



NYC Parks

The following information is required on site plans (if applicable) for Parks Plan Review

Existing and Proposed Landscape:

- Planting strips, landscape islands
- Existing tree survey on the right-of-way (ROW) with DBH and species as well as adjacent trees within 50 ft of property lines
- Existing tree inventory on the property within 15' from the ROW
- Proposed tree removals with DBH and species
- All tree bed dimensions (including lawns)

Drawing Protocols:

- Any Borough Forestry related letters for tree removal/restitution/tree transplants. Title (including legal street address(es))
- North arrow scale bar (written and graphic formats) Graphic legend(s)

Property Description:

- Zoning lot and tax lot boundary lines with dimensions
- Block and lot numbers with associated BIS numbers

Existing and Proposed Infrastructure:

- Adjoining streets and alleys, etc., with applicable names
- All proposed sidewalk widths
- Utility lines, utility poles, telecom, gas, electric, fuel tanks, & any other underground infrastructure that may restrict tree planting

Existing and Proposed Infrastructure (continued):

- Gas, telecom., and electric lines traversing the ROW
- Street furniture including but not limited to bus stops and shelters, newsstands, mailboxes, telephones, signs, bicycle racks or any other obstruction on the sidewalk Manholes, storm drains, catch basins, valve boxes, septic tanks, leach fields, drywells, site drainage
- Fire escapes, awnings, balconies, terraces or any structure protruding from building that may interfere with any tree
- Sidewalk vaults, utility vaults, retaining walls
- Subway entrances, subway right-of-way, ventilation grates, and exit hatches
- Fire hydrants, protective bollards, street lights, traffic signs and signals, FDNY call box

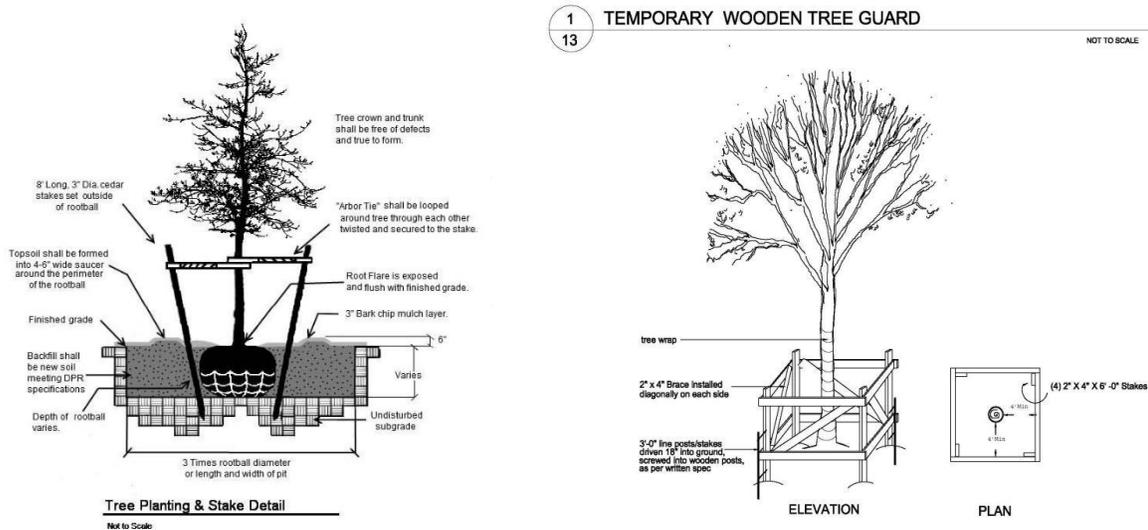
Existing and Proposed Property Improvements:

- Outline of existing and proposed buildings, garages or any other building accessories
- Building entrances, sidewalk hatches, stoops, stairs, ramps
- Notation of significant grade change
- Driveway dimensions, curb lines, curb cuts, pedestrian ramps, total frontage (ft)
- Encroachments, fences and walls located in the right of way

All textboxes must be on site plans:

- Total number of trees required by NYC DOB: _____
 - Existing trees to protect _____
 - Proposed trees to remove/relocate _____ (Must have DPR approval and documentation)
 - Proposed trees to plant onsite _____
 - Trees to plant offsite _____
 - Trees to pay into tree fund _____
- Will follow all NYC Parks tree planting specifications. All pit sizes indicated are to be fully excavated to the dimensions labelled and replaced with new topsoil to NYC Parks Standards.
- NYC Parks reserves the right to revoke an approved plan at any time. Any subsequent changes (i.e. utilities and/or infrastructure – gas/water/electric etc.) to the site after plan approval, nullifies approval. Changes must be disclosed to NYC Parks and the applicant must submit amended plans for re-approval.
- Plan approval by NYC Parks does not constitute permission to plant, remove, transplant, or to work around existing trees under Parks jurisdiction. Any work done on or near a city tree requires a permit from NYC Parks. This includes utility, sidewalk, pruning or any other work within the drip line of a tree (within the right of way) done by the general contractor or any subcontractors. All trees within 50 ft. of construction must be protected in accordance with Parks standards throughout the duration of construction. Proper permit(s) and work order(s) must be obtained from the appropriate forestry office.

Tree planting and tree protection diagrams must be present on site plans if there are existing trees or trees to be planted:



If the site plan is a Fast Track Application, the following textboxes must be on the site plan:

- Total number of trees required by NYC DOB: _____
 - Trees to pay into the tree fund (non-refundable) as on-sites _____
 - Trees to pay into the tree fund (non-refundable) as off-sites _____
- NYC Parks reserves the right to revoke an approved plan at any time. Any subsequent changes (i.e. utilities and/or infrastructure – gas/water/electric etc.) to the site after plan approval, nullifies approval. Changes must be disclosed to NYC Parks and the applicant must submit amended plans for re-approval.
- Plan approval by NYC Parks does not constitute permission to plant, remove, transplant, or to work around existing trees under Parks jurisdiction. Any work done on or near a city tree requires a permit from NYC Parks. This includes utility, sidewalk, pruning or any other work within the drip line of a tree (within the right of way) done by the general contractor or any subcontractors. All trees within 50 ft. of construction must be protected in accordance with Parks standards throughout the duration of construction. Proper permit(s) and work order(s) must be obtained from the appropriate forestry office.