

## OAK TREE TRIMMING GUIDELINES:

The City of Shavano Park is partnered with **Civil Systems** to provide automated contractor registration and verification services for contractors. All tree trimming contractors applying for a tree trimming permit from the City of Shavano Park are required to register with **Civil Systems**. The annual contractor registration fee is \$50.00. To complete an online registration, please visit:

[www.civil-systems.com](http://www.civil-systems.com) - 1-877-552-4845  
Customer Service - [customerservice@civil-systems.com](mailto:customerservice@civil-systems.com)

Upon completion and approval of the contractor registration process; individuals will need to go to the City of Shavano Park's Permit office located in the City Hall Building at:

**900 Saddletree Court, Shavano Park, TX 78231 - 210-493-3478**  
**(located on the corner of N.W. Military Hwy. & De Zavala Rd.)**

Both companies, and residents are required to purchase a tree trimming permit prior to trimming any species of oak trees during the designated tree trimming season. The cost of a permit for residents is \$35.00, and is valid from the date of issuance for a period of one (1) year (365 days).

The cost of a Commercial permit is \$35.00, and is valid for a period of (14) days from the date of issuance. Both commercial businesses and residents may only trim trees during the designated tree trimming season as indicated below.

- **THE WINTER TREE TRIMMING PERIOD IS DECEMBER 1<sup>ST</sup> THROUGH JANUARY 31<sup>ST</sup>.**
- **THE SUMMER TREE TRIMMING PERIOD IS JULY 1<sup>ST</sup> THROUGH SEPTEMBER 30<sup>TH</sup>.**

## OAK TREE TRIMMING REQUIREMENTS:

- ✓ **ALL EQUIPMENT USED FOR TRIMMING MUST BE PROPERLY DISINFECTED, I.E. LYSOL**
- ✓ **ALL WOUNDS SHALL BE PAINTED IMMEDIATELY, BUT NO LATER THAN ½ HOUR AFTER MAKING THE CUTS (*does not have to be a tar based paint – can be a regular can of black spray paint*).**
- ✓ **BOTH COMMERCIAL CONTRACTORS AND RESIDENTS ARE RESPONSIBLE FOR REMOVING ALL DEBRIS FROM THE SITE WITHIN 48 HOURS AFTER CUTTING.**

Please remember, if you are doing your own tree trimming – any trees that hang over the streets should be trimmed up at least 14' feet from the street. All bushes should be trimmed back at least 3' feet from the curb in order to keep the fire hydrants accessible in the event of a fire.

Those who live on corners, please trim anything that limits a driver's vision when pulling out into another street. Emergency vehicles and buses are particularly vulnerable in this area and we need to be careful with the children who ride these buses.

If you have any additional questions, please contact the Permit Office at 210-493-3478.

Thank you for your cooperation!