

## SECTION 1 – APPLICANT INFORMATION

NAME \_\_\_\_\_ TEL. NO. \_\_\_\_\_ FAX \_\_\_\_\_

COMPANY NAME/ AGENCY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ 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 DOB JOB NUMBER (N/A if not applicable) \_\_\_\_\_ PROJECT NAME \_\_\_\_\_

BUILDING FAÇADE SUBSTANTIALLY COMPLETED?  YES  NO  N/A LANDSCAPE CONTRACTOR?  YES  NO

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

PLAN REVIEW (complete Section 2)  REMOVE TREE  EXCAVATE  PRUNE  MANAGE PESTS  INSTALL/RELOCATE UTILITIES  REMOVE STUMP

INSTALL TREE GUARD  INSTALL DECORATIONS  CONSTRUCTION-RELATED ACTIVITIES (grade changes, equipment storage, etc.)

PLANT ON-site  PLANT OFF-site  OTHER

DETAILS \_\_\_\_\_

# OF TREES IMPACTED \_\_\_\_\_ PREVIOUS APPLICATION NUMBER(S) \_\_\_\_\_

Estimated Date for Start of Work \_\_\_/\_\_\_/\_\_\_ Estimated Duration of Work \_\_\_\_\_

Parks does not assess any fees for this application.

## SECTION 2 – PLAN REVIEW DOCUMENTATION (only applies for New Building Construction and Major Alterations)

# Trees to be retained at property \_\_\_\_\_ # Proposed Tree Removals \_\_\_\_\_ # New trees to be planted on site \_\_\_\_\_

Are there currently or will there be overhead utility wires at this site? Yes \_\_\_\_\_ No \_\_\_\_\_

In addition please provide **2 copies** of the following documents in support of your Plan Review application. Applications submitted without these documents will not be processed. Do not send documents under a separate cover. Parks may, at its discretion, require additional documents in support of this application. If you would like your design review expedited you must also include a Certified Arborist Report. You can find a Certified Arborist at [www.isa-arbor.com](http://www.isa-arbor.com). Electronic submissions are preferred.

- **Site Plan:** Must be 11x17 architectural drawings with a **scale bar** including existing and proposed conditions (e.g. trees, utilities etc.), and indicate the proposed tree species if new trees are to be planted.
- **Photos of the location:** These photos must include all trees within 50 feet of the property.
  - 1 photo of each street frontage view.
  - 1 photo of each sidewalk view parallel to the street.
- For more information about these requirements please visit [www.nyc.gov/parks](http://www.nyc.gov/parks)

## SECTION 3 – SIGNATURES (Required for all applicants and property owners, except during interagency projects where the City is the property owner)

I hereby certify that I have read and understood the conditions and rules in the P-A Supplemental Information included with this application packet. 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 including the possible denial of Agency permits to the landscaping company (tree work entity) for a period of 12 months and additional legal action by Parks.

Applicant's Signature (Property owner or head of organization filling out this form) \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Tree Work Entity's Signature\* (Authorized Landscape Company doing tree work) \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

\*Not required for Plan Review applications.

For all proposed tree work, excluding Plan Reviews, an inspection will be conducted 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. If the company performing tree work changes, a new permit must be obtained from Parks. **Note:** If an approved site plan is on file, no inspection will take place before tree planting permits are issued.

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

DATE RECEIVED \_\_\_/\_\_\_/\_\_\_ APPLICATION NO. \_\_\_\_\_ SR NO. \_\_\_\_\_ WORK ORDER NO. \_\_\_\_\_

REVIEW DATE \_\_\_/\_\_\_/\_\_\_ REVIEWED BY \_\_\_\_\_ DATE DESIGN APPROVED \_\_\_/\_\_\_/\_\_\_



For all activities EXCEPT tree planting permits, completed applications and required documents should be faxed, e-mailed or sent 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](mailto: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](mailto:Brooklyn.Forestry@parks.nyc.gov)  
Fx: (718) 965-7753  
Ph: (718) 965-7750

**MANHATTAN**

NYC Parks & Recreation  
Attn: FORESTRY  
24 West 61<sup>st</sup> St., 5<sup>th</sup> Flr  
New York, NY 10023  
[Manhattan.Forestry@parks.nyc.gov](mailto: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](mailto: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](mailto:StatenIsland.Forestry@parks.nyc.gov)  
Fx: (718) 816-9194  
Ph: (718) 390-2080

For TREE PLANTING permit applications all required documents should be faxed, e-mailed or mailed to:

NYC Parks & Recreation, Attn: PERMITS, Central Forestry & Horticulture,  
Olmsted Center, Flushing Meadows Corona Park, Flushing NY, 11368  
[Treeplanting.Permits@parks.nyc.gov](mailto:Treeplanting.Permits@parks.nyc.gov)

Fx: (718) 760-6640  
Ph: (718) 760-6794

## Section 4- A PERMIT IS REQUIRED FOR THE FOLLOWING ACTIVITIES WITHIN THE PUBLIC RIGHT OF WAY

- A. **Removing 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. See *Section 6*.
- B. **Excavation.** All work done within 50 feet of a city tree must have a Parks permit to avoid unsafe and hazardous conditions. No cutting of roots is permitted. Unpermitted work can lead to serious tree damage. Violations are misdemeanors punishable by a fine not to exceed \$15,000 and/or imprisonment for up to one year. Any applications related to construction activities must be accompanied by the appropriate documentation listed in *Section 6* below. Work conducted within two intact curb lines is exempt from this requirement. Tree roots are rarely found in the road bed
- C. **Pruning.** 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. In this case, you may file a P-A Forestry Application. No work may be performed on or within 50 feet of a street tree without a **Permit** from Parks. Construction work can lead to serious tree damage unless preformed appropriately. Violations for tree damage are misdemeanors punishable by a fine not to exceed \$15,000 and/or imprisonment for up to one year. See *Section 6*.
- D. **Managing Pests.** Pest Management on city trees must be permitted. Spraying for the control of insects and disease must be completed by a licensed professional. Any applications related to construction activities must be accompanied by the appropriate documentation listed in *Section 6* below.
- E. **Relocating/Repairing Utilities.** Utilities include but are not limited to: plumbing, gas, electric, water, sewage, cable, phone and internet lines. 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. A Certified Arborist must be onsite during all utility work. Parks has a Utility Protocol for work done around trees that is available upon request. Any applications related to construction activities must be accompanied by the appropriate documentation listed in *Section 6* below. Work conducted within two intact curb lines is exempt from this requirement. Tree roots are rarely found in the road bed
- F. **Removing 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. Any applications related to construction activities must be accompanied by the appropriate documentation listed in *Section 6* below.
- G. **Installing Tree Guards.** Any tree guard installed around a city tree must have a permit. Approved tree guards should be approximately 18" tall, with no sharp points. Solid walls are not permissible. Water must be able to flow into the tree bed. Consult our full specifications available online. Any applications related to construction activities must be accompanied by the appropriate documentation listed in *Section 6* below.
- H. **Installing Decorations.** Any decorations, including lighting, installed on a tree must have a permit. Lights will be permitted in the winter, but must be removed before the end of February. Any lights found on trees between February and October may result in a fine to the business/homeowner where the tree is located.
- I. **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 within 50 feet of City trees. Other work includes but is not limited to any work done within the drip line of a tree above or below ground and any work done over a tree. See *Section 6*. This work includes, but is not limited to:
  1. **Installing utilities.** Utilities include but are not limited to: plumbing, gas, electric, water, sewage, cable, phone and internet lines. 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. A Certified Arborist must be onsite during all utility work. Please refer to our Utilities Protocols. Work conducted within two intact curb lines is exempt from this requirement. Tree roots are rarely found in the road bed See *Section 6*.
  2. **Repairing or installing sidewalks.** Parks 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 the Department of Transportation (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. No work may be performed on or within 50 feet of a street tree without a **Forestry Permit** from Parks. Construction work can lead to serious tree damage unless preformed appropriately. Violations for tree damage are misdemeanors punishable by a fine not to exceed \$15,000 and/or imprisonment for up to one year. See *Section 6*.

3. **Installing driveways.** A driveway cut approved by the Department of Buildings (DOB) does not take the place of a permit to remove a tree. ALL tree removals must be approved by Parks. Please do not assume you will be allowed to remove the tree. See Section 6.
  4. **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. No work may be performed on or within 50 feet of a street tree without a **Forestry Permit** from Parks. Construction work can lead to serious tree damage unless preformed appropriately. Violations for tree damage are misdemeanors punishable by a fine not to exceed \$15,000 and/or imprisonment for up to one year. See Section 6.
  5. **Protect.** All trees within the public right-of-way that are adjacent to a construction site must be protected. A certified arborist protection plan must be submitted with this application. Construction work can lead to serious tree damage unless preformed appropriately. Violations for tree damage are misdemeanors punishable by a fine not to exceed \$15,000 and/or imprisonment for up to one year. See Section 6.
6. **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 DOT. Street trees may also be required as part of zoning regulations or as restitution for the removal of existing street trees. Those applicants with zoning requirements cannot request trees through 311 and **MUST** plant the required trees under a tree planting permit. **Do not apply for a planting permit until the building façade is substantially completed.** All applications to plant trees must be received by May 10<sup>th</sup> to guarantee a permit for spring planting (March 1–May 31) and by December 10<sup>th</sup> to guarantee a permit for fall planting (October 1–December 31). Please refer to Parks' Tree Planting Standards before applying for a permit (<http://www.nycparks.org/permits/trees/planting.pdf>). These standards must be followed for a planting sign-off to be issued. A tree work entity must be included for a tree planting permit application to be complete and the permit to be issued.

**PARKS SITE PLAN REVIEW IS REQUIRED FOR THE FOLLOWING: (NB, ALT 1, and ALT 2 pre-filed on or after May 3, 2010)**

7. **New Building Construction and Major Alterations (more than 20%):** In order to coordinate the planting requirement with new buildings, New Building or Alteration 1 Permits will not be issued until a site plan receipt from DPR is submitted to DOB. Additionally, Parks Site Plan Review must be completed before DOB will authorize a Builders Pavement Plan (Bronx, Brooklyn and Manhattan only). The site plan sealed by Parks must be submitted by the applicant to DOB. After construction is finished, use the P-A (Forestry Application) to apply to Parks for a tree planting permit. Complete Section 2.

**SECTION 5 – 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.
- **Type of work Proposed.** Each 'Type of Work Proposed' box is a different application type. By signing this application you only agree to the terms associated with the application type you are submitting.
- **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.** Construction-related tree work permit applications must be received at least twenty (20) business days prior to the start of work. Planting permits must be received no later than May 10<sup>th</sup> for a spring planting or December 10<sup>th</sup> for a fall planting. All applications must be received at least ten (10) business days prior to the start of work at any time during the year. 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. Sign-offs take up to tree (3) weeks and are dependent on weather in the winter months.
- **Who can apply.** Permit applications can be made by property owners, general contractors, tree work contractors, utilities, businesses, and other entities. The tree work company must apply for all planting permits.
- **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, excavation, pest management, utility work and construction related activities 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. For tree planting and plan review it is strongly recommended to have an ISA Arborist working on the project. 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. 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.
- **Planting Guarantee.** Applicants for tree planting permits are responsible for the trees for a 2 year guarantee period if no tree work entity information is given. Parks inspects after 2 years and all trees must be in excellent condition at this time. If trees are not in excellent condition you will be required to complete a punch list.
- **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.
- **Certified Arborist report.** This is required for all utility work. If you wish to expedite other permit applications you may submit a Certified Arborist Report. The report format can be found on our website in the permits section.
- **Plan Review.** The preferred method of submittal is via e-mail. If submitting by mail plans can be no larger than 11x17 and must be architectural drawings.

## SECTION 6 – GENERAL DOCUMENTATION

These items may not be needed if you have already had your plans approved by parks through the Plan Review Process.

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|--|---|
| <input type="checkbox"/> Letter stating the intent of the project, why tree work needs to be completed               | <input type="checkbox"/> Site Photos.   |
| <input type="checkbox"/> The project's Department of Buildings Job number (if applicable).                           | <input type="checkbox"/> Utility drawings or vault installation drawings, if applicable.                |
| <input type="checkbox"/> Pre Construction survey and / or layout of existing conditions illustrating tree locations. | <input type="checkbox"/> MTA subway road maps, if determined necessary by Parks.                        |
| <input type="checkbox"/> Project design plan.  | <input type="checkbox"/> Any other plans that demonstrate conflicts between city trees and the project. |
| <input type="checkbox"/> Builders Pavement Plan.   | <input type="checkbox"/> Tree guard design.   |
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