

SECTION 1 – GENERAL INFORMATION

DO NOT SEND PAYMENT AT THIS TIME

If you are required to plant street trees to satisfy section 23-03 and 23-04 of the NYC zoning code, the Tree Fund may be available to you in lieu of planting the trees directly.

- A. **Applicability.** There are two circumstances under which applicants may pay into the Tree Fund to satisfy the zoning requirements.
1. When the requirement is for trees to be planted off site.
 2. When the requirement is for trees to be planted on site but no trees can be planted due to the time of year (trees can only be planted in the spring and fall when climatic conditions are appropriate).
- The cost is \$1,700 per tree. The Dept of Parks & Recreation will plant these trees in the next planting season on site, if possible or off-site as necessary.
- B. **Refundable deposits.** In the case of #2 above, the payee may indicate on this application that they will seek a refund if they are in fact able to plant the tree directly based on construction schedule changes or other logistical circumstances. Parks will then allow six months from the date of this application for the applicant to plant trees during the appropriate planting season if the “refundable deposit” box is checked below. The deposit will be released upon a request by the applicant for a final inspection and the proper planting of the tree following Parks’ Standards ([Link](#)). In the event that the trees are not planted to our specifications the applicant may not be eligible for a refund (see detailed specifications on our web site). Parks will retain the funds and plant the tree. If after six months the applicant has not requested a final inspection the refund will be retained by Parks to plant the tree(s).

*Before planting the tree you must also apply for a street tree planting permit and state on the permit that you have applied to pay the refundable deposit.

SECTION 2 – APPLICANT INFORMATION (ALL Fields are required unless noted.)

CONTACT PERSON _____ TEL. NO. _____ FAX _____
 COMPANY _____
 MAILING ADDRESS _____ ZIP CODE _____ EMAIL _____
BUILDING LOCATION: STREET ADDRESS _____
 CROSS STREETS _____ BOROUGH _____
 DEPARTMENT OF BUILDINGS **BIS** NUMBER _____ PROJECT NAME (If available) _____

APPLICATION TYPE	# TREES	
<input type="checkbox"/> Off-Site	_____	Tree Planting Permit Application Number (if applicable) _____
<input type="checkbox"/> On-site/ Out of season	_____	
<input type="checkbox"/> Refundable Deposit	_____	

OTHER DETAILS _____

SECTION 3 – SIGNATURES (Required for all applicants and property owners)

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

Property Owner’s Signature _____ Date ____/____/____

Please send Application and ST-1 Form to:

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

Fax: (718) 760-6640 Ph: (718) 760-6794
Treeplanting.Permits@parks.nyc.gov

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

DATE APPLICATION RECEIVED ____/____/____ SIX MONTH DEADLINE (RD) ____/____/____ APPLICATION NO. _____