



TREE PERMIT INFORMATION

For Developers, Architects, Builders, Contractors, Expeditors

Trees are vital components of New York's infrastructure. Trees contribute to clean air and water, reduce energy costs, increase property values and make streets and parks more beautiful. The New York City Department of Parks & Recreation has jurisdiction over all trees growing in the public right-of-way, including trees along streets, parkways, and in City parks*. Parks' jurisdiction often does not end at the sidewalk but may extend across a front yard or lawn all the way to the building line. Parks' goal is to preserve and protect this valuable public asset. Careful planning and protective measures can prevent injury and destruction of City-owned trees and help avoid costly project delays, fines or litigation.

Any person wishing to do work on or in the proximity of a street tree is required to call **311** and request a **Tree Work Permit**. Contacting Parks early in the design or planning process is the best way to resolve issues involving City-owned trees. All trees, including their branches, trunks and root systems, must be protected from vehicles, equipment, and heavy materials during the course of work. Soil disturbance should be avoided. All digging must proceed with extreme caution so as not to damage tree roots. Physical barriers may be required to restrict access around trees.

STOP!! Call 311 and ask for a Tree Work Permit before embarking on any of the following activities:

- **Removing trees.** All tree removals are prohibited 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.
- **Installing driveways.** If you have a driveway cut approved you are not automatically permitted to remove a tree. Call 311 before you take any further action if a tree is involved.
- **Erecting sidewalk sheds or scaffolding.** These fixtures are put up to protect the public but they severely restrict the sunlight and growing space available to trees. Call if you are erecting a sidewalk shed around a tree and would like a free consultation.
- **Repairing sidewalks.** The Administrative Code regarding sidewalks and property owner liability changed in September 2003 [Local Law 49, section 7-2 10]. If you are repairing a sidewalk around a tree, you are not allowed to cut the roots. Trimming or removal of roots not only impacts tree health but may compromise its structural stability and must be performed or supervised by Parks' personnel. Call 311 and request a Root Slicing Appointment.
- **Utility installation.** 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.
- **Parks also requires permits for tree planting and other work on existing trees.** This work includes, but is not limited to, pruning, fertilizing, spraying for the control of insects and disease, installing decorative lights and relocating an existing tree.

Do not delay your Certificate of Occupancy.

You may delay receiving a certificate if trees are not accurately depicted on your plans, or if there have been any changes during the course of work to trees and other vegetation under Parks' jurisdiction. If you have questions, always call 311 first. You will save time later.



VIOLATORS WILL BE PROSECUTED

The Parks Enforcement Patrol and the NYPD will enforce the Administrative Code and Parks Regulations regarding damage and destruction to trees. Violations are misdemeanors punishable by a fine not to exceed \$15,000 and/or imprisonment for up to one year.

For more information on Parks' policies regarding trees go to www.nyc.gov/parks.

* Section 18-129 of the NYC Administrative Code or Article 3, Section 6 of the Parks Rules & Regulations.