

**SECTION 1: CUSTOMER INFORMATION****DO NOT SEND PAYMENT AT THIS TIME**

If you are required to plant street trees to satisfy section 23-03 and 23-04 of the NYC zoning code, the Tree Fund may be available to you in lieu of planting required trees directly.

- A. There are three circumstances under which applicants may pay into the Tree Fund to satisfy zoning requirements.
1. When the requirement is for trees to be planted off site.
  2. When the requirement is for trees to be planted on site
  3. When the job is Fast Track Eligible. A forester will confirm eligibility before a Tree fund invoice is issued.

The cost is **\$2,150** per tree. The Dept. of Parks & Recreation will plant these trees in the next planting season on site, if possible or off-site as necessary.

- B. **Refundable deposits:** In the case of #2 above, the payee may indicate on this application that they will seek a refund if they are in fact able to plant the tree directly based on construction schedule changes or other logistical circumstances. Parks will then allow refund of the tree fund payment for the applicant to complete tree work during the appropriate planting season, **ONLY** if the "refundable deposit" box is checked below. The applicant must notify Parks when tree planting has been completed to [Parks standards](#) by submitting a request for a final sign-off inspection. Once tree planting has been completed to Parks planting standards, and a sign-off is received by the applicant they must request a refund. In the event that the trees are not planted to [Parks standards](#) the applicant may not be eligible for a refund. Parks will retain the funds and plant the tree.

\*Before planting the tree you must apply for a street tree planting permit, reflecting on the permit that you have paid the refundable deposit.

**SECTION 2 APPLICANT INFORMATION** (ALL Fields are required unless noted.)

CONTACT PERSON \_\_\_\_\_ TEL. NO. \_\_\_\_\_ FAX \_\_\_\_\_

COMPANY \_\_\_\_\_

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

**BUILDING LOCATION:** STREET ADDRESS \_\_\_\_\_

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

DEPARTMENT OF BUILDINGS **BIS** NUMBER \_\_\_\_\_ PROJECT NAME (If available) \_\_\_\_\_

**APPLYING FOR FAST TRACK** ☐

**TYPE OF PAYMENT****# TREES**

- ☐ On-site/ Out of season ☐ Refundable Deposit \_\_\_\_\_
- ☐ Off-Site ☐ Refundable Deposit \_\_\_\_\_ Tree Planting Permit Application Number (if applicable) \_\_\_\_\_

Notes: \_\_\_\_\_

**SECTION 3 SIGNATURES** (Required for all applicants and property owners)

I hereby certify that I have read and understood the conditions in Section 1 above. I agree to abide by the terms and conditions of this application and the Rules and Regulations of Parks. I understand that any false statement or information, or failure to follow the terms of this agreement, may lead to the immediate denial or cancellation of this agreement and additional legal action by Parks.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

DATE APPLICATION RECEIVED \_\_\_\_ / \_\_\_\_ / \_\_\_\_ APPLICATION NO. \_\_\_\_\_

**Please send application and ST-1 form to (Email required):**

NYC Parks & Recreation, Attn: PERMITS, Central Forestry, Horticulture & NRG  
Olmsted Center - Flushing Meadows Corona Park  
Flushing NY, 11368

Ph: (718) 760-6801

[Treeplanting.Permits@parks.nyc.gov](mailto:Treeplanting.Permits@parks.nyc.gov)