

**P-P PERMIT**

or near trees within city right of way.
 Accompany this Permit at all times.

Associated Tree Permit Work Order

NYC Parks

Type of tree work permitted:	☐ REMOVE TREE # TREES _____	☒ ON-SITE PLANTING # TREES 1	☐ OFF-SITE PLANTING # TREES 0
	☐ PRUNING # TREES _____	☐ Excavate # TREES _____	☐ PROTECT # TREES _____
	☐ INSTALL TREE GUARD # TREES _____	☐ Other # TREES _____	☐ Transplant # TREES _____
PERMIT NO.	DATE VALID 10-1-15	DATE EXPIRES 12-15-15	
APPLICATION NO. 12934	PROJECT / DOB BIS NO. 520086567		
# PAGES ATTACHED _____	PERMIT APPROVED BY _____		
	BOROUGH FORESTRY MANAGER / SENIOR FORESTER		

THIS PERMIT IS ISSUED TO:

NAME Richard Harris
 MAILING ADDRESS PO Box 4458
 CITY, STATE, ZIP Greenwich, CT 06831

TELEPHONE NO. 203-943-4074
 FAX NO. 203-930-3614
 EMAIL rharris@hdevelopmentgroup.com

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 182 Roman Ave
 CROSS STREETS Lamberts La
 DEPARTMENT OF BUILDINGS BIS NUMBER (N/A if applicable) 520086567

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 15th or October 1st and December 15th. 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, 2 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

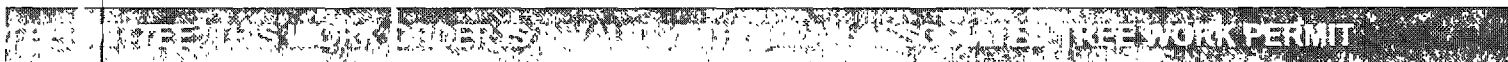
BROOKLYN (718) 965-7750
 STATEN ISLAND (718) 816-5180

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

P-W Tree Permit Work Order

To accompany any permit for tree planting or tree work

NYC Parks



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:

☐ REMOVE: TREE QTY ____ ☒ ON-SITE PLANTING: TREE QTY 1 OFF-SITE PLANTING: TREE QTY ____
☐ PRUNE: TREE QTY ____ ☐ EXCAVATE: QTY ____ ☐ PROTECT: TREE QTY ____ ☐ TRANSPLANT: TREE QTY ____
☐ OTHER _____: TREE/QTY ____ ☐ EXISTING TREE: QTY ____

APPLICATION NO.: 12934

DATE VALID: 10/1/2015

DATE EXPIRES: 12/15/2015

SERVICE REQUEST NO.: _____

PROJECT / DOB JOB NO.: 520086567

INSPECTED BY: Amory Ngan

PAGE 1 OF ____ PAGES

INSPECTION DATE: 11/16/2015

WORK ORDER APPROVED BY: Amory Ngan 718-760-6830
FORESTER II

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: 182 Roman Avenue, 1 Front		WORK TYPE: 6	TREE CONDITION: E	SEASON: F	
DESCRIPTION OF WORK NEEDED BELOW	SPECIES: River Birch, American Elm, Red Maple	Caliper/ DBH: 2.5-3"	WIRES: N	PIT SIZE: Lawn strip width x 7' as per plan	PAVERS: No
FOR ALL TREES: Plant 1 2.5-3" caliper tree(s). Remove top 2/3 of the burlap & wire basket. Expose root flare level to sidewalk. Add 20 gallons of water to each tree when planting. Use approved materials for planting, staking, and mulch. Excavate entire tree pit to size noted and replace with new soil to specifications.					
LOCATION:		WORK TYPE: 6	TREE CONDITION: E	SEASON: F	
DESCRIPTION OF WORK NEEDED BELOW:	SPECIES:	DBH: 2.5-3"	WIRES: N	PIT SIZE:	PAVERS: No
LOCATION:		WORK TYPE: 6	TREE CONDITION:	SEASON: F	
DESCRIPTION OF WORK NEEDED BELOW.	SPECIES:	Caliper/ DBH: 2.5-3"	WIRES:	PIT SIZE:	PAVERS: No
LOCATION:		WORK TYPE: 6	TREE CONDITION:	SEASON: F	
DESCRIPTION OF WORK NEEDED BELOW:	SPECIES:	Caliper/ DBH: 2.5-3"	WIRES:	PIT SIZE:	PAVERS: No

PERMIT APPLICATION #

12934

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: 1

Off-Site Tree Quantity: 0

Existing Tree Quantity: 0

INSPECTED BY Rick Sheehan

INSPECTION DATE 1.5.16

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:			

All Work Completed 1/5/16

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 earl.sheehan@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.