



# Leaner-Hanger-Stump Ticket



## Purpose:

This ticket template is composed of three pages and is used to document debris activities associated with the removal of leaning trees (one ticket per tree), hanging tree limbs (one ticket per tree), and tree stumps (one ticket per tree). This template may need to be modified to address contractual requirements. Additional debris guidance documents are listed below.

- FDEM Leaner-Hanger-Stump Guidance (FROC-GUI-00)
- FEMA Public Assistance Debris Monitoring Guide (March 2021)
- FEMA Public Assistance Program and Policy Guide (Version 5)
- Public Assistance Debris Removal Tips Fact Sheet (August 2017)
- Public Assistance Private Property Debris Removal (PPDR) Fact Sheet (August 2019)

## Fields:

### Top section

- Ticket Number: Issued by the debris monitor at the work site

### "Ticket Information" section

- Ticket Date & Time: Date and time the ticket was created
- Event: Name of the event (e.g., Hurricane Michael)
- Applicant: The Public Assistance Applicant Name (i.e., jurisdiction legally responsible for the work)
- Contractor: Name of the contractor responsible for the work
- Subcontractor: Name of the subcontractor responsible for the work
- Crew Number: Unique identifier assigned by the Applicant/contractor for the work crew performing the activities

### "Leaner/Hanger/Stump Information" section

- Start Date & Time: Date and time the work was started
- End Date & Time: Date and time the work was finished
- GPS Latitude (decimal degrees): Global Positioning System latitude coordinate in decimal degrees (i.e., 00.000000).
- GPS Longitude (decimal degrees): Global Positioning System longitude coordinate in decimal degrees (i.e., 00.000000)
- Street Address, City, and ZIP code
- Monitor Name & ID: debris monitor's name and unique identifier
- Parcel Number: Unique identifier assigned by the local tax assessment office for the location in which work was performed
- ROE Number: Unique identifier associated with right-of-entry onto private property. See Right of Entry – Example (FROC-GUI-003) document for more information.
- Location: Type of location the work was conducted
- Actual Diameter (Single Tree Removal): Diameter of the tree in inches
- Number of cuts (Hanging Limb Removal): Number of limbs cut on the tree
- Actual Diameter (Single Stump Removal): Diameter of the stump in inches

### Top section

- Notes: For use at the Applicant's discretion





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Leaner/Hanger/Stump Ticket				Ticket Number	
<b>Ticket Information</b>					
Ticket Date		Ticket Time		Contractor	
Event				Subcontractor	
Applicant				Crew Number	
<b>Leaner/Hanger/Stump Information</b>					
Start Date		Start Time		End Date	
				End Time	
GPS Latitude (decimal degrees)				GPS Longitude (decimal degrees)	
Street Address, Street Name, & ZIP Code				Monitor Name & ID	
Parcel Number			ROE Number		
<b>Location</b>					
Public ROW	<input type="checkbox"/>	Waterway	<input type="checkbox"/>		
Private Property	<input type="checkbox"/>	Other	<input type="checkbox"/>		
School	<input type="checkbox"/>	Other Explanation			
Parks	<input type="checkbox"/>				
<b>Single Tree Removal</b>		<b>Hanging Limb Removal</b>		<b>Single Stump Removal</b>	
Actual diameter	<input type="text"/>	Number of cuts	<input type="text"/>	Actual Diameter	<input type="text"/>
<b>Notes</b>					





# Leaner-Hanger-Stump Ticket



Leaner/Hanger/Stump Photo Sheet & Checklist		Ticket Number
Photo 1 with measurement REQUIRED	Photo 2 with measurement REQUIRED	
<b>The appropriate section must be completed below.</b>		
<b>Tree Removal</b>		
<input type="checkbox"/>	<u>Required:</u> Poses an immediate threat to public health and safety,	
<input type="checkbox"/>	<u>Required:</u> Diameter of 6" or greater measured 4.5' above ground level <u>and</u> :	
<input type="checkbox"/>	Split trunk; or	
<input type="checkbox"/>	Broken canopy; or	
<input type="checkbox"/>	Leaning at greater than 30 degrees.	
<b>Hanging Limb Removal</b>		
<input type="checkbox"/>	<u>Required:</u> Poses an immediate threat to public health and safety,	
<input type="checkbox"/>	<u>Required:</u> Diameter of 2" or greater measured at the point of break, and:	
<input type="checkbox"/>	Could fall and cause injury to people; or	
<input type="checkbox"/>	Could fall and cause damage to improved property.	
<b>Stump Removal</b>		
<input type="checkbox"/>	<u>Required:</u> Poses an immediate threat to public health and safety	
<input type="checkbox"/>	<u>Required:</u> 50% or more of the root-ball exposed	
<input type="checkbox"/>	<u>Required:</u> Greater than 2' in diameter when measured 2' from the ground	
<b>Comment</b>		





# Leaner-Hanger-Stump Ticket



Leaner/Hanger/Stump Additional Photo Sheet		Ticket Number
Photo 3	Photo 4	
Photo 5	Photo 6	
Photo 7	Photo 8	

