

**SECTION 1 – A PERMIT IS REQUIRED FOR THE FOLLOWING ACTIVITIES:**

- A. **Planting trees.** Parks & Recreation will plant a tree in the right-of-way if a property owner requests it through 311. All individuals, neighborhood groups, businesses, and other entities desiring to plant a tree themselves in the right-of-way or in a park require a permit. Street trees that require opening or enlarging the sidewalk also require a permit from the Dept. of Transportation (DOT). Street trees may also be required as part of zoning regulations or as restitution for the removal of existing street trees, in which case applicants must complete Section 3 below. **Do not apply for a planting permit until the building façade is substantially completed.** All applications to plant trees must be received by May 1<sup>st</sup> for spring plantings (March 1–May 31) and by December 1<sup>st</sup> for fall plantings (October 1–December 31). Please refer to Parks' Tree Planting Standards before applying for a permit (<http://www.nycparks.org/permits/trees/planting.pdf>).
- B. **Pruning and other tree work.** Parks & Recreation completes routine pruning of street trees on a seven-year rotation. If a property owner desires to have city tree(s) pruned before the next pruning rotation, a permit is required from Parks. This also applies to removing stumps, fertilizing or modifying soil, excavating, spraying for the control of insects and disease, installing decorations, relocating (transplanting) an existing tree, and any other work on or adjacent to City trees. Any applications related to construction activities must be accompanied by the appropriate documentation listed in Section 3 below.
- C. **Removing trees.** Parks & Recreation removes all dead street trees within thirty (30) days of notification to 311. All trees within the City's mapped right-of-way or near a park area cannot be removed without the written permission of Parks & Recreation. Plan approvals from other City agencies do not constitute the required permission from Parks for tree removal or tree work of any kind. Please note that some front yard trees are still within the right-of-way. Complete Section 3.
- D. **Installing utilities.** Most utility connections can be installed or replaced without cutting any roots by tunneling under the tree. Cutting roots by trenching is dangerous and illegal. Complete Section 3.
- E. **Constructing new or altering existing buildings.** Construction activities around and adjacent to existing trees require a permit from Parks. This includes activities such as excavation, grade changes, equipment / vehicle storage, and any other work performed near City trees. Complete Section 3.
- F. **Repairing or installing sidewalks.** Parks & Recreation repairs sidewalks damaged by tree roots if a property owner requests it through 311. If you have a sidewalk / root conflict and would like to repair the sidewalk yourself, you must apply for a permit from Parks. Sidewalks fall under the jurisdiction of DOT, but if you are repairing a sidewalk around a tree you must also get a permit from Parks. The removal or cutting of tree roots is strictly forbidden, as this activity not only impacts tree health but also compromises its structural stability. Complete Section 3.
- G. **Installing driveways.** A driveway cut approved by the Department of Buildings (DOB) does not take the place of a permit to remove a tree. Complete Section 3.
- H. **Erecting sidewalk sheds or scaffolding.** These fixtures are put up to protect the public but they severely restrict the sunlight, water, and growing space available to trees. Complete Section 3.

*All proposed work will be inspected prior to issuing a Permit. At the time of inspection, if the proposed tree work is approved, a detailed description will be supplied on the form "Tree Permit Work Order" and attached to the corresponding permit. The Permittee may only perform the work described in the work order attached to the permit. If further work is required on existing trees during the course of the project, additional work orders must be obtained from Parks & Recreation. If the company performing tree work changes, a new permit must be obtained from Parks.*

**For Parks & Recreation use only. This section is mandatory. All applications must be retained in Parks files.**

DATE APPLICATION RECEIVED \_\_\_/\_\_\_/\_\_\_ APPLICATION NO. \_\_\_\_\_ PROJECT / DOB BIS JOB NO. \_\_\_\_\_  
 PERMIT NO. \_\_\_\_\_ WORK ORDER NO. \_\_\_\_\_ ADDITIONAL W.O. NO. \_\_\_\_\_  
 INSPECTION DATE \_\_\_/\_\_\_/\_\_\_ INSPECTED BY \_\_\_\_\_

**SECTION 2 – APPLICANT INFORMATION** (Please fill in all fields.)

NAME \_\_\_\_\_ TEL. NO. \_\_\_\_\_ FAX \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_ EMAIL \_\_\_\_\_  
 TREE WORK ENTITY NAME \_\_\_\_\_ TEL NO. \_\_\_\_\_  
 TREE WORK ENTITY ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**WORK LOCATION:** STREET ADDRESS \_\_\_\_\_  
 CROSS STREETS \_\_\_\_\_ BOROUGH \_\_\_\_\_

DEPARTMENT OF BUILDINGS BIS NUMBER (N/A if not applicable) \_\_\_\_\_ PROJECT NAME \_\_\_\_\_  
 BUILDING FAÇADE SUBSTANTIALLY COMPLETED?  YES  NO LANDSCAPE CONTRACTOR?  YES  NO

**TYPE OF WORK PROPOSED:** Please check appropriate box and be specific concerning scope of work and exact location.

- PLANT  REMOVE TREE  EXCAVATE  PRUNE  MANAGE PESTS  RELOCATE  REMOVE STUMP
- CONSTRUCTION-RELATED ACTIVITIES (grade changes, equipment storage, etc.)  INSTALL DECORATIONS  PROTECT  OTHER

PLANTING REQUEST:  OFF-site  ON-site OTHER DETAILS \_\_\_\_\_

\_\_\_\_\_ # OF TREES IMPACTED \_\_\_\_\_  
 Estimated Date for Start of Work \_\_\_/\_\_\_/\_\_\_ Estimated Duration of Work \_\_\_\_\_

**Signature required on page 2 →**

## SECTION 3 – DOCUMENTATION

Please provide the following documents in support of your application, if appropriate. Applications submitted without these documents will not be processed. Do not send documents under a separate cover. 14" x 17" drawings are preferred. Parks may, at its discretion, require additional documents in support of this application.

- Letter stating intent of the project, why tree work needs to be completed, and the project's Department of Buildings BIS Number
- Pre-construction survey and / or layout of existing conditions illustrating tree location(s)
- Project design plan
- Builders Pavement Plan
- Site photos
- Utility drawings or vault installation drawings, if applicable
- MTA subway roof maps, if determined necessary by Parks
- Any other plans that demonstrate conflicts between city trees and the project

## SECTION 4 – RULES (Required for all applicants and property owners)

Before submitting this application, please review the permitted activities on the previous page and the following conditions below:

- **This application is not a permit.** No work may be performed before a Work Order and Permit are granted.
- **Arboricide.** The removal of a tree without permission is a criminal misdemeanor punishable by a fine and / or imprisonment for up to one year, in addition to civil damages.
- **Permit timeframe.** All applications must be received at least ten (10) business days prior to the start of work at any time during the year with the exception of planting permits. They must be received no later than May 1<sup>st</sup> for a spring planting or December 1<sup>st</sup> for a fall planting. A Parks forester will visit the site within three (3) weeks to determine if the proposed planting plan is acceptable. Planting permits expire within six (6) months, and planting must be completed between March 1<sup>st</sup> and May 31<sup>st</sup> for spring plantings or between October 1<sup>st</sup> and December 31<sup>st</sup> for fall plantings. Construction-related tree work permit applications must be received at least twenty (20) business days prior to the start of work.
- **Who can apply.** Permit applications can be made by property owners, general contractors, tree work contractors, utilities, businesses, and other entities.
- **Insurance.** The Permittee or entity doing work on or adjacent to a City tree, including the planting of new trees, must have appropriate insurance to perform work. The Permittee must submit proof of insurance to Parks for a permit to be granted. Depending on the size and scope of the project, a performance bond may be required as well. Parks reserves the right to deny a Permit to any contractor or entity in poor standing with the Agency.
- **Qualifications.** The Permittee must prove to Parks that at least one member of the tree company performing tree work possesses either a certificate as "Arborist" from the International Society of Arboriculture (ISA) or equivalent certification or experience, which will be determined by Parks. Other types of work (e.g., pesticide application) must be performed by entities holding the appropriate certifications, licenses, and / or permits. The contractor conducting the tree work must be certified by the New York State Department of Agriculture & Markets to perform work within the Asian Longhorned Beetle Quarantine Zone.
- **Supervision.** Parks reserves the right to request supervision of work by an ISA-certified arborist.
- **Compliance.** The Permittee must follow Parks' and other regulating authorities' standards and requirements while performing any work under the Permit. In general, according to current mandates set forth by New York State Department of Agriculture & Markets, the company performing the tree work is required to transport all Asian longhorned beetle (ALB) host material within the quarantine zone.
- **Documentation.** If a Permit is granted, the original copy of the Tree Permit Work Order and Permit must be present at the worksite at all times. Photocopies or fax copies are not acceptable.
- **Multiple activities.** If further work is required on or adjacent to City trees during the course of the project, a new work order must be requested from Parks. If the company conducting tree work changes, a new permit must be requested from Parks.

## SECTION 5 – SIGNATURES (Required for all applicants and property owners)

I hereby certify that I have read and understood the conditions in Sections 1 and 4 above. I agree to abide by the terms and conditions of this application and any permit, if granted, and the Rules and Regulations of Parks. I understand that any false statement or information, or failure to follow the terms of any permit granted, may lead to the immediate denial or cancellation of my Permit and additional legal action by Parks.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**For all activities EXCEPT tree planting, completed applications and required documents should be faxed or sent to the appropriate borough forestry office:**

<b>THE BRONX</b> NYC Parks & Recreation Attn: FORESTRY 1 Bronx River Parkway Bronx, NY 10462 Fx: (718) 430-4663 Ph: (718) 430-1877	<b>BROOKLYN</b> NYC Parks & Recreation Attn: FORESTRY 95 Prospect Park West Brooklyn, NY 11215 Fx: (718) 965-7753 Ph: (718) 965-7750	<b>MANHATTAN</b> NYC Parks & Recreation Attn: FORESTRY 24 West 61 <sup>st</sup> St., 5 <sup>th</sup> Flr New York, NY 10023 Fx: (212) 860-1359 Ph: (212) 860-1845	<b>QUEENS</b> NYC Parks & Recreation Attn: FORESTRY 80-30 Park Lane Kew Gardens, NY 11415 Fx: (718) 699-7491 Ph: (718) 699-4700	<b>STATEN ISLAND</b> NYC Parks & Recreation Attn: FORESTRY 1150 Clove Rd. Staten Is., NY 10301 Fx: (718) 816-9194 Ph: (718) 816-5180
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**For TREE PLANTING applications, all required documents should be faxed or sent to:**

NYC Parks & Recreation, Attn: PERMITS, Central Forestry & Horticulture,  
Olmsted Center, room 47, Flushing Meadows Corona Park, Flushing NY, 11368

Fx: (718) 760-6640 Ph: (718) 760-6794  
[Treeplanting.Permits@parks.nyc.gov](mailto:Treeplanting.Permits@parks.nyc.gov)

# Important Information: Tree Planting Permit Processing

## Tree Planting Permit Application:

Applications must be filled out completely and must include all of the relevant attachments in order for the permit process to begin. The building façade must be substantially complete.

### Common Application Mistakes

Information missing on the form:

- Type of work
- Signature of applicant and building owner/project supervisor

Documents not included with the application:

- Site plan and/or the BPP
- Street Tree Checklist (ST-1) required if satisfying zoning requirements. This form is issued by the Department of Buildings and can be found at:

[http://www.nyc.gov/html/dob/html/forms/forms\\_permits.shtml](http://www.nyc.gov/html/dob/html/forms/forms_permits.shtml)

## Final Inspection:

Please read the permit application, work order, and Parks planting standards before planting. Non-compliance with Parks standards will result in failure of final inspection. Parks standards can be reviewed at:

[http://www.nycgovparks.org/sub\\_permits\\_and\\_applications/images\\_and\\_pdfs/TreePlantingStandards.pdf](http://www.nycgovparks.org/sub_permits_and_applications/images_and_pdfs/TreePlantingStandards.pdf)

### Common Problems Causing a Failed Final Inspection

- Tree pit is not the size specified on the permit (i.e. 5'x 6', 8' x 4', etc.) – Pit sizes must be expanded to the size indicated
- Wrong tree species was planted – Plant the species selected by the forester
- Either plastic or wire ties were used instead of arbor tie – Use arbor tie only
- No mulch was applied – Apply mulch
- Wrong mulch was used – Only dark tree bark mulch is permitted
- Tree is not 2.5 to 3 inches in caliper – Plant 2.5 to 3 inch caliper trees only
- Paving design does not follow DPR standards – Follow paving design if specified on permit
- Too many pavers have been placed in the tree pit – Remove pavers to comply with proper design
- No mortar between pavers – Add mortar to joints to secure paving stones
- Root flare at the base of the tree is not visible (i.e. the tree was planted too deep) – Root flare must be flush with existing grade
- Wire basket and/or burlap was not removed from the tree according to DPR standards – Remove top half of metal cages and fabric
- Tree has significant damage – Tree must be in excellent condition
- Tree branches are not limbed up to a minimum of five feet – All branches must be limbed up to a minimum of five feet

**Please Note: If a final inspection fails, Parks will require a photograph of the tree showing the corrected mistakes before a re-inspection will take place.**

***\*Do not submit this page with your permit application.***