



Town of North Hempstead

Department of Building Safety Inspection and Enforcement
210 Plandome Road, Manhasset, NY 11030-2327
Tel. (516) 869-6311 Fax. (516) 869-7662
WWW.NORTHHEMPSTEADNY.GOV

REQUIREMENTS FOR A TREE REMOVAL PERMIT

Refer to §2-9 and §20A of the Code of the Town of North Hempstead

All Applications for a Tree Removal Permit shall include the following documentation:

1. Two (2) copies of the completed Tree Removal Permit.
2. Two (2) copies of the survey of property showing location of the tree(s) to be removed.
3. Contractor insurance forms.
 - a. Liability Insurance naming the Town of North Hempstead as certificate holder
 - b. Workers' Compensation Insurance:
 - i. C-105.2 (private insurance), naming the Town of North Hempstead as certificate holder
 - ii. U-26.3 (from the State Insurance Fund), naming the Town of North Hempstead as certificate holder. For DEMOLITION, this form must specifically name or identify the address of property covered for demolition.
 - iii. SI-12 (self-insurance) does not name a certificate holder.
 - iv. GSI-105.2 (certificate of participation in WC Group self insurance), naming the Town of North Hempstead as certificate holder
 - c. CE-200 (exemption from WC and Disability). Must be submitted for each separate job or location of work.
 - d. Disability Insurance:
 - i. State of New York Workers Compensation Board form DB-120.1 (private insurance).
 - ii. DB-155 (self insurance) does not name a certificate holder.
4. For legalization projects Legalization of Existing Construction Supplemental Form.
5. Permit fee:

\$25 -	one (1) to two (2) trees
\$50 -	three (3) to five (5) trees
\$10 -	for each additional tree
6. Additional information such as a letter from an arborist or photographs as may be requested to support your application.

NOTES:

1. Trees shall not be cut down until permit has been issued.
2. Any tree on a property that is designated as a landmark or located in a historic landmark district shall also be approved for removal by the Historic Landmarks Preservation Commission.
3. Trees removed from the front yard of private property may require replacement per the requirements of Section 20A-9. of the Code of the Town of North Hempstead.

Applicant shall provide complete information on all forms. Do not leave any item blank. Incomplete applications will not be accepted for filing.



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TREE REPLACEMENT POLICY

§ 20A-9. Replacement of trees in front yard of private property. [Added 4-2-2002 by L.L. No. 5-2002EN]

Each tree removed of a diameter of 10 inches or greater is subject to the tree replacement guidelines enumerated in this section:

- A. Fifty percent of the total tree(s) diameter removed must be replaced.
- B. The tree(s) to be planted in replacement shall be located in the front yard of the same parcel from which the tree(s) is proposed to be removed.
- C. The proposed location(s) of the new tree(s) shall be approved by the Building Commissioner.
- D. The tree(s) to be planted in replacement shall be from a similar size class or from a larger size class. Size classes are enumerated in the Tree Standards and Specifications to be promulgated by the Building Commissioner.
- E. If the Building Commissioner determines that the front yard of the site does not allow for the planting of the required number of trees, the Building Commissioner shall require the applicant to plant the maximum number of trees possible, with the remaining trees to be replaced with shrubbery, provided the plant selection has met his prior approval, as a condition of a tree removal permit. If the site does not permit the planting of shrubs, the Building Commissioner shall require the applicant to pay an additional fee to the Commissioner of Buildings in an amount determined by the applicant and confirmed by the Commissioner to be equal to the estimated cost of the required number of trees and/or shrubs.
- F. All required plantings shall occur between April 1 and December 1 and 90 days after the tree removal.
- G. If plantings cannot occur within 90 days of the removal due to the above planting time restrictions specified in § 20A-9F, the Commissioner of Buildings may require the applicant to deposit a performance bond or a cash deposit in the form of a certified check with the Commissioner of Buildings in an amount which shall be determined by the applicant and confirmed by the Commissioner to be equal to the estimated cost of planting the required number of trees and/or shrubs and, if applicable, stabilizing the site. The term of said deposit or performance bond shall not exceed a period of six months, and the deposit or bond shall not be released until the plantings have been satisfactorily completed in accordance with the approved tree removal permit.
 - (1) In the event of a default, such bond or cash deposit shall be forfeited to the Town Parks Department for additional plantings in Town parks, and the applicant shall be found to be in violation of the conditions of the tree removal permit. The Commissioner of Buildings shall determine the remedy of the violation; however, in no circumstances shall such forfeiture of the bond serve as a remedy of the violation.
 - (2) Upon satisfactory completion of the contemplated work in accordance with the application and this chapter, such bond or cash deposit shall be released by the Commissioner of Buildings. Satisfactory completion of the work shall be evidenced by the Commissioner of Buildings.



Application Number: _____

Permit Number: _____

Permit Issue Date: _____

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APPLICATION FOR TREE REMOVAL PERMIT

Issued pursuant to §2-9 and §20A of the Code of the Town of North Hempstead

Residential [] Commercial [] Legalization []

Section: _____ Block: _____ Lot(s): _____ Date: _____

Owner's Information:

Last: _____ First: _____ Corporation: _____

Street: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Applicant's Information:

Last: _____ First: _____ Corporation: _____

Street: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Address of Permit Activity:

Street: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Location of Permit Activity: _____ Feet, N S W E (circle one) of _____

Description of Work: _____

Contractor's Information: Corporation: _____

Last: _____ First: _____ License#: _____

Street: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Reason(s) for the tree(s) to be removed: _____

FOR OFFICIAL USE ONLY

Recommended for approval by Inspector _____ Signature _____ Date _____

Removal of _____ trees as per survey / site plan attached. Replacement requirement _____

Unless otherwise noted replacement shall be a total of 50% of the total diameter of the trees removed as per section 2-9.T (5) or 20A-5.2.

No errors, omissions, or oversights on the part of the Building Inspector shall release the design professional, applicant and/or owner of the responsibility to comply with all requirements of the New York State Building Code, the Laws of the Town of North Hempstead, and all other applicable codes and standards having authority over the work.

Applicant shall provide the following information for all trees proposed for removal. You may provide photographs and/or arborist's letter to support your request for a tree removal permit in addition to any other requirements. A building inspector will visit your property prior to the approval of your permit. Photographs and letters may be required dependent upon the inspector's findings.

Tree No.	Dia. (in)	Diseased? Yes or No	Falling? Yes or No	Danger to structure? Yes or No	Assoc w/ construction Yes or No	Inspector's comments: replacement requirement
1						
2						
3						
4						
5						
6						
7						

OWNER'S AUTHORIZATION

I (we) hereby certify that:

1. I (we) agree to permit the Building Inspector and any officer or employee of the Town of North Hempstead to enter upon the premises in the discharge of their duties with this application.
2. Building Inspector shall be given a minimum forty-eight (48) hours notice to make the required inspection and no work shall continue until such inspection has been completed and approved.
3. Owner or his/her representative shall be responsible to arrange for all required inspections.
4. Owner shall be responsible for the presence of the appropriate representative for the required inspection as directed by the Building Inspector.
5. Permit shall expire three (3) months from the date of issuance unless construction is in progress. No work is to be started until permit has been received and posted by the owner / applicant. Commencement of any work prior to the receipt and posting of the permit will result in the assessment of double fees penalties pursuant to §2-28 C of the Code of the Town of North Hempstead
6. Work shall be permitted between the hours of 7:30 AM and 6:00 PM, Monday through Friday only.
7. I (circle one) [have] [have not] designated an individual or corporation to be the Applicant for the project identified within this Application. If designated, provide the required information:

Name and address of designated Applicant, _____,
 _____, and that he/she is
 the (circle one) [lessee] [architect] [engineer] or [builder] for the project.

State of New York }
 County of Nassau }

I _____ (Property Owner) deposes and says that he/she resides at _____ in the State of _____, that he/she is the owner in fee of all certain lots, parcel of land shown on the attached survey, Section _____ Block _____ Lot (s) _____ situated, lying and being within the unincorporated area of the Town of North Hempstead; that I/we have read and understand items one (1) through seven (7) as here in stated, recognize that he/she is responsible for all activities occurring on the property, and that failure to comply with any of the items, notwithstanding any other items defined in the Code of the Town of North Hempstead, may result in the temporary suspension or permanent revocation of the permits issued for construction on the premises in accordance with the Code of the Town of North Hempstead.

Signature of Owner
 Sworn to me this _____ Day of _____, 200
 Signature of Notary Public:

Date signed off _____ Inspector _____



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Section: _____ Residential [] Commercial [] Legalization []
Block: _____ Lot(s): _____ Date: _____

Owner's Information:

Last: _____ First: _____ Corporation: _____
Street: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax Number: _____

Applicant's Information:

Last: _____ First: _____ Corporation: _____
Street: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax Number: _____

Address of Permit Activity:

Street: _____ City: _____ State: _____ Zip: _____
Telephone Number: _____ Fax Number: _____

Location of Permit Activity: _____ Feet, N S W E (circle one) of _____

Description of Work: _____

Contractor's Information: Corporation: _____

Last: _____ First: _____ License#: _____
Street: _____ City: _____ State: _____ Zip: _____
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State of New York }
 County of Nassau }

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Signature of Owner
 Sworn to me this _____ Day of _____, 200
 Signature of Notary Public:

Date signed off _____ Inspector _____