



City of New York
Parks & Recreation

DEPT. BLDGS	510060363	Job Number
SC070320022		Scan Code

To plant or perform work on or near street / park trees

Parks will not issue a permit without an application.
An associated Tree Permit Work Order(s) must accompany this Permit at all times.

Type of tree work permitted:	☐ REMOVE TREE # TREES _____	☒ PLANT ON # TREES 10	☐ PLANT OFF # TREES 0
	☐ PRUNING # TREES _____	☐ Excavate # TREES _____	☐ PROTECT # TREES _____
	☐ Transplant # TREES _____	☐ OTHER # TREES _____	

PERMIT NO.	DATE VALID	10/1/2011	DATE EXPIRES	12/31/2011
APPLICATION NO. 7026	PROJECT / DOB BIS NO.	510061344		
# PAGES ATTACHED _____	PERMIT APPROVED BY	Borough Forestry Manager / Senior Forester		

THIS PERMIT IS ISSUED TO:

NAME Eugene K. Schafer Jr.
MAILING ADDRESS 450 Buckhorn Drive
CITY, STATE, ZIP Belvidere, NJ 07823

TELEPHONE NO. 646-675-8496
FAX NO. 908-475-3559
EMAIL

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

TREE WORK ENTITY NAME
TREE WORK ENTITY ADDRESS

TELEPHONE NO.
CITY, STATE, ZIP

WORK LOCATION:

STREET ADDRESS 82 Lamberts Lane Staten Island, NY 10314
CROSS STREETS Seldin Ave & Roman Ave
DEPARTMENT OF BUILDINGS BIS NUMBER (N/A if applicable) 510061344

BOROUGH Staten Island
PROJECT NAME

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 31st or October 1st and December 31st. If the Permittee misses the time frame, s/he 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 and attached Tree Permit Work Order(s) must be present on site when the approved 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 complete 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.

Denial. If you have applied to plant one or more trees and you have not received permission to plant all of them, please see the box below for the reason.

Due to zoning regulations, _____ tree(s) must still be planted. You are required to reapply for a tree planting permit in an alternate location. 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 based on New York City Department of Parks Planting Standards:

☐ Water valve ☐ Gas valve ☐ Street light ☐ Driveway ☐ Electric line ☐ Narrow sidewalk
☐ Existing tree ☐ Fire hydrant ☐ Bus stop ☐ Subway ☐ Building entrance ☐ Stop sign / intersection
 Other _____

FORESTRY OFFICES:

BRONX (718) 430-1877
QUEENS (718) 699-4700

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

MANHATTAN (212) 860-1845
CENTRAL (718) 760-6794