

INSTRUCTIONS FOR TREE REMOVAL PERMIT APPLICATIONS

ARTICLE XV TREES COMMENCING SECTION 160-63:

A tree permit application must be obtained before taking down a tree. Trees included are:

1. A deciduous tree which exceeds 30 inches in circumference.
2. An evergreen tree which exceeds 16 inches in circumference.
3. Any tree exceeding 25 inches in circumference located within a freshwater wetland.
4. Any tree within any public right of way.
5. Any tree exceeding 16 inches in circumference within a critical environmental area of the Village.
6. Any **rare or endangered species of trees or shrubs** as listed by any governmental agency of New York State or the United States.
7. **Four or more trees, 16 inches in circumference or greater, on any single property within the Village during any 12 month period.**

Circumference shall be measured at any point between the ground level and a height of four feet.

INSTRUCTION FOR SUBMISSION:

Submit application fee of \$50.00, made payable to the Inc. Village of East Williston.

The application must be filled out and signed by the property owner and the person or business entity to perform the work.

A plot plan **MUST BE SUBMITTED WITH THE APPLICATION** depicting the property showing the tree(s) to be removed. The plan shall be in conformity with the rules and regulations adopted by the Board of Trustees. No application will be considered without the plot plan.

After the application has been submitted with the plot plan, the Tree Warden will go to the property to examine the tree. The tree should be marked with a ribbon or string around the trunk so the Tree Warden can be clear about the tree in question.

If any trees will be destroyed during **permitted construction**, the Building Inspector shall require a plan showing the location of the trees to be destroyed. The plan shall be submitted to the Tree Warden simultaneously with the building permit application for review. **No cutting or removal in connection with the construction shall be permitted until the tree removal plan is approved by the Tree Warden.**

To the extent reasonably possible, the existing indigenous and naturalized tree canopy of the property shall remain in its natural state in conformity with the goals and purposes of the Village Code - "Trees").

VILLAGE POLICY

The Incorporated Village has retained the services of an Arborist to perform inspections of trees throughout the Village.

1. If resident desires that a tree be removed per ARTICLE XV SECTION 160-63, the Village will have its designated Village Arborist inspect the tree and make a determination, upon filing of a Village Tree Removal Permit and payment of the Village Arborist's **inspection fee of \$50.00**.
2. A resident may challenge the findings of the Village Arborist by hiring its own independent Arborist and submitting their report. Should the report of the resident's independent Arborist indicate removal is warranted, both Arborists will confer on their findings. In all cases, the findings of the Village Arborist will be final and a written report will be made of the inspections and kept on file in the Village Office.

VIOLATIONS:

Each tree destroyed in violation of Article XV – Trees shall be deemed a separate violation and subjects the property to a fine of \$1,000.00 per tree (Section 160-54 (D.)) (Local Law #1-2008).

The Building Inspector shall stop all work and construction activity on any premises where a violation of this article takes place and is prohibited from issuing any certificate of occupancy or other construction at the property unless and until a tree permit is issued.

No permit shall be required for the normal tree trimming and cutting by a utility company to maintain utility lines or cables, or by a person to remove an imminent peril to life and/or property. However, the Village must be notified of the removal, trimming, or altering of a tree creating imminent peril to life or property as soon as reasonably practicable. The notice should be reported by the homeowner, resident or person conducting the work.

VILLAGE OF EAST WILLISTON
2 PROSPECT STREET
EAST WILLISTON NY 11596

PHONE: 516-746-0782 FAX: 516-746-3130

Treeinst2012

**INCORPORATED VILLAGE OF EAST WILLISTON
APPLICATION FOR TREE REMOVAL PERMIT**

Please follow the attached instructions in order for permit to be processed!

Owner's Name: _____

Address of Property: _____

Section _____ Block _____ Lot _____ **APPLICATION FEE: \$50.00**

Purpose for Removal:

Type and Size of Tree to be Removed:

Supporting Documentation (attach arborist/landscaper report):

Applicant's Signature: _____ Date _____

Address: _____

Home Phone: _____ Work or Cell _____

NOTE: NO APPLICATION WILL BE REVIEWED WITHOUT A SKETCH OR SURVEY SHOWING EXACT LOCATION, SIZE AND EXACT NUMBER OF TREES TO BE REMOVED. ADDITIONAL INFORMATION DEEMED NECESSARY BY THE TREE WARDEN/BUILDING INSPECTOR FOR THE EVALUATION OF THIS APPLICATION MAY BE REQUIRED. THE APPLICANT WILL BE NOTIFIED OF THE DAY OF THE "WALK THROUGH". TREES MUST BE MARKED, TAGGED, OR RIBBONED PRIOR TO WALK THROUGH. FINE FOR REMOVAL WITHOUT PERMIT \$1,000 PER TREE.

APPROVED: YES _____ NO _____ INITIALS OF TREE WARDEN _____

DATE: _____