



Town of Mamaroneck – Building Department

740 West Boston Post Road
Mamaroneck, NY 10543-3353
TEL: 914-381-7830 FAX: 914-381-8473

APPLICATION FOR TREE PERMIT *(No Hand Written Applications Accepted)*

DATE: _____

SITE ADDRESS: _____

DESCRIPTION OF WORK: _____

OWNER INFORMATION:

Name(s):			
Mailing Address:			
City/State:		Zip Code:	
Home Phone:		Cell Phone:	
Work Phone:			
E-Mail:			

TREE COMPANY/CONTRACTOR INFORMATION:

Company Name:			
Contact Person			
Address:			
City/State:		Zip Code:	
Office Phone:		Cell Phone:	
E-Mail:			

LANDSCAPE ARCHITECT/ARCHITECT/DESIGNER/ENGINEER:

Company Name:			
Contact Person			
Address:			
City/State:		Zip Code:	
Office Phone:		Cell Phone:	
E-Mail:			



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DESCRIPTION OF TREES TO BE REMOVED

Tree ID #	Species	Diameter of tree in inches*	Condition of Tree (Attach Arborist's Report and photos if available)	Reason for Removal (from list below)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Mark location of trees on the survey using the Tree ID# from above. Attach additional sheets if necessary.

*Diameter of tree is measured at 4 feet above the ground.

REASON FOR REMOVAL (insert letter in last column of table):

- A. The presence of the tree is causing a hardship, endangering the public, endangering the occupants or the property of the owner.
- B. The tree is located within 10 feet of buildings or structures.
- C. The tree is substantially interfering with a permitted use of the property, and the removal of the tree is being performed in a selective manner.
- D. The property will be cut or filled in a manner that will be injurious or dangerous to the tree and a permit for changing the grade has been approved.
- E. The tree to be removed is dead or so substantially diseased that the tree constitutes a potential danger.



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Attach Property Survey here. Mark locations of trees on the survey using the corresponding number from the list on page 2.



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NOTICE: It is the responsibility of the owner of the property listed above in the application to close out the permit. Passing of a final inspection does not complete the process. **ONLY** the issuance of a “**LETTER OF COMPLETION**” closes this permit. Failure to close out the permit may be reported on a title search when you seek to sell or mortgage your property.

Applicant’s Signature _____ **Date:** _____

Property Owner’s Signature _____ **Date:** _____

OFFICE USE ONLY

DIG SAFE NUMBER REQUIRED: YES NO

DIG SAFE NUMBER: _____

PERMIT FEE: _____ **RECEIPT NUMBER:** _____

APPROVED NUMBER OF TREES: _____

REQUIRED NUMBER OF REPLACEMENT TREES: _____

BOND REQUIRED: YES NO

BOND AMOUNT: _____ **BOND RECEIPT NUMBER:** _____

90% Refund Date: _____ **10% Refund Date:** _____

Date Stamp



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INSTRUCTIONS

Please Note: Completing the application form does not constitute a permit to commence removal of trees.

1. Complete the Application.
2. Attach a property survey indicating the location of the trees. Trees should be labeled using the numbers from the corresponding table on Page 2.
3. Mark the trees with a brightly colored ribbon tied around the trunk at a height of approximately 4 to 5 feet high. This helps the Environmental Planner find the trees when an initial inspection is conducted. This also allows your neighbors to see which trees are being proposed for removal (see #5 below).
4. An initial inspection will be conducted by the Environmental Planner to determine if the tree(s) meet the criteria for removal as defined in §207-4 of the Town code. In order to make this determination, an arborist's report on the condition of the trees may be requested.
5. If the trees meet the criteria for removal and are not determined to be hazardous, notification letters will be sent to property owners within a 250-foot radius. Your neighbors will be given 2 weeks to file an objection to the removal of the trees with the Town Zoning Board of Appeals. You will be notified of the date, time and place of the Zoning Board Meeting where the objection will be heard.
6. If the permit to remove all of the trees or some of the trees is denied, you have the right to file an appeal to the Town Zoning Board of Appeals.
7. If replacement trees are required, a bond must be posted in the amount of \$250 per tree. Ninety percent of the bond funds will be refunded when the replacement trees are planted and the remaining 10% of the bond is refunded if the trees survive for a period of two years. Replacements must be 2 to 2.5" in diameter at the time of planting and of a species located on the attached list of acceptable replacement trees.

Deliver to the Building Department the following:

- A completed application form signed (by the **APPLICANT** and the **PROPERTY OWNER**),
- A property survey showing the location of the trees to be removed.
- A copy of an Arborist's report, photographs or a landscape plan if available. Additional information may be requested by the Environmental Planner to complete the review of the application.
- Contractor's Certificate of liability on the "Accord Form" listing the Town of Mamaroneck as:
 - **Certificate Holder**
 - **Additional Insured**
- Contractor's NYS Workman Compensation or a ***Waiver of Insurance if all work is to be performed by the property owner.***
- NYS Disability

NOTE: Please be advised, under new State and Municipal Laws, the Workman's Compensation and Disability benefits insurance must be submitted on separate state approved forms. The "Accord Form" are no longer acceptable proof of Workman's Compensation or Disability coverage. Further information or questions may be answered by calling the NYS Bureau of Compliance at (866) 298-7830 or by visiting their website: www.wcb.ny.gov or by contacting the insurance provider.



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LIST OF ACCEPTABLE REPLACEMENT TREES

*The replacement trees should be at least 2 to 2½" in diameter at the time of replacement.

Red maple	<i>Acer rubrum</i>
Silver maple	<i>Acer saccharinum</i>
Serviceberry	<i>Amelanchier arborea</i> , Tree Form
Sugar maple	<i>Acer saccharum</i>
Black birch	<i>Betula lenta</i>
River birch	<i>Betula nigra</i>
Gray birch	<i>Betula populifolia</i>
Shagbark hickory	<i>Carya ovata</i>
Common hackberry	<i>Celtis occidentalis</i>
Eastern redbud	<i>Cercis canadensis</i>
Alternate-leaved dogwood	<i>Cornus alterniflora</i>
Flowering dogwood	<i>Cornus florida</i>
Hawthorn	<i>Crataegus varieties</i>
White ash	<i>Fraxinus americana</i>
Green ash	<i>Fraxinus pennsylvanica</i>
Witch hazel	<i>Hamamelis virginiana</i>
Eastern redcedar	<i>Juniperus virginiana</i>
Crapemyrtle	<i>Lagerstroemia varieties</i>
Sweet gum	<i>Liquidambar styraciflua</i>
Tulip tree	<i>Liriodendron tulipifera</i>
Flowering Crabapple	<i>Malus varieties</i>
Black tupelo	<i>Nyssa sylvatica</i>
Ironwood or Hophornbeam	<i>Ostrya virginiana</i>
Colorado Blue Spruce	<i>Picea pungens</i>
White Pine	<i>Pinus strobus</i>
American sycamore	<i>Platanus occidentalis</i>
Cottonwood	<i>Populus deltoides</i>
Black cherry	<i>Prunus serotina</i>
Callery Pear	<i>Pyrus calleryana</i>
White oak	<i>Quercus alba</i>
Swamp white oak	<i>Quercus bicolor</i>
Pin oak	<i>Quercus palustris</i>
Chestnut oak	<i>Quercus prinus</i>
Northern red oak	<i>Quercus rubra</i>
Black oak	<i>Quercus velutina</i>
Black willow	<i>Salix nigra</i>
Common sassafras	<i>Sassafras albidum</i>
American linden	<i>Tilia Americana</i>
Canadian Hemlock	<i>Tsuga Canadensis</i>