

P-AE Emergency Forestry Application

For a Permit to perform emergency tree work on or near all street or park trees

SECTION 1 – CONTRACTOR INFORMATION

NAME _____ TEL. NO. _____ FAX _____

COMPANY NAME/ AGENCY _____

MAILING ADDRESS _____ CITY _____ ZIP CODE _____ EMAIL _____

WORK LOCATION: STREET ADDRESS (Include zip code) _____ # of Trees/Stumps _____

CROSS STREETS _____ BOROUGH _____

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

Remove trees

Parks removes all dead street trees within thirty (30) days of notification to 311. No trees within the City's mapped right-of-way or in a park can be removed without the written permission of Parks. 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.

Prune

Parks prunes curbside trees in order to maintain public safety, address immediate conflicts with city infrastructure, and enhance tree health and longevity. Parks also prunes tree limbs that have been damaged or broken in storms. Routine pruning of all but the youngest trees occurs on a block-by-block basis in a portion of each community each year. The maintenance cycle is based on available funding. Should you wish to have the tree pruned at your own expense by a licensed arborist, we will consider your request for a no-fee pruning permit. No work may be performed on or within 50 feet of a street tree without a **Permit** from Parks. Violations for tree damage are misdemeanors punishable by a fine not to exceed \$15,000 and/or imprisonment for up to one year.

Remove Stumps

All tree stumps that remain from tree removals conducted by Parks are recorded and registered. Stump removals by Parks are dependent on the availability of funding. If you would like to hire someone to remove a stump you must apply for a permit.

Other

DETAILS _____

Estimated Date for Start of Work ____/____/____ Estimated Duration of Work _____

SECTION 2 – CONTACT INFORMATION

All Emergency Tree Work Applications must be submitted to the appropriate Borough Forestry Office:

THE BRONX NYC Parks & Recreation Attn: FORESTRY 1 Bronx River Parkway Bronx, NY 10462 Bronx.Forestry@parks.nyc.gov Fx: (718) 430-4663 Ph: (718) 430-1877	BROOKLYN NYC Parks & Recreation Attn: FORESTRY 95 Prospect Park West Brooklyn, NY 11215 Brooklyn.Forestry@parks.nyc.gov Fx: (718) 965-7753 Ph: (718) 965-7750	MANHATTAN NYC Parks & Recreation Attn: FORESTRY 24 West 61 st St., 5 th Flr New York, NY 10023 Manhattan.Forestry@parks.nyc.gov Fx: (212) 860-1359 Ph: (212) 860-1845	QUEENS NYC Parks & Recreation Attn: FORESTRY 80-30 Park Lane Kew Gardens, NY 11415 Queens.Forestry@parks.nyc.gov Fx: (718) 699-7491 Ph: (718) 393-7373	STATEN ISLAND NYC Parks & Recreation Attn: FORESTRY 1150 Clove Rd. Staten Is., NY 10301 StatenIsland.Forestry@parks.nyc.gov Fx: (718) 816-9194 Ph: (718) 390-2080
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SECTION 3 – RULES (Required for all applicants and property owners)

Before submitting this application, please review the permitted activities above 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.
- **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 may be asked to 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.** In order to stay in good standing our standards must be followed or the landscaping company (tree work entity) will be denied any Agency permits for a period of 12 months.
- **Qualifications.** For tree pruning, a member of the working crew or the crew supervisor must be certificated as "Arborist" by the International Society of Arboriculture (ISA) or equivalent certification or experience, determined by Parks. 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. Parks may ask for proof of the above mentioned qualifications at any time.
- **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. Parks & Recreation will release a Permit only to a representative of the Tree Work Entity named on the Permit.