



NYC Parks

P-A Forestry Application

Permit to plant or perform work on or near any tree under NYC Parks jurisdiction including plan review prior to construction*

SECTION 1 – APPLICANT INFORMATION

Name _____ Tel. No. _____ Fax _____

Company Name/Agency _____

Email(required) _____

Mailing Address _____ City _____ State _____ Zip Code _____

Tree Work Entity/Landscaper _____ Tel. No. _____ Fax _____

Tree Work Entity Address _____ City _____ Zip Code _____

WORK LOCATION: Street Address _____

Cross Streets _____ BOROUGH _____

HUB Job? YES NO / **Build It Back Program?** YES NO (see section 6 note on BIB jobs) / **DDC Job?** YES NO / **MTA Job?** YES NO

HPD JOB? YES NO / **EDC JOB?** YES NO / **DOT JOB?** YES NO / **DEP JOB?** YES NO

DOB BIS Number (NB - ALT1 - ALT2 - N/A if not applicable) _____

Building façade substantially completed? YES NO N/A Project Name _____

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 Transplant Manage Pests Install/Relocate Utilities

Remove Stump Install/Amend Tree Guard Install/Remove Decorations Construction-Related Activities (grade changes, equipment storage, etc.)

Plant on-site Plant off-site Expand Tree Bed Install/Remove Paving Other

DETAILS _____

OF TREES IMPACTED _____ PREVIOUS APPLICATION NUMBER(S) _____

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

SECTION 2 – PLAN REVIEW DOCUMENTATION

Projects requiring signoff for DOB Certificate of Occupancy

NUMBER OF TREES TO BE:

Preserved _____ Proposed Removal(s) _____ Planted On-site _____ New Planted Off-site _____ Relocated _____

In addition please provide **1 copy** 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. NYC 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. All jobs that contain existing trees that will remain post construction **require** drawings with measured Critical Root Zones included on 11x17 site plan. See link for information and directions <http://www.nycgovparks.org/pagefiles/84/tree-protection-details.pdf>

A. All applicants requesting permits from Parks are responsible for the protection of existing trees. Anyone performing *Any and All* work performed within 50 feet of a city tree must possess a permit issued by the NYC Parks Department to avoid unsafe, hazardous and other conditions which may be detrimental or potentially detrimental to any city tree. It is incumbent upon the applicant to ascertain as to whether or not there are any trees or tree roots situated within the right of way. A project does not require a permit where work is performed solely between two curb lines. If the work is proximate to the city tree then tree protection must be in effect. Any and all trees that fall within the jurisdiction of the NYC Parks Department are protected by law from any and all damage thereto including but not limited to any incidental damages, damage to the canopy, or damage to the trunk or root zone during and in the course of any and all construction activities, and also the aftermath of any and all construction activities.

Please read and include Standard Tree Protection Notes to all Plan Reviews or jobs containing existing trees. See link for material:

<http://www.nycgovparks.org/pagefiles/84/standard-tree-protection-notes-for-permits-and-plan-review-spring-2015.pdf>

- 1. Site Plan:** Must be 11x17 architectural drawings with a **scale bar** including existing and proposed conditions. (Refer to NYC Parks Plan Review Checklist at <https://www.nycgovparks.org/pagefiles/54/New-Plan-Review-Checklist.pdf>)
- 2. Photos of the location:** These photos must be clear, date stamped, labeled, in color & include all trees within 50 feet of the property. We do not accept Google map images.
 - 1 photo of each street frontage view (this photo preferred taken from across the street labeling proposed jobsite.)
 - 1 photo of each sidewalk view parallel to the street.

For more information about these requirements please visit <http://www.nycgovparks.org/trees/street-tree-planting/permit-directions>

Failure to provide quality photographs as specified above will result in the applicant not receiving a Plan Review Receipt

SECTION 3 – SIGNATURES

Required for all applicants and property owners except during interagency projects where City of New York is the property owner. For interagency projects the tree work entity/landscaper must adhere to all conditions and rules in P-A supplemental information included with this document.

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 of head of organization filling out this form) _____ **Date** ____/____/____

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

***NYC Parks does not assess any fees for processing this application**

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 Applicant 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.

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 ___/___/___

E-mail is preferred for all activities.

All plan review documentation should be emailed 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
F: (718) 430-4663
T: (718) 430-1887

BROOKLYN

NYC Parks & Recreation
Attn: FORESTRY
95 Prospect Park West
Brooklyn, NY 11215
Brooklyn.Forestry@
parks.nyc.gov
F: (718) 965-7753
T: (718) 965-7747

MANHATTAN

NYC Parks & Recreation
Attn: FORESTRY
24 West 61st St., 5th Floor
New York, NY 10023
Manhattan.Forestry@
parks.nyc.gov
F: (212) 860-1359
T: (212) 860-1845

QUEENS

NYC Parks & Recreation
Attn: FORESTRY
80-30 Park Lane
Kew Gardens, NY 11415
Queens.Forestry@
parks.nyc.gov
F: (718) 393-7320
T: (718) 393-7373

STATEN ISLAND

NYC Parks & Recreation
Attn: FORESTRY
1150 Clove Rd.
Staten Is., NY 10301
StatenIsland.Forestry@
parks.nyc.gov
F: (718) 816-9194
T: (718) 390-2080

For tree guard permit applications, all required documents should be e-mailed to:

Email: Central.Forestry@parks.nyc.gov

For tree planting permit applications, all required documents should be e-mailed to:

Email: Treeplanting.Permits@parks.nyc.gov **Phone:** (718) 760-6801

Please note the Olmsted Center is not a walk-in office. Visitations will only be allowed when scheduled appointments have been approved by a member of the Permits and Plan review team. All appointments must be scheduled by calling 718-760-6801 or emailing Treeplanting.Permits@parks.nyc.gov.

SECTION 4 – A PERMIT IS REQUIRED FOR THE FOLLOWING ACTIVITIES WITHIN THE PUBLIC RIGHT OF WAY

B. Removing trees. NYC 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 NYC 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 City right-of-way. *See Section 6.*

C. Excavation. Anyone performing *Any and All* work performed within 50 feet of a city tree must possess a permit issued by the NYC Parks Department to avoid unsafe, hazardous and other conditions which may be detrimental or potentially detrimental to any city tree. It is incumbent upon the applicant to ascertain as to whether or not there are any trees or tree roots situated within the right of way. A project does not require a permit where work is performed solely between two curb lines. If the work is proximate to the city tree then tree protection must be in effect Any and all trees that fall within the jurisdiction of the NYC Parks Department are protected by law from any and all damage thereto including but not limited to any incidental damages, damage to the canopy, or damage to the trunk or root zone during and in the course of any and all construction activities, and also the aftermath of any and all construction activities. No cutting or otherwise damaging of tree roots is permitted. Any and all tree work must be permitted. Tree work performed absent a permit can precipitate serious financial and legal repercussions. Violations and misdemeanors are punishable by a fine not to exceed \$15,000 and/or imprisonment for up to one year. Any and all applications relating to construction activities must be accompanied by the appropriate documentation as set forth in *Section 6* below.

D. 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 performed appropriately. Violations for tree damage are misdemeanors punishable by a fine not to exceed \$15,000 and/or imprisonment for up to one year. *Section 6* below.

E. Transplant. See *Section 6* below.

F. 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.

G. 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. NYC 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.

H. Removing Stumps. All tree stumps that remain from tree removals conducted by NYC 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.

I. Installing Ornamental Tree Guards. Any tree guard installed or altered around a city tree must have a permit. Ornamental tree guards are not approved as a tree protection method during construction activity. Please refer to correct hyperlink detailing tree guards required for construction activity to avoid confusion. <http://www.nycgovparks.org/pagefiles/84/tree-protection-details.pdf> Approved ornamental tree guards should be three sided, approximately 18" tall, with no sharp points, installed on the outer perimeter of the tree bed and are positioned at least one foot short of the curb with the curbside open. Solid walls are not permissible. Water must be able to flow into the tree bed on all sides. Consult our full specifications available online in our planting standards. Note the applicant takes full responsibility for maintaining the tree guard in a safe condition indefinitely. If the tree guard is not maintained in a safe condition the tree guard will be removed by NYC Parks. Any applications related to construction activities must be accompanied by the appropriate documentation listed in *Section 6* below. Ornamental tree guards permits will not be granted without submitting a proposed design. Pre-approved styles of ornamental tree guard styles can be found at the following link: <https://www.nycgovparks.org/pagefiles/53/Tree-Planting-Standards.pdf>.

J. 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.

- 1. 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: **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. A project does not require a permit where work is performed solely between two curb lines. If the work is proximate to the city tree then tree protection must be in effect. Tree roots are rarely found in the road bed. See *Section 6*. A project does not require a permit where work is performed solely between two curb lines. If the work is proximate to the city tree then tree protection must be in effect.
- 2. Repairing or installing sidewalks.** NYC 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 performed 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 or impact existing tree roots. ALL tree removals must be approved by NYC 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 performed 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. A project does not require a permit where work is performed solely between two curb lines. If the work is proximate to the city tree then tree protection must be in effect. Construction work can lead to serious tree damage unless performed 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** 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 1 to allow adequate time for a permit for spring planting (March 1–May 15) and by December 1 to allow adequate time for a permit for fall planting (October 1–December 15). Please refer to Parks' Tree Planting Standards before applying for a permit (www.nycgovparks.org/pagefiles/53/Tree-Planting-Standards.pdf). These standards must be followed for a planting sign-off to be issued. A tree work entity must be included for a tree planning permit application to be complete and the permit to be issued.
NYC PARKS SITE PLAN REVIEW IS REQUIRED FOR THE FOLLOWING: NB, ALT 1, & ALT 2 PRE-FILED ON OR AFTER MAY 3, 2010.
- 7. New Building Construction and Major Alterations (greater 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

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 requests must be received no later than May 1st for a spring planting or December 1st for a fall planting. All applications must be received at least twenty (20) business days prior to the start of work at any time during the year. A NYC Parks forester will visit the site within 15-20 business days from the date that the application is received to determine if the proposed planting plan is acceptable. Planting permits expire at conclusion of permitted season, and planting must be completed between March 1 and May 15 for spring plantings or between October 1st and December 15th for fall plantings. Sign-offs take up to 15-20 business days and are dependent on weather. Plan accordingly for potential snow and early summers. A forester may not be able to issue a final sign-off if the ground is frozen. Permit seasons are set by the calendar and not the weather. The applicant must exercise caution when planting trees in adverse weather conditions.
- **Who can apply.** Permit applications can be made by property owners, general contractors, tree work contractors, utility services, businesses, and other entities. The tree work company must be included as tree work entity.
- **Insurance.** The Applicant 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 Applicant may be asked to submit proof of insurance to NYC Parks for a permit to be granted. Depending on the size and scope of the project, a performance bond may be required as well.
- **NYC 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 NYC 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 Longhorn Beetle Quarantine Zone. Parks may ask for proof of the above mentioned qualifications at any time.
- **Supervision.** NYC Parks reserves the right to request supervision of work by an ISA-certified arborist.
- **Compliance.** The applicant must follow NYC 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 longhorn 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 and transplant permits are responsible for the trees for a 2 year guarantee period if no tree work entity information is given. If a tree work entity is given they are responsible for this guarantee. If the tree(s) die in this time a replacement tree of the same species must be planted. Basic maintenance including, but not limited to weeding and watering are also required. 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 NYC Parks. If the company conducting tree work changes, an updated 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 at www.nycgovparks.org/services/forestry/consulting-arborists
- **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.
- **Restitution.** Trees required for restitution (paid or planted) are in ADDITION to trees (paid or planted) required for zoning. It is the responsibility of the applicant to request a tree planting permit to satisfy any and all restitution planting and/or zoning related permits.

SECTION 6 – GENERAL ADDITIONAL DOCUMENTATION

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

- | | |
|--|--|
| <input type="checkbox"/> Certified Arborist Report | <input type="checkbox"/> Proposed project design plan for review including street and private trees. (PDF Preferred with Critical Root Zone labeled) |
| <input type="checkbox"/> Build it Back jobs require additional information that can be found at the following link: www.nycgovparks.org/pagefiles/63/build-it-back-program.pdf | <input type="checkbox"/> Builders Pavement Plan including street & private trees. (PDF Preferred with Critical Root Zone labeled) |
| <input type="checkbox"/> Letter stating the intent of the project including how proposed work impacts any city trees | Site Photos |
| <input type="checkbox"/> The project's Department of Buildings ST1 & associated BIS number (NB/ALT1/ALT2 if applicable). | <input type="checkbox"/> Utility drawings or vault installation drawings, if applicable. (PDF Preferred with Critical Root Zone labeled) |
| <input type="checkbox"/> Pre Construction survey and/or layout of existing conditions illustrating tree locations. (PDF Preferred with Critical Root Zone labeled) | <input type="checkbox"/> MTA subway road maps, if affects project or as requested by NYC Parks. (PDF Preferred with Critical Root Zone labeled) |
| | <input type="checkbox"/> Any other plans that demonstrate conflicts between city trees and the proposed project. (PDF Preferred with Critical Root Zone labeled) |
| | <input type="checkbox"/> Tree guard design |