NYC Parks requires the following information to be added to site plan (if applicable) for your Parks Plan Review

Existing and Proposed Landscape:
- Planting strips, landscape islands
- Existing tree inventory with DBH and species for all trees on property as well as trees within 50 ft of property lines
- Proposed tree removals with DBH and species
- All tree bed dimensions (including lawns)
- Two proposed species for all new proposed trees to be planted

Drawing Protocols:
- Title (including legal street address(es))
- North arrow Scale bar (written and graphic formats)
- Graphic legend(s) & space for NYC Parks approval seal

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, water, sewer, gas, electric, fuel tanks, & any other underground infrastructure that may restrict tree planting

Textboxes & drawings (must be on all plans):
- “Will contact NYC Parks if any underground infrastructure (gas/water/electric etc.) affects any proposed/existing trees on site. Project Manager is aware that 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. Will follow NYC Parks planting & forestry specifications. Utilities may not be labelled. If unknown, the Project Manager must amend plan with NYC Parks in the future.”
- “Total number of: trees required by NYC DOB ______
  • Existing trees to protect ______
  • Proposed trees to remove/relocate ______ (must have DPR approval and documentation for tree removals)
  • Proposed trees to plant ______
  • Trees to plant offsite ______
  • Trees to pay into tree fund ______

- “All pit sizes indicated are to be fully excavated to the dimensions labelled and replaced with new topsoil to NYC Parks Standards.”

<table>
<thead>
<tr>
<th>Borough</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manhattan</td>
<td><a href="mailto:Manhattan.Forestry@parks.nyc.gov">Manhattan.Forestry@parks.nyc.gov</a></td>
<td>212 860 1845</td>
<td>212 860 1359</td>
</tr>
<tr>
<td>Bronx</td>
<td><a href="mailto:Bronx.Forestry@parks.nyc.gov">Bronx.Forestry@parks.nyc.gov</a></td>
<td>718 430 1877</td>
<td>718 430 4663</td>
</tr>
<tr>
<td>Brooklyn</td>
<td><a href="mailto:Brooklyn.Forestry@parks.nyc.gov">Brooklyn.Forestry@parks.nyc.gov</a></td>
<td>718 750 7750</td>
<td>718 750 7753</td>
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<tr>
<td>Queens</td>
<td><a href="mailto:Queens.Forestry@parks.nyc.gov">Queens.Forestry@parks.nyc.gov</a></td>
<td>718 393 7373</td>
<td>718 393 7320</td>
</tr>
<tr>
<td>Staten Island</td>
<td><a href="mailto:StatenIsland.Forestry@parks.nyc.gov">StatenIsland.Forestry@parks.nyc.gov</a></td>
<td>718 390 2080</td>
<td>718 816 9194</td>
</tr>
<tr>
<td>Central Forestry</td>
<td><a href="mailto:Treeplanting.permits@parks.nyc.gov">Treeplanting.permits@parks.nyc.gov</a></td>
<td>718 760 6794</td>
<td>718 760 6640</td>
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