

## SECTION 1 – APPLICANT INFORMATION

NAME \_\_\_\_\_ TEL. NO. \_\_\_\_\_ FAX \_\_\_\_\_

COMPANY NAME/ AGENCY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_ EMAIL \_\_\_\_\_

TREE WORK ENTITY NAME \_\_\_\_\_ TEL NO. \_\_\_\_\_

TREE WORK ENTITY ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**WORK LOCATION:** STREET ADDRESS \_\_\_\_\_

CROSS STREETS \_\_\_\_\_ BOROUGH \_\_\_\_\_

DEPARTMENT OF BUILDINGS DOB Job NUMBER (N/A if not applicable) \_\_\_\_\_ PROJECT NAME \_\_\_\_\_

BUILDING FAÇADE SUBSTANTIALLY COMPLETED? ☐ YES ☐ NO ☐ N/A LANDSCAPE CONTRACTOR? ☐ YES ☐ NO

**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 ☐ MANAGE PESTS ☐ RELOCATE ☐ REMOVE STUMP

☐ INSTALL DECORATIONS ☐ CONSTRUCTION-RELATED ACTIVITIES (grade changes, equipment storage, etc.) ☐ PROTECT ☐ PLANT ON-site ☐ PLANT OFF-site

☐ OTHER  
DETAILS \_\_\_\_\_

# OF TREES IMPACTED \_\_\_\_\_

Estimated Date for Start of Work \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated Duration of Work \_\_\_\_\_

## SECTION 2 – PLAN REVIEW DOCUMENTATION (only applies for New Building Construction and Major Alterations)

# Trees to be retained at property \_\_\_\_\_ # Proposed Tree Removals \_\_\_\_\_ # New trees to be planted on site \_\_\_\_\_

Are there currently or will there be overhead utility wires at this site? Yes \_\_\_\_\_ No \_\_\_\_\_

In addition please provide **2 copies** 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. 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](http://www.isa-arbor.com). Electronic submissions are preferred.

- **Site Plan:** Must be 11x17 architectural drawings to scale and with a scale bar including existing and proposed conditions (e.g. trees, utilities etc.)
- **Photos of the location:** These photos must include all trees within 50 feet of the property.
  - ☐ 1 photo of each street frontage view.
  - ☐ 1 photo of each sidewalk view parallel to the street.
- For more information about these requirements please visit [www.nyc.gov/parks](http://www.nyc.gov/parks)

## SECTION 3 – SIGNATURES (Required for all applicants and property owners, except during interagency projects where the City is the property owner)

I hereby certify that I have read and understood the conditions and rules in the P-S 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 or head of organization filling out this form) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Tree Work Entity's Signature (Authorized Landscape Company doing tree work) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

DATE RECEIVED \_\_\_\_/\_\_\_\_/\_\_\_\_ PROJECT / DOB BIS JOB NO. \_\_\_\_\_

APPLICATION NO. \_\_\_\_\_ SR NO. \_\_\_\_\_ WORK ORDER NO. \_\_\_\_\_

REVIEW DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ REVIEWED BY \_\_\_\_\_ DATE DESIGN APPROVED \_\_\_\_/\_\_\_\_/\_\_\_\_

All proposed work will be inspected 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 Permittee 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 & Recreation. If the company performing tree work changes, a new permit must be obtained from Parks.