicate the number of trees involved.
  - d) Type of light strings to be used, number of strings per tree, number of lights per string and bulb wattage – the City recommends outdoor type C.S.A. approved 7 watt bulb strings – or equivalent. Where practical, sockets should be kept higher than 2.5 meters.
  - e) Intended method(s) of attaching lights to trees.
  - f) Indicate power source and method(s) of connection and who is responsible for the installation.
  - g) Indicate who will assume responsibility for utility costs (if other than applicant) and, who will be responsible for maintenance of the light string and secondary power, if applicable.
  - h) Liability insurance (if other than City department) including name of insurer, policy number and expiry date (or copy of policy or letter of verification from insurer).
2. Upon receipt of application, the City will review the request with, input from other departments where/when applicable and, if approved, will issue a (letter of permission) (permit) for installation. The permit will state any conditions or restrictions that are felt to be necessary to the installation. Permits will be valid for the stated period only.
3. Installation of light strings shall be done in such a manner as to not cause damage to the tree. Strings may be secured to branches of half - inch diameter or greater

using flat plastic Ty-raps. Twisted wire shall not be used. Note: Ty-raps left on for longer than one season should be secured loosely to allow for branch growth – and checked regularly.

4. All electrical power installations shall be done in accordance with the Canadian electrical code, Part 1 1990, by a qualified electrician, who shall obtain a permit from Edmonton Power Inspection Department – the light strings themselves do not need to be installed by a qualified electrician.
5. All electrical outlets shall be on ground fault breakers.
6. Outlets shall be installed at ground level as per approved specifications using the approved pedestal for mounting the tree lights outlet box.
7. Electrical cords shall be spiraled around the tree trunk without using ties.
8. Where practical all 110 volt lamp sockets should be installed high enough (2.5 meters) to be out of reach from the ground.
9. Utility costs and connections to secondary power are to be the responsibility of the applicant (unless otherwise specified).
10. Regular maintenance and repair to electrical installations will be the responsibility of the applicant and the applicant will ensure that regular inspections of the strings is carried out to ensure that no hazards are present.
11. The City reserves the right to inspect the installations at any time and will require the applicant to immediately correct any deficiencies or conditions the City team deems unsafe or unsuitable.
12. Light installations shall be for the period November 15 to March 15, after which, they must be removed and/or adjusted.
13. The applicant must assume responsibility for any and all injury or damages resulting from his/her installation. Applicants are required to indemnify and save harmless the City of Edmonton, its employees and agents, from and against all claims, expenses, actions, losses, costs and suits caused by or arising out of, directly or indirectly, this permit, or by reason of any matter or things done by or not done by the applicant, its employees or agents.

**NOTE: THE APPLICANT IS REQUIRED TO SHOW PROOF OF LIABILITY INSURANCE SATISFACTORY TO THE CITY'S RISK MANAGER AND CARRY COMPREHENSIVE LIABILITY INSURANCE OF NO**

LESS THAN \$1,000,000 PER OCCURRENCE FOR THE PERIOD OF THE PERMIT.

14. The City reserves the right to request the removal of the light string and/or electrical installation at any time should conditions warrant. Light not removed on request or at the end of the permitted period shall be removed by the City, the cost of which shall be charged back to the permit holder. Any lighting and electrical component removed by the City will be returned on receipt of payment. If payment is not received within thirty days of invoicing, the lights and/or electrical components become the property of the City. The City will not be responsible for damage to lights and string in the removal process.
15. The applicant shall inform the Forestry Section within five days of electrical installations for FAC inspection. Call 496-TREE (8733).

**PERMIT TO PLACE STRING LIGHTS IN TREES**

Applicant shall complete all parts of this permit form and sign where required.

A signed copy of this permit shall act as both authorization from Community Services, Forestry and Environmental Services, and as an agreement by the applicant to comply with all terms and conditions stated in the body of the agreement.

1) Name of Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Primary Contact \_\_\_\_\_  
(If other than applicant)  
Telephone Number \_\_\_\_\_

2) Period of Installation \_\_\_\_\_, 20\_\_\_\_ to  
\_\_\_\_\_, 20\_\_\_\_

<u>Location(s)</u> <u>Address</u>	<u># of Trees</u>	<u>Size (Caliper)</u> <u>in mm.</u>	<u># of Strings/</u> <u>Tree</u>
_____			
_____			
_____			
_____			

(4) Method of installation on tree \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) Type of light string (Brand Name) \_\_\_\_\_  
C.S. A. approved \_\_\_\_ Yes \_\_\_\_ No  
Bulb Wattage \_\_\_\_\_

6) Power Source Information

a) Location of Power Source

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b) Method of connection of power source(s)

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c) Indicate if power source is \_\_\_\_\_ existing  
\_\_\_\_\_ to be installed

d) Confirm that power source is on ground fault breaker  
\_\_\_\_\_ yes \_\_\_\_\_ no

e) If power source is to be installed, name electrical  
Contractor responsible for installation.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

7) Repair/maintenance responsibilities (name responsible party)

a) of light strings \_\_\_\_\_  
b) of secondary power \_\_\_\_\_

8) Utility charges will be paid for by:

(If individual locations are covered separately, indicate responsibilities by location).

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9) Liability Insurance

Name of insurer \_\_\_\_\_

Policy Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Verified by \_\_\_\_\_

10) I/we, the undersigned, understand agree to the terms and conditions of permit.

The applicant agrees that:

- a) All electrical installations, connections and material will be C.S.A. approved and be installed in accordance with existing federal, provincial and municipal legislation codes and regulations.
- b) All electrical installations, with the exception of the light strings will be carried out by a qualified electrician.
- c) The installation of light strings will be done in such a manner as to cause no damage to the trees(s). Strings may be secured to branches of half inch diameter or greater using flat plastic Ty-raps, twisted wire shall not be used.
- d) All electrical outlets will be on ground fault breakers.
- e) Outlets shall be installed at or below ground level as per approved specifications.
- f) Electrical cords shall be spiraled around tree trunks without using ties.
- g) All 110 volt lamp sockets will be installed high enough to be out of reach from the ground (2.5 meters where practical).
- h) To be responsible for all utility cost and connections to secondary power.
- i) Regular inspection, maintenance and repair of light strings and installations will be carried out to ensure no hazards exist. The City reserves the right to inspect the installations at any time and will require the applicant to immediately correct any deficiencies or conditions that the City deems unsafe.

- j) He/she will assume responsibility for any and all injuries or damages resulting from his/her installations and will indemnify and save harmless the City against all claims, actions, losses, costs and suits caused by or arising out of, directly or indirectly, this permit or by reason of any matter or thing done or not done by the applicant, his/her employees or agents. The applicant will maintain in effect comprehensive liability insurance of no less than \$1,000,000.00 per occurrence for the period of the permit and will show proof of such insurance satisfactory to the City's Risk Manager.
- 11) Notwithstanding the above, the City reserves the right to request removal of the light string(s) and/or electrical installation(s) at any time should conditions warrant. Lights not removed on request or at the end of the permitted period, shall be removed by the City, the cost of which shall be charged back to the permit holder. Any lighting and electrical component removed by the City will be returned on receipt of payment. If payment is not received within thirty (30) days of invoicing, the lights and electrical components become the property of the City.

Agree to: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant's Signature

Please mail completed form to: Community Services  
Forestry & Environmental Services  
P.O. Box 2359  
EDMONTON, AB T5J 2R7  
FAX: 496 4978

This information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and for the purpose of urban tree management within the City of Edmonton. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Forestry Office at (780) 496-8733.