NYC Parks

Plan Review Receipt
(3-5 business days)

Applicant submits webform application and required documentation via NYC Parks website.
Is application complete?

Yes

No

Common mistakes include: incorrect BIS number, no PD-1 form, photos that are not date stamped, photos that are not up to date, lack of textbox on site plan, no letter of intent, absence of tree protection notes and details on site plan

PI form is issued

Plan Review Receipt is issued

Plan Review
(20-30 business days)

Are there existing trees on site or within 50' of the site?

Yes

No

NYC Parks performs NYC Parks tree assessment

Are plan review comments necessary?

Yes

No

NYC Parks reviews plans and issues comments

Applicant submits updated plans to the corresponding forester addressing plan comments until site plan meets NYC Parks standards

Approved and sealed plan is emailed to the applicant.

Once construction is complete

Fulfilling Tree Planting Zoning Requirements

How will applicant fulfill zoning requirements?

Applicant will pay into the treefund

Applicant submits PF-1 form for Treefund payment

PF-2 Invoice is issued.

Applicant pays invoice online or by check

Applicant receives PF3 receipt which can be used for final signoff at DOB

Applicant will plant tree(s)

Applicant submits webform application for tree planting

NYC Parks inspects site for planting

If site is deemed appropriate for planting and field conditions match NYC Parks approved site plans, a planting permit is issued

Applicant plants tree(s)

Inspection (15-20 business days)

Applicant submits request for signoff to Treeplanting.permits@parks.nyc.gov

No existing tree(s) and applicant does need to fulfill tree planting zoning requirements

Applicant has existing tree(s) and does not need to fulfill tree planting zoning requirements

Other Permits
Applications for tree work permits which might include tree pruning, tree protection or tree removal may be submitted via the webform once receipt has been issued
(15-20 business days)

Applicant submits application for tree work via webform and checks box for previously approved or plan under review

NYC Parks inspects site (if necessary)

Tree pruning permits

NYC Parks issues tree pruning permit

Tree protection permits

NYC Parks issues tree protection permit

Tree removal permits

Applicant applies for tree removal permit on the webform

NYC Parks inspects trees and performs full NYC Parks Tree Assessment

Tree valuation letter is issued

Applicant receives tree removal permit and ensures that their site meets ST1 requirements without removed tree

NYC Parks forester inspects new or existing trees

If trees have been damaged by construction activites

NYC Parks tree assessment is performed

Restitution demand letter is issued to applicant

Applicant pays restitution

Are trees planted or maintained to NYC Parks standards?

Yes

No

Signoff is issued

Punchlist is issued

Applicant submits date-stamped photos to NYC Parks forester showing punchlist corrections

NYC Parks forester reinspects site if necessary

Legend

Applicant Responsibility

NYC Parks' Responsibility