



PERMIT APPLICATION #

23195

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: 2

Off-Site Tree Quantity: 3 TF

Existing Tree Quantity: 4

INSPECTED BY Tiffany Chu

INSPECTION DATE 12 / 23 / 2021



Digitally signed
by Tiffany Chu
DN: cn=Tiffany
Chu, o,
ou=Forestry,
email=tiffany.c
hu@parks.nyc.g
ov, c=US
Date:
2021.01.04
15:37:13 -05'00'

Punch-list Item (Circle incorrect items)	Tree Number/Location	Species	Comments
Burlap and Wire Basket Visible (top 2/3 must be removed)			
Tree Planting Depth High / Low (trunk flare must be exposed)			
Soil Level Settled low			
Unacceptable quality mulch (shredded bark mulch required) / incorrect depth mulch (3" requirement)			
Poor Soil Quality (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)			
Tree Bed Size Incorrect			
Tree Limbed below minimum height requirement from ground (5 ft minimum for underwire trees, 6 ft for all other trees)			
Tree Caliper less than 2.5" - 3" Caliper			
Prune Branches/subordinate multiple leaders/major crossing branches (Prune to ANSI-A300 Standards)			
Incorrect stakes/ties (8 ft Cedar stakes/ Arborist required)			
Tree in Decline (must water tree at least 20 gallons a week and request another inspection in 4-6 weeks)			
Damaged Tree (broken branches, major scars, central leader cut, plant diseases, insect infestations, bark abrasions)			
Tree Form Defective (lacking central leader, branching cannot be corrected with pruning)			
Incorrect Tree Species			
Other:			
Please note that there is still an outstanding Treefund payment.	Number of trees required to be paid into Treefund:		

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 Central.Forestry@parks.nyc.gov 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.



P-P PERMIT

To plant or perform work on or near trees within city right of way.
Associated Tree Permit Work Order (P-W) must accompany this Permit at all times.

Type of tree work permitted:	☐ REMOVE TREE # TREES _____	☒ ON-SITE PLANTING # TREES 2	☐ OFF-SITE PLANTING # TREES
	☐ PRUNING # TREES _____	☐ Excavate # TREES _____	☒ PROTECT # TREES 4
	☐ INSTALL TREE GUARD # TREES _____	☐ Other # TREES _____	☐ Transplant # TREES _____

PERMIT NO.	23195	DATE VALID 10/1/20	DATE EXPIRES 12/15/20
APPLICATION NO.		PROJECT / DOB BIS NO.	321578100
# PAGES ATTACHED		PERMIT APPROVED BY	William Schmidt BOROUGH FORESTRY MANAGER / SENIOR FORESTER



THIS PERMIT IS ISSUED TO:

NAME	Andrea Harris	TELEPHONE NO.	212-566-5110
MAILING ADDRESS	508 West 26th Street	FAX NO.	
CITY, STATE, ZIP	New York, NY 10004	EMAIL	kyounger@rpoinc.com

TO PLANT AND / OR PERFORM WORK ON OR NEAR STREET / PARK TREES BY:

TREE WORK ENTITY NAME	Kerilea Younger	TELEPHONE NO.	212-566-5112
TREE WORK ENTITY ADDRESS	146 West 29th Street Suite 2E	CITY, STATE, ZIP	New York, NY 10001

WORK LOCATION:

STREET ADDRESS	311 State Street	BOROUGH	Brooklyn
CROSS STREETS		PROJECT NAME	
DEPARTMENT OF BUILDINGS BIS NUMBER (N/A if applicable)			

REQUIREMENTS OF THIS PERMIT:

- Time frame.** This Permit is valid for the time period specified above. Trees can only be planted between March 1st and May 15st or October 1st and December 15st. If the Permittee misses the time frame, they must reapply. This Permit may be revoked at any time.
- Notification.** The relevant forestry office must be notified at least 24 hours prior to the start of tree work (see phone numbers below).
- Proof of permission.** The original Permit (P-P) and attached Tree Permit Work Order (P-W) must be present on site when the permitted work is being performed—no copies are accepted.
- Standards.** Work under this Permit—described on the attached Tree Permit Work Order(s)—must be done in accordance with Parks Department Standards, which are summarized on the reverse page. Complete Parks Standards are available from the forestry offices. It is the responsibility of the Permittee to read and understand the complete description of Parks Standards.
- Parks reserves the right to deny a Permit to any contractor or entity in poor standing with the Agency.** In order to stay in good standing our standards must be followed or the landscaping company (tree work entity) will be denied any Agency permits for a period of 12 months.
- Planting Guarantee.** Applicants for tree planting permits are responsible for the trees for a 2 year guarantee period if no tree work entity information is given. Parks inspects after 2 years and all trees must be in excellent condition at this time. If trees are not in excellent condition you will be required to make corrections according to a punch list.
- Liability.** All tree work shall be performed without cost to Parks. The holder of this Permit agrees to hold the City of New York and the Department of Parks free from all liability for damage to persons or property, however caused, through the exercise of this Permit.
- Restitution.** Any tree work improperly performed or otherwise not in accordance with Parks Standards and Specifications will be subject to restitution and penalty at the direction of the Department of Parks and at the expense of all legally responsible parties.
- Final inspection.** A final planting inspection must be scheduled with a Parks forester after the tree(s) have been planted, staked, and mulched and the tree pit(s) have been finished using granite pavers, if necessary. Once planting is complete, fax or mail a copy of your permit to Central Forestry with a letter requesting a final inspection. A Parks forester will visit the site within three (3) weeks to ensure that all planting work was completed to Parks' satisfaction.
- Guarantee period.** All newly planted trees must be guaranteed by the Permittee for two (2) years after planting. If a tree dies during this period, the Permittee is responsible for replacing the tree.

If you have applied to plant one or more trees and you have not been permitted to plant all of them, please review below:

Due to zoning regulations, _____ tree(s) must still be planted. You are required to reapply for an offsite tree planting permit or submit a PF-1 tree fund application to cover the balance of required trees. Parks will issue you an off-site permit within 30 days of receipt of a valid application.

Tree planting was **DENIED** because one or more of the following obstructions were found upon inspection according to New York City Parks planting standards:

- | | | | | | |
|---|------------------------------------|--|---|---|---|
| ☐ Water valve/Hydrant | ☐ Gas valve | ☐ Electric line | ☐ Light/Utility Pole | ☐ Driveway/Narrow sidewalk | ☐ Offsites Provided |
| ☐ Neighbor/Existing tree | ☐ Bus stop | ☐ Subway/Vault | ☐ Building entrance | ☐ Stop sign / intersection | ☐ Request Offsites or Treefund |
| Other _____ | | | | | |

FORESTRY OFFICES:

BRONX (718) 430-1877
QUEENS (718) 393-7373

BROOKLYN (718) 965-7750
STATEN ISLAND (718) 816-5180

MANHATTAN (212) 860-1845
CENTRAL (212) 360-TREE (8733)

NYC DEPARTMENT OF PARKS & RECREATION – SUMMARY OF TREE WORK STANDARDS*

1. PRUNE

The Permittee shall prune trees in accordance with accepted arboricultural practices, to the satisfaction of Parks. Due to the Asian longhorned beetle (ALB) infestation, the contractor must be certified to work in the ALB quarantine zone and will be required to chip all debris generated in the course of tree removal as set forth in state and federal quarantine regulations. In order to reduce susceptibility to Dutch elm disease, all elm trees shall only be pruned between November 1st and March 31st, except if so directed by Parks. Where appropriate, the Permittee shall lower any branch using ropes that would otherwise injure the tree or other property when falling. Where there is restricted access, or where trees are taller than the working height of a bucket, it may be necessary for trees to be pruned using ropes and saddles. The use of hydraulic limb loppers or climbing spikes is prohibited. The Permittee shall be liable for any and all damage to trees, plants, and other growth, as well as real property and vehicles.

As directed by the Borough Forestry Manager or the designated representative, pruning shall consist of the removal of dead, broken, damaged (storm- or otherwise), fungus- or insect-infected limbs; dead or decaying stubs; suckers; and all other undesirable growth. Any structurally weak, decayed trunk or branch, or split crotch or branch, shall be removed. The Permittee shall remove all crossed or rubbing branches where practicable so that the removal will not leave large holes in the general outline of the tree. Prune all branches six to twelve feet (6'-12') from buildings, or as directed by the Borough Forestry Manager. Excessive pruning is prohibited. All pruning shall be done to a lateral branch or branch attachment point where possible. All limbs one inch (1") in diameter (the size of a quarter) and over must be pre-cut to prevent splitting and / or bark rips. All cuts shall be made to the top of the branch collar so that healing can readily start under normal conditions. Do not leave stubs or make flush cuts. Injured areas where healing is not taking place properly may be bark traced in accordance with accepted arboricultural practices, if directed. Cuts that may prevent normal sap flow are not to be made. In lifting bottom branches of trees for under clearance, care should be given to the symmetrical appearance of the tree.

2. EXCAVATE

Extreme care must be exercised in removing concrete or asphalt within the tree protection zone, and paving pieces must be lifted rather than dragged. Any excavation shall be done by hand, pneumatic excavation, or micro-tunneling. Trenching shall not occur within the tree protection zone. Roots over one inch (1") in diameter shall not be cut without the written permission of Parks, either inside or outside of the tree protection zone. The excavated area shall be backfilled immediately, or the roots shall be kept constantly moist with burlap covered with white plastic until backfill is complete, up to a maximum of forty-eight (48) hours. Burlap shall be checked a minimum of two (2) times a day, at least once in the morning and once in the afternoon. If directed, soaker hoses shall be installed to facilitate properly moist conditions of excavated areas. Planting beds that are installed within tree protection zones can only be done with the written permission of Parks and the presence of an Arborist. Other plants shall not be placed within three (3) feet of an existing tree trunk.

3. MANAGE PESTS

Pesticide applications shall be done only for the control of specific diseases or insects, with the proper materials in the necessary strength, and applied at the proper time to obtain the desired control. All spraying practices shall conform to State and Federal regulations. A professional possessing the State pesticide applicator license must perform the application. The Department of Environmental Conservation (DEC) can provide the most up-to-date guidelines and requirements on pesticide application, storage, and disposal. Suitable precautions shall be taken to warn the public that spraying is being done and to protect them.

4. INSTALL DECORATIONS

Decorations may only be affixed between November and February, and they must be removed by the beginning of March. In addition, they must not be attached by drilling or hammering into the bark.

5. PROTECT / WORK ADJACENT TO

To protect trees during construction, all work must follow Parks provisions for tree protection. This includes guidelines for soil protection, erosion control, overhead clearance, excavation and trenching, irrigation, and water runoff. In addition, the following tree protective barriers must be implemented: a twelve-inch (12") layer of mulch covered by interlocking high-density polyethylene mats under the tree canopy, tree guards with tree trunk wraps, fencing along the perimeter of tree protection zones, and signage clearly indicating protected areas. No encroachment of the designated tree protection zones shall occur without the written permission of Parks, and without the on-site presence of a Parks representative or an approved arborist. If encroachment is permitted, preventative measures must be employed to minimize damage. At the completion of the construction project and in response to field conditions, several site restoration / mitigation measures may be required by the contractor as specified in the tree protection plan or by Parks directly. These measures shall be assumed at the expense of the Permittee and shall not be done without the approval of Parks.

6. PLANT

Parks expects the Permittee to propose the largest pits possible appropriate to the sites, and Parks has the right to increase the size of the pits. The permitted work consists of excavating all tree pits, planting, and maintaining new trees of the type and size designated on the approved list. Tree diameter shall be at least two and a half inches (2.5") measured at six inches (6") from the ground and no larger than three and a half inches (3.5") in diameter, unless otherwise authorized by Parks. They shall have normal, well developed branches and a fibrous root system. They shall be sound, healthy, vigorous trees, free from defects. No nylon burlap or rope shall be permitted around the root ball. No tree trunks shall be wrapped. All nursery tags and protective wrapping must be removed prior to planting. Crowns of young trees shall not be cut back to compensate for root loss. At the time of planting, the root collar shall not be buried and the soil around each tree shall be thoroughly saturated with at least twenty (20) gallons of water. A three-inch (3") bark mulch layer shall be applied as a ground cover to the surface of all planting beds at the time of planting, except directly around the root flare. The Permittee shall be liable for any damages to property due to planting operations, and all areas disturbed shall be restored to their original condition. All trees shall be guaranteed for 2 years. **The Parks Department no longer issues permits to plant Flowering Pear, Pyrus calleryana.** For a complete list of species restrictions, please visit the Parks Department website at www.nycgovparks.org/services/forestry. Please refer to Parks' Tree Planting Standards for complete guidelines:

<http://www.nycgovparks.org/services/forestry>.

7. REMOVE STUMP

See Parks Standards for tree removal below.

8. REMOVE TREE

All trees must be topped and limbed prior to felling. The Permittee must carefully protect against damage to all existing trees (including live roots), plants, curbs, sidewalks, utilities, and other features to remain. Stumps and all surface roots shall be removed or ground to a minimum depth of twenty four inches (24") below grade. During stump grinding operations, plywood must be used to protect adjacent vehicles, real property, and pedestrians. The excavated area must be filled only with topsoil backfill material that meets Parks specifications. The topsoil shall be firmly tamped every six inches (6") in the backfill process and mounded to no more than three inches (3") above the existing grade to account for further settling. All paved areas, parking areas, lawns, and sidewalks that have been disturbed by tree removal must be cleared of fallen branches and restored to original condition. Due to the Asian longhorned beetle (ALB) infestation, the contractor must be certified to work in the ALB quarantine zone and will be required to chip all debris generated in the course of tree removal as set forth in State and Federal quarantine regulations.

9. TRANSPLANT / RELOCATE

Unless otherwise specified, all materials, workmanship, and requirements shall conform with applicable provisions of Parks' Street Tree Planting Guidelines (see Planting Specifications, above). No transplanting shall be done except in the presence of the Borough Forestry Manager or a representative. The Permittee shall transplant trees only up to four-inch (4") caliper unless otherwise directed by Parks. All precautions customary in good trade practice shall be taken in preparing plants for moving, and workmanship that fails to meet the highest standards will be rejected. All plants shall be dug immediately before moving unless otherwise directed. All plants shall be dug to retain as many fibrous roots as possible. Plants shall be balled and burlapped, having a solid ball of earth of minimum specified size according to the most recent American Association of Nurserymen Standards and securely held in place by burlap and sisal twine. All rejected material shall be immediately removed from the site and replaced with acceptable material at no additional cost to Parks.

10. OTHER

All other work on or around City tree(s) must be done in accordance with Parks Department Standards, including, but not limited to, air-spading, injecting pressurized water, applying anti-transpirants, mulching / vertical mulching / radial trenching, fertilizing, modifying soil, implanting / micro-injecting, tree cabling / bracing, affixing tree guards / lightning protection rods, applying plant growth regulators, and investigating decay / root collar. The appropriate forestry office must be notified at least 24 hours prior to the start of tree work.



NYC Parks

P-W Tree Permit Work Order

To accompany any permit for tree planting or tree work

PERMITTEE: THIS WORK ORDER IS INVALID WITHOUT AN ASSOCIATED TREE WORK PERMIT

FOR THE INSPECTOR: This work order must be prepared prior to issuing a permit. The Inspector's Report must be completed as soon as the permitted work is finished.

Type of tree work permitted: Planting	☐ REMOVE: TREE QTY. ____ ☒ ON-SITE PLANTING: TREE QTY. ____ ☐ OFF-SITE PLANTING: TREE QTY. ____
	☐ PRUNE: TREE QTY. ____ ☐ EXCAVATE: QTY. ____ ☒ PROTECT: TREE QTY. <u>4</u> ☐ TRANSPLANT: TREE QTY. ____
	☐ OTHER: _____ TREE/QTY. ____ ☐ EXISTING TREE: QTY. ____
APPLICATION NO. : <u>23195</u>	
SERVICE REQUEST NO.: _____	
INSPECTED BY: <u>William Schmidt</u>	
INSPECTION DATE: <u>9/8/20</u>	
DATE VALID: <u>10/1/20</u> DATE EXPIRES: <u>12/15/20</u>	
PROJECT / DOB JOB NO.: <u>321578100</u>	
PAGE 1 OF <u>1</u> PAGES	
WORK ORDER APPROVED BY: <u>William Schmidt</u> FORESTER	



Please fill in the applicable blanks for each tree that requires work. Make sure that the description is clear and detailed enough that it can be completed easily by the tree work entity. Attach site diagrams if necessary. This completed work order must be attached to the Permittee's copy of the associated permit.

Review Planting Specifications: http://www.nycgovparks.org/sub_permits_and_applications/images_and_pdfs/TreePlantingStandards

Work Type Codes: Please refer to the accompanying Permit for a summary of Parks' Tree Work Standards.

1. prune; 2. excavate; 3. manage pests; 4. install decorations; 5. protect / work adjacent to; 6. plant; 7. remove stump; 8. remove tree; 9. transplant; 10. other (specify in description below)

Tree Condition Codes: E. excellent; G. good; F. fair; P. poor; D. dead; S. stump

Season Codes: Sp. Spring (March 1st – May 15th); Sm. Summer (May 1st – September 30th); F. Fall (October 1st – December 15th); W. Winter (January 1st – Feb 29th)

LOCATION: <u>311 State Street 1-2 S (on Hoyt St)</u>			WORK TYPE: <u>6</u>	TREE CONDITION: <u>E</u>	SEASON: <u>F</u>
DESCRIPTION OF WORK NEEDED BELOW:	SPECIES: <u>Japanese pagoda or honey locust</u>	Caliper / DBH:	WIRES: <u>N</u>	PIT SIZE <u>10X5</u>	PAVERS: <u>No</u>
Protect trees within the construction zone following NYC Parks tree protection protocols and NYC Parks utility protocols. Install temporary wooden tree guard around the trees within the construction zone to NYC Parks dept. specifications. Any excavation within the Critical Root Zones must be done with hand tools and/or pneumatic air device under the supervision of a consulting arborist. No trenching or cutting of roots over 1" in diameter will be permitted. Tunneling shall occur when working within the critical root zones and beneath the driplines of all city trees. A Type II Arborist Report shall be provided to Parks upon completion of work. https://www.nycgovparks.org/pagefiles/52/Utilities-Protocol-2-11-2007.pdf https://www.nycgovparks.org/trees/street-tree-planting/best-practices					



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

P-F3 Receipt of Payment

Street Tree Zoning Regulation

Application #:	23195	DOB BIS #:	321578100
Applicant Name:	Andrea Harris	Date Application:	
Company Name:	DESIGN AIDD ARCHITECTS, PLLC	Number of trees onsite:	
Mailing Address:	508 West 26th Street	Number of trees offsite:	3
City, State, Zip Code:	New York, NY, 10004	Number of trees onsite refundable deposit:	
Telephone:	212-566-5110	Number of trees offsite refundable deposit:	
Fax:			
Email:	kyounger@rpoinc.com		
Amount Paid for onsite tree:			
Amount Paid for offsite tree:	\$6,450.00		
Amount Paid for refundable onsite tree:			
Amount Paid for refundable offsite tree:			
Total Amount Paid:	\$6,450.00		
Date Paid:	7/16/2020		
Received By:			
Title:			

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Digitally signed by
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P-F3 (Revised 10/1/12)