



# ST-1: Street Tree Checklist

Must be typewritten.

DEPT BLDGS Job No. 320909549  
Scan Code ESHS4153826

## 1 Location Information Required for all applications.

House No(s) 94 Street Name Amity St BIS Job No. 320909549  
Borough Brooklyn Block 295 Lot 111 BIN 3425570 C.B. No. 306

## 2 Applicant Information Required for all applications. Business fax, mobile telephone, and e-mail are optional.

Last Name Romines First Name W. Douglas Middle Initial  
Business Name Romines Architecture PLLC Business Telephone 347-916-1344  
Business Address 55 Washington St, Suite 709 Business Fax  
City Brooklyn State NY Zip 11201 Mobile Telephone  
E-Mail douglas@rominesarchitecture.com License Number 031961 Type RA

## 3 Certifications Required for all applications. If proposed work is exempt from tree requirements, proceed to section 4

☒ I herby certify this application complies with all street tree requirements specified in the NYC Zoning Resolution, as well as NYC Department of Transportation, NYC Department of Parks and Recreation ("Parks") and all other applicable rules and regulations unless appropriate waivers are obtained. Below is summary information pertaining to these requirements and in addition I have included a complete zoning calculation supporting this summary within the drawing set submitted as part of this application.

### Total Required Trees

|                                                                |          |         |
|----------------------------------------------------------------|----------|---------|
| Street frontage is ►                                           | 150      | Lin.ft. |
| Minus allowable deduction (use group 16B, 16C and 16D only) ►  | 0        | Lin.ft. |
| Total applicable street frontage ►                             | 150      | Lin.ft. |
| <b>Total above divided by 25 feet = Total Required Trees ►</b> | <b>6</b> |         |

(Fractions equal to or greater than one-half resulting from this calculation shall be considered to be one tree (ZR § 26-41))

### Total Proposed Trees

|                                                                                                            |          |
|------------------------------------------------------------------------------------------------------------|----------|
| Number of existing trees to be removed (requires Parks Tree Removal permit prior to job approval) ►        | 0        |
| Number of existing street trees to be preserved at the location (on-site) ►                                | 3        |
| Number of new street trees to be planted at the location (on-site) ►                                       | 0        |
| Number of new trees to be planted at an alternate location (off-site) ►                                    | 0        |
| Number of proposed trees where payment will be made to Parks for planting ►                                | 0        |
| Number of off-site trees planted and/or trees satisfied with fund payments under previous application(s) ► | 3        |
| Job # <u>320909923</u> <u>320909576</u> <u>320909558</u> (Parks documentation attached)                    |          |
| <b>Equals total number of proposed trees (must equal Total Required Trees above) ►</b>                     | <b>6</b> |

**4 Exemptions**

I hereby certify this application is **exempt** from all street tree requirements specified in NYC Zoning Resolution because (choose one):

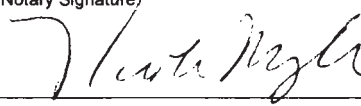
- ☐ The building's proposed dominant use group is 17 or 18 and is exempt from street tree requirements as per NYC Zoning Resolution. I understand that any future changes to the dominant use group of the buildings must be submitted to the Department and may require full street tree compliance.
- ☐ This is an Enlargement of a single or two family residence that is not located in one of the special districts specified in ZR § 23-03 and not an enlargement of 20% or more pursuant to the Quality Housing Program.
- ☐ Proposed work is EXEMPT because (select all that apply)
- ☐ This is not an Enlargement exceeding 20% of floor area (ZR §23-03, 24-05, 33-03)
  - ☐ This is not a Change of Use to Residential Use exceeding 20% of floor area (ZR §23-03, 24-05, 33-03)
  - ☐ This is not a detached garage that is 400 square feet or greater (ZR §23-03, 33-03)

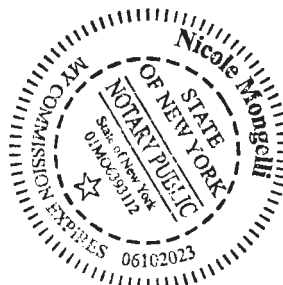
**5 Statements and Signatures: Applicant of Record and Owner Required for all applications.**

**Applicant of Record and Owner:** Falsification of any statement is a misdemeanor under the NYC Administrative Code and is punishable by a fine or imprisonment, or both. It is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both.

**Applicant of Record:** I understand that I must inform the Department of any changes to the information contained in this document and submit a revised form reflecting those changes. I understand the information provided on the Builders Pavement Plan application submitted in conjunction with this application must be consistent with the information provided on this form.

**Owner:** I hereby certify I am the owner of the above mentioned premises. I understand that failure to comply with street tree regulations may prevent the issuance of permits, sign-offs or Certificates of Occupancy. I understand this form must be re-filed if a new applicant of record is named.

|                                                                                                  |                                                                                                          |                                                                                                    |
|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Owner Name (please print)<br><b>Akiva Kobre</b>                                                  | Notarization of Owner's Signature State of<br>New York, County of: <b>Kings</b>                          | Applicant of Record Name (please print)<br><b>W. Douglas Romo</b>                                  |
| Signature<br> | Sworn to or affirmed under penalty of perjury<br><b>13</b> day of <b>Feb.</b> 20 <b>20</b>               | Signature<br> |
| Date <b>2/13/2020</b>                                                                            | Notary Signature<br> | Date<br><b>2/13/20</b>                                                                             |
| Notary Seal for Owner's Signature Required                                                       |                                                                                                          | P.E. / R.A. and Record Seal Required                                                               |





City of New York  
Parks & Recreation

The Arsenal  
Central Park  
New York, NY 10065

Jennifer Greenfeld, Assistant Commissioner

Olmsted Center  
Flushing Meadow-Corona Park  
Flushing, New York 11368  
Tel: 718-760-6801  
E-mail: [Treeplanting.Permits@parks.nyc.gov](mailto:Treeplanting.Permits@parks.nyc.gov)

# P-F2 Invoice

## Street Tree Zoning Regulation

|                        |                                                                                     |                                             |            |
|------------------------|-------------------------------------------------------------------------------------|---------------------------------------------|------------|
| Application #:         | 20754                                                                               | Amount Due for onsite tree:                 |            |
| Applicant Name:        | Steven Browne                                                                       | Amount Due for offsite tree:                | \$2,150.00 |
| Company Name:          | William Vitacco Associates                                                          | Amount Due for refundable onsite tree:      |            |
| Mailing Address:       | 299 Broadway 5th Floor                                                              | Amount Due for refundable offsite tree:     |            |
| City, State, Zip Code: | New York, NY, 10007                                                                 | Total Amount Due:                           | \$2,150.00 |
| Telephone:             | 212-791-4578                                                                        | Number of trees onsite:                     |            |
| Fax:                   |                                                                                     | Number of trees offsite:                    | 1          |
| Email:                 | Sbrowne@vitacco.com                                                                 | Number of trees onsite refundable deposit:  |            |
| DOB BIS #:             | 320909923                                                                           | Number of trees offsite refundable deposit: |            |
| Date of Application:   |                                                                                     |                                             |            |
| Issued By:             |  |                                             |            |
| Title:                 |                                                                                     |                                             |            |
| Date:                  | 2/6/2020                                                                            |                                             |            |

Digitally signed by Nicole Hardy  
DN: cn=Nicole Hardy, o=NYC  
Parks,  
email=Nicole.Hardy@parks.nyc.g  
ov, c=US  
Date: 2020.02.06 15:50:20 -05'00'

This invoice is only valid through the point at which NYC Parks next updates the permit tree fund cost.

The City of New York offers multiple payment options. As a convenience to you, the City of New York accepts credit and debit cards. If you choose to pay with a credit or debit card, you will be charged a fee of **2.00%** of the payment amount. **This fee is nonrefundable.**

**Online Payments** As of June 8, 2015 Parks has launched a new payment link. Please use the new link <http://a836-citypay.nyc.gov/citypay/NYCDPR-TreeFund>. If the new link is not working for you please refer to the old link at <http://paydirect.link2gov.com/NYCDPR-TreeFund>

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### In Person Payments

Manhattan Location  
The Arsenal  
Central Park  
830 Fifth Avenue, Room 1  
New York, New York 10065

- Hours for in person payment are 9am-4pm.
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[www.nyc.gov/parks](http://www.nyc.gov/parks)

P-F2 (Revised 3/20/17)



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# P-F3 Receipt of Payment

## Street Tree Zoning Regulation

|                        |                            |                                             |           |
|------------------------|----------------------------|---------------------------------------------|-----------|
| Application #:         | 20754                      | DOB BIS #:                                  | 320909923 |
| Applicant Name:        | Steven Browne              | Date Application:                           |           |
| Company Name:          | William Vitacco Associates | Number of trees onsite:                     |           |
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| City, State, Zip Code: | New York, NY, 10007        | Number of trees onsite refundable deposit:  |           |
| Telephone:             | 212-791-4578               | Number of trees offsite refundable deposit: |           |
| Fax:                   |                            |                                             |           |
| Email:                 | Sbrowne@vitacco.com        |                                             |           |

Amount Paid for onsite tree:

Amount Paid for offsite tree: \$2,150.00

Amount Paid for refundable onsite tree:

Amount Paid for refundable offsite tree:

Total Amount Paid: \$2,150.00

Date Paid: 2/11/2020

Received By:

*Michelle Br*

Title:

*CA*

[www.nyc.gov/parks](http://www.nyc.gov/parks)

P-F3 (Revised 10/1/12)





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|                        |                                                                                     |                                             |            |
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| Applicant Name:        | Steven Browne                                                                       | Amount Due for offsite tree:                | \$2,150.00 |
| Company Name:          | William Vitacco Associates                                                          | Amount Due for refundable onsite tree:      |            |
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| Telephone:             | 212-791-4578                                                                        | Number of trees onsite:                     |            |
| Fax:                   |                                                                                     | Number of trees offsite:                    | 1          |
| Email:                 | Sbrowne@vitacco.com                                                                 | Number of trees onsite refundable deposit:  |            |
| DOB BIS #:             | 320909576                                                                           | Number of trees offsite refundable deposit: |            |
| Date of Application:   |                                                                                     |                                             |            |
| Issued By:             |  |                                             |            |
| Title:                 |                                                                                     |                                             |            |
| Date:                  | 2/6/2020                                                                            |                                             |            |

Digitally signed by Nicole Hardy  
DN: cn=Nicole Hardy, o=NYC  
Parks,  
email=Nicole.Hardy@parks.nyc.gov,  
v, c=US  
Date: 2020.02.06 15:53:05 -05'00'

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P-F2 (Revised 3/20/17)



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| Applicant Name:        | Steven Browne              | Date Application:                           |           |
| Company Name:          | William Vitacco Associates | Number of trees onsite:                     |           |
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| Telephone:             | 212-791-4578               | Number of trees offsite refundable deposit: |           |
| Fax:                   |                            |                                             |           |
| Email:                 | Sbrowne@vitacco.com        |                                             |           |

Amount Paid for onsite tree:

Amount Paid for offsite tree: \$2,150.00

Amount Paid for refundable onsite tree:

Amount Paid for refundable offsite tree:

Total Amount Paid: \$2,150.00

Date Paid: 2/11/2020

Received By:

*Blain Hamilton*

Title:

*CP*[www.nyc.gov/parks](http://www.nyc.gov/parks)

P-F3 (Revised 10/1/12)





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# P-F2 Invoice

## Street Tree Zoning Regulation

|                        |                                                                                     |                                             |            |
|------------------------|-------------------------------------------------------------------------------------|---------------------------------------------|------------|
| Application #:         | 20758                                                                               | Amount Due for onsite tree:                 |            |
| Applicant Name:        | Steven Browne                                                                       | Amount Due for offsite tree:                | \$2,150.00 |
| Company Name:          | William Vitacco Associates                                                          | Amount Due for refundable onsite tree:      |            |
| Mailing Address:       | 299 Broadway 5th floor                                                              | Amount Due for refundable offsite tree:     |            |
| City, State, Zip Code: | New York, NY, 10007                                                                 | Total Amount Due:                           | \$2,150.00 |
| Telephone:             | 212-791-4578                                                                        | Number of trees onsite:                     |            |
| Fax:                   |                                                                                     | Number of trees offsite:                    | 1          |
| Email:                 | Sbrowne@vitacco.com                                                                 | Number of trees onsite refundable deposit:  |            |
| DOB BIS #:             | 320909558                                                                           | Number of trees offsite refundable deposit: |            |
| Date of Application:   |                                                                                     |                                             |            |
| Issued By:             |  |                                             |            |
| Title:                 |                                                                                     |                                             |            |
| Date:                  | 2/6/2020                                                                            |                                             |            |

Digitally signed by Nicole Hardy  
DN: cn=Nicole Hardy, o, ou=NYC  
Parks,  
email=Nicole.Hardy@parks.nyc.g  
ov, c=US  
Date: 2020.02.06 15:41:25 -05'00'

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P-F2 (Revised 3/20/17)



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# P-F3 Receipt of Payment

## Street Tree Zoning Regulation

|                        |                            |                                             |           |
|------------------------|----------------------------|---------------------------------------------|-----------|
| Application #:         | 20758                      | DOB BIS #:                                  | 320909558 |
| Applicant Name:        | Steven Browne              | Date Application:                           |           |
| Company Name:          | William Vitacco Associates | Number of trees onsite:                     |           |
| Mailing Address:       | 299 Broadway 5th floor     | Number of trees offsite:                    | 1         |
| City, State, Zip Code: | New York, NY, 10007        | Number of trees onsite refundable deposit:  |           |
| Telephone:             | 212-791-4578               | Number of trees offsite refundable deposit: |           |
| Fax:                   |                            |                                             |           |
| Email:                 | Sbrowne@vitacco.com        |                                             |           |

Amount Paid for onsite tree:

Amount Paid for offsite tree: \$2,150.00

Amount Paid for refundable onsite tree:

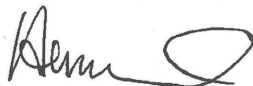
Amount Paid for refundable offsite tree:

Total Amount Paid: \$2,150.00

Date Paid: 2/11/2020

Received By:

Title:

  
CA[www.nyc.gov/parks](http://www.nyc.gov/parks)

P-F3 (Revised 10/1/12)

PERMIT APPLICATION # **20759**

INSPECTOR'S REPORT: THIS SECTION IS **MANDATORY**. DOB WILL NOT ACCEPT THIS DOCUMENT WITHOUT A SEAL FROM NYC DEPARTMENT OF PARKS AND RECREATION-FORESTRY.

Inspection Passed: ☒ Yes / ☐ No

On-Site Tree Quantity:

Off-Site Tree Quantity:

Existing Tree Quantity: **3**

INSPECTED BY Jose Portuhondo

INSPECTION DATE 1 / 19 / 2021

Digitally signed by Jose Portuhondo  
DN: cn=Jose Portuhondo, o=NYC Parks, ou=Forestry, email=jose.portuhondo@parks.nyc.gov, c=US  
Date: 2021.03.17 11:29:47 -04'00'

| Punch-list Item (Circle incorrect items)                                                                                                                                                                  | Tree Number/Location | Species | Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------|----------|
| <b>Burlap and Wire Basket Visible</b> (top 2/3 must be removed)                                                                                                                                           |                      |         |          |
| <b>Tree Planting Depth High / Low</b> (trunk flare must be exposed)                                                                                                                                       |                      |         |          |
| <b>Soil Level Settled low</b>                                                                                                                                                                             |                      |         |          |
| <b>Unacceptable quality mulch</b> (shredded bark mulch required) / <b>incorrect depth mulch</b> (3" requirement)                                                                                          |                      |         |          |
| <b>Poor Soil Quality</b> (topsoil shall be of uniform quality, free from hard clods, stiff clay, hardpan, sods, stone, lime, cement, ashes, slag, concrete, tar, chips, sticks or any undesired material) |                      |         |          |
| <b>Tree Bed Size Incorrect</b>                                                                                                                                                                            |                      |         |          |
| <b>Tree Limbed below minimum height requirement from ground</b> (5 ft minimum for underwire trees, 6 ft for all other trees)                                                                              |                      |         |          |
| <b>Tree Caliper less than 2.5" - 3" Caliper</b>                                                                                                                                                           |                      |         |          |
| <b>Prune Branches/subordinate multiple leaders/major crossing branches</b> (Prune to ANSI-A300 Standards)                                                                                                 |                      |         |          |
| <b>Incorrect stakes/ties</b> (8 ft Cedar stakes/ Arborist required)                                                                                                                                       |                      |         |          |
| <b>Tree in Decline</b> (must water tree at least 20 gallons a week and request another inspection in 4-6 weeks)                                                                                           |                      |         |          |
| <b>Damaged Tree</b> (broken branches, major scars, central leader cut, plant diseases, insect infestations, bark abrasions)                                                                               |                      |         |          |
| <b>Tree Form Defective</b> (lacking central leader, branching cannot be corrected with pruning)                                                                                                           |                      |         |          |
| <b>Incorrect Tree Species</b>                                                                                                                                                                             |                      |         |          |
| <b>Other:</b>                                                                                                                                                                                             |                      |         |          |

All work completed



For any questions concerning correcting punch-list items above, please visit the following link for an informative tutorial on receiving your final signoff: <http://www.nycgovparks.org/pagefiles/84/common-punchlist-mistakes-and-remedies.pdf>

\*\*\*\*Re-inspection is required on all jobs that do not receive a final signoff. Forestry will not re-inspect a site after a failed inspection unless the applicant emails photos to \_\_\_\_\_ showing that all punch-listed work has been corrected to all DPR Specifications.\*\*\*\* The photos should show the following: The original punch-listed condition, a live photo of the work being corrected and the corrected final site.