

# INCORPORATED VILLAGE OF MUTTONTOWN

One 'Raz' Tafuro Way, Muttontown, NY 11791 Tel: (516) 364-6314 Fax: (516) 364-4880 Email: bldgdepartment@muttontownny.gov

## TREE REMOVAL PERMIT APPLICATION

The undersigned applies for a Tree Removal Permit for the below stated property, indicated by Section, Block, & Lot, and submits the following information in accordance with the Village Tree Ordinance, which the applicant has carefully read and understands. The Applicant shall complete this form in its entirety using ink only, and provide one (1) original paper copy. Application will NOT be accepted if all fields are not complete, and all documents listed below have not been submitted.

### THE FOLLOWING SHALL BE FILLED IN BY THE PROPERTY OWNER

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot (s): \_\_\_\_\_

Property Owner Name \_\_\_\_\_ Tel. No.: \_\_\_\_\_  Home  Office  Cell

Property Address \_\_\_\_\_ City: Muttontown State: NY Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Tree Removal Contractor \_\_\_\_\_ Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State: NY Zip: \_\_\_\_\_

Property Owner's acceptance to allow Tree Removal Contractor to submit application for approval  Yes  No

Property Owner's acceptance to allow Tree Removal Contractor to pick up Tree Removal Permit  Yes  No

TOTAL NUMBER OF TREES REQUESTED FOR REMOVAL: \_\_\_\_\_

TOTAL CALIPER INCHES (diameter) OF TREES REQUESTED FOR REMOVAL: \_\_\_\_\_"

Description of Work Including Caliper, Species, Condition & Reason for Removal of Each Tree Requested for Removal:

### REQUIREMENTS:

- \$100 application fee due with submission; \$25 per tree (diseased or alive) to be collected at permit issuance
- One (1) copy of survey within last two (2) years. Survey shall include but not limited to; All trees to remain & to be removed, tree schedule with trees consecutively numbered, caliper, species, & tree condition, trees to be removed shall be marked with an X & numbered to correspond to tree schedule.
- Trees to be removed must be marked w/tape or ribbon, and etched metal tags on site to include corresponding numbers from tree schedule.
- Pictures of trees requested for removal.
- Copy of Tree Removal Contractor's Nassau County Consumer Affairs License.
- Copy of Tree Removal Contractor's Certificate of General Liability Insurance listing the Incorporated Village of Muttontown (including address) as certificate holder and additional insured in accordance with the terms of Form CG2012 or equivalent, list work to be performed "Tree Removal" and Form# (CG2012 or equivalent) in description field.
- Copy of Tree Removal Contractor's Certificate of Workers Compensation Insurance and Disability Insurance listing the Incorporated Village of Muttontown (including address) as certificate holder.

### **IF TOTAL CALIPER OF TREES REQUESTED FOR REMOVAL IS 400 INCHES OR GREATER, THE FOLLOWING SHALL APPLY:**

- Approval by the Village Board of Trustees.  Additional (10) copies required for Village Board of Trustees hearing.

IS THIS APPLICATION PART OF PROPOSED CONSTRUCTION?  Yes  No

IF YES, HAS A BUILDING PERMIT BEEN APPLIED FOR?  Yes  No

ARE THERE ANY TREE(S) LOCATED ON A STEEP SLOPE?  Yes  No

**REPLANTINGS MAY BE REQUIRED AS PER VILLAGE CODE.**

#### VILLAGE USE ONLY

Application Date: \_\_\_\_\_

Application Fee :\$ \_\_\_\_\_ Deposit Amt:\$ \_\_\_\_\_

Date Fees Paid : \_\_\_\_\_ Deposit Date: \_\_\_\_\_

BOT Approval Date: \_\_\_\_\_ Bldg App#: \_\_\_\_\_

Tree Permit#: \_\_\_\_\_ Bldg Permit#: \_\_\_\_\_

Permit Issued: \_\_\_\_\_ Permit Exp: \_\_\_\_\_

### **AFFIDAVIT**

I \_\_\_\_\_ being duly sworn, state that the information set forth in the above tree removal permit application is \_\_\_\_\_ (Print Property Owner Name) true to the best of my knowledge.

Sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(Property Owner Signature)

\_\_\_\_\_  
(Notary Public, New York)

**WARNING:** The Muttontown Village Code prohibits the removal or excessive pruning of trees without a permit issued by the Building Department. Violators are subject to substantial fines, and the cost of remediation. Submission of this application, acknowledges that a Village Representative is authorized to enter on the property to ensure compliance with the Village Code.

Rev 11/5/2020