



VILLAGE OF FLOWER HILL

1 BONNIE HEIGHTS ROAD | MANHASSET, NY 11030

| (516) 627-5000 | WWW.VILLAGEFLOWERHILL.GOV

TREE REMOVAL PERMIT APPLICATION CHECKLIST

Tree removals not associated with a building permit or construction project:

- ☐ **Submit a Tree Removal Permit Application:** Application must be signed and notarized.
- ☐ **Diagram/Tree Identification:**
 - a) On the diagram provided in the application, show the approximate location of each tree proposed for removal and number each tree (1, 2, 3, etc.). Include nearby features, such as the house, driveway or shed to help the Village locate the tree(s).
 - b) Clearly mark each tree proposed for removal with brightly colored ribbon or tape so it can be easily identified during the Village inspection. ***If trees are not clearly marked as required, the Village Arborist will not conduct the inspection.***
- ☐ **Tree Information:** For each tree proposed for removal, identify its approximate trunk diameter (measured 4½ feet above ground) and species (if known).
- ☐ **Reason for Removal:** State reason for removal of each tree.
- ☐ **Replanting Required:** *The Village requires one replacement tree for each tree removed, including dead or damaged trees.*
- ☐ **Tree Replacement Information:** All replacement trees must be approved by the Village before a tree removal permit is issued. Refer to the attached Village Tree Replanting List for approved species with a minimum diameter of 2 inches. Any species not on the list requires prior approval from the Building Inspector or Village Administrator.
- ☐ **Planting Plan:** For the removal of six or more trees, a planting plan showing the proposed replacement trees and their locations may be required by the Village.
- ☐ **Licensed Tree Contractor:** Provide the contractor's name, contact information and Village of Flower Hill landscaping permit number. All tree removal work must be performed by a contractor licensed with the Village of Flower Hill.
- ☐ **Fees and Replanting Bond:**
 - a. Nonrefundable arborist/application fee: \$75.
 - b. Removal of live trees: \$200 per tree. No additional fees for dead/damaged tree(s).
 - c. Required replanting bond: \$1,000 per tree for one to five replacements; \$6,000 total for six to ten replacements; amount determined by the Building Department for more than ten replacements.

APPLICANT ACKNOWLEDGMENTS – **READ AND INITIAL** EACH STATEMENT

_____ I understand that the Village requires one replacement tree for each tree removed, ***including dead or damaged trees***, unless an exception is approved by the Building Inspector or Village Administrator

_____ I understand that replacement trees must be selected from the Village's approved tree list unless another species is approved by the Building Inspector or Village Administrator. Evergreen trees will not count toward required replacements unless specifically approved.

_____ I understand that a replanting bond is required. I am responsible for contacting Village Code Enforcement to schedule an inspection after the replacement trees are planted and a second inspection approximately 4–6 months later to determine whether the trees are healthy and surviving. The Village may defer the second inspection until the following growing season if necessary to properly assess the trees' health and survival. The bond will be eligible for refund once both inspections have been satisfactorily completed and all permit conditions have been met.

_____ I understand that approval of this application does not authorize tree removal. No tree may be removed until the Village has issued a hard copy of the tree removal permit.

TREE REMOVAL WORK HOURS: MONDAY – FRIDAY, 8:00 AM – 6:00 PM.

NO TREE REMOVAL WORK ON SATURDAY, SUNDAY OR FEDERAL HOLIDAYS.



VILLAGE OF FLOWER HILL
1 BONNIE HEIGHTS RD.
MANHASSET, NY 11030
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DATE: _____

PERMIT NO. _____

APPLICATION FOR TREE REMOVAL/SUBSTANTIAL ALTERATION PERMIT

SITE ADDRESS: _____

APPLICANT' NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

Is this application being made in conjunction with a building or any other permit? Yes / No

Have any trees been removed from this property in the last 4 years? Yes / No

Have you clearly marked the subject trees for easy identification (bright ribbon/tag)? Yes / No

DIAGRAM

Mark the approximate location of each tree proposed for removal and number each tree (1, 2, 3, etc.). Also include nearby features, such (house, driveway or shed, etc.) to help the Village locate the tree(s).

BACK YARD



FRONT YARD

Tree Information / Reason for Removal: For each numbered tree proposed for removal, provide species (if known), approximate trunk diameter (measured four feet from the ground) and reason for removal.

- *Each tree removal requires a tree replacement. A planting plan may be required for the removal of six or more trees.*

All work MUST be performed by a contractor licensed in the Village of Flower Hill

Name of Contractor: _____ **Phone:** _____

Address: _____ **Email:** _____

Flower Hill Landscape Permit # _____

THIS APPLICATION MUST BE SIGNED AND NOTARIZED (Notaries are available at Village Hall)

By signing this application, I hereby agree to the following conditions:

1. All information contained herein is truthful.
2. All trees for which removal is requested are clearly marked.
3. I authorize the Village Arborist to enter my property to examine the subject tree(s).
4. All work described herein will be performed by a contractor licensed in the Village of Flower Hill.
5. I accept all tree replant terms and conditions set forth by the Village (see "Replant List")
6. I understand that the Village requires one replacement tree for each tree removed, **including dead or damaged trees**, unless an exception is approved by the Building Inspector or Village Administrator.
7. I understand that a refundable tree replacement bond is required in accordance with the schedule set forth in this application (page 3).
8. Upon the replanting of any tree subject to bonding, the applicant must contact the Village to schedule an initial inspection. Four to six months after a successful initial inspection, the applicant must contact the Village again to schedule a final inspection. After a successful final inspection, bond monies will be returned to the applicant.

STATE OF NEW YORK, COUNTY OF NASSAU

I, _____, being duly sworn, depose and state that I am the (check one):
☐ Property Owner ☐ Authorized Agent of the Property Owner

and that the information provided in this application is true to the best of my knowledge and belief.

Signature: _____ Date: _____

Sworn to before me this _____ day of _____, 20____.

Notary Public: _____

TREE REMOVAL FEES AND REPLACEMENT BOND

NON-REFUNDABLE FEES:

- Arborist Inspection Fee: \$75 per property visit, regardless of the number of trees.
- Live Tree Removal Fee: \$200 per tree.
- Dead or Damaged Trees: No additional removal fees.

REFUNDABLE TREE REPLACEMENT BOND:

A refundable tree replacement bond is required for all trees approved for removal, **including dead or damaged trees**. The bond is returned upon satisfactory completion of the required replanting and inspections.

- 1-5 Replacement Trees: \$1,000 per tree
- 6-10 Replacement Trees: \$6,000 total
- More than 10 replacement Trees: Bond amount determined by Building Department

BOND REFUND: The bond is eligible for refund following satisfactory inspections confirming that the required replacement tree(s) are healthy, surviving and that all permit conditions have been satisfied.

OFFICIAL USE ONLY

☐ Approved ☐ Denied ☐ Landscape Plan Required

Fee: \$_____ Bond: \$_____ Replacement Trees Required: _____

VILLAGE OF FLOWER HILL TREE LIST

***REQUIRED PLANTING MUST BE IN THE QUANTITY SIZE OR CLASS SPECIFIED ON PERMIT**

***ANY SUBSTITUTION REQUIRES PRIOR APPROVAL FROM THE VILLAGE**

***EVERGREEN REPLANTS ALLOWED ONLY WHEN SPECIFIED AND APPROVED BY VILLAGE**

Large Deciduous Trees:

These trees should be set back at least 25 feet from overhead wires.

<u>Common Name</u>	<u>Scientific Name</u>
Beech	<i>Fagus</i>
Hickory	<i>Carya</i>
Horse Chestnut	<i>Aesculus</i>
Linden	<i>Tilia</i>
Red Maple	<i>Acer rubrum</i>
River Birch	<i>Betula nigra</i>
Northern Hackberry	<i>Celtis occidentalis</i>
Yellowwood	<i>Cladrastis kentukea</i>
Imperial Honey Locust	<i>Gleditsia tricanthos var. inermis</i>
American Sweetgum	<i>Liquidambar styraciflua</i>
Tuliptree	<i>Liriodendron tulipifera</i>
Bald Cypress	<i>Taxodium distichum</i>
Black Gum	<i>Nyssa sylvatica</i>
Eastern Hop Hornbeam	<i>Ostrya virginiana</i>
Swamp White Oak	<i>Quercus bicolor</i>
Willow Oak	<i>Quercus phellos</i>
Zelkova	<i>Zelkova</i>

TREES MUST HAVE A MINIMUM 2" DIAMETER AT PLANTING

<u>Small/Medium Trees</u>	<u>Scientific Name</u>
American Hornbeam	<i>Carpinus carolinana</i>
American Smoketree	<i>Cotinus obovatus</i>
Cockspur hawthorn	<i>Crataegus crus galli var. inermis</i>
Crabapple	<i>Malus</i>
Crape Myrtle	<i>Lagerstroemia</i>
Dogwood	<i>Cornus</i>
Flowering Cherry	<i>Prunus</i>
Green Hawthorn	<i>Crataegus viridis</i>
Imperial Honey Locust	<i>Gleditsia triacanthos var. inermis</i>
Little King Fox Valley River Birch	<i>Betula nigra</i>
Magnolia	<i>Magnolia</i>
Serviceberry	<i>Amelanchier laevis (all species)</i>

TREES MUST HAVE A MINIMUM 2" DIAMETER AT PLANTING