

APPLICATION FOR TREE REMOVAL PERMIT



Village of Upper Brookville
24 Wolver Hollow Road, Glen Head, NY 11545

T: 516-624-7715 Ext. 2

deputyclerk@upperbrookville.org

Village of Upper Brookville Code—Chapters 191 and 112

Permit #: _____ Date: _____

Section: _____ Block: _____ Lot: _____ Permit Expiration Date: _____

Homeowner Name: _____ Address: _____

City: _____ State: _____ Zip Code : _____

Phone: _____ Email: _____

Tree Company Name: _____ Address: _____

City: _____ State: _____ Zip Code : _____

Phone: _____ Email: _____

Total # of Trees to be removed: _____ Permit Fee (See Page 2): \$ _____

Tree #	Botanical/Common Name	Circumference in inches at 4.5' above ground	Reason for Removal	Village Comments
1				
2				
3				
4				
5				

(Attach additional pages if more than 5 Trees)

I hereby acknowledge I have read the application requirements, rules, and fees listed on Page 2, and further acknowledge that removal of trees and/or plantings without a permit may result in a fine of up to \$5000 per tree.

Homeowner Signature: _____ Date: _____

Building Department Use Only

Approved By: _____ Date: _____

SUBMISSION REQUIREMENTS

- A completed Tree Removal Permit Application.
- Provide a description and site plan or survey/map of the proposed tree removal work, including the number, size and location of the trees to be cut down. Detail should be enough for the Tree Warden to easily find the trees. Place a ribbon (one color only) around trees to be removed. Do not mark the trees with a permanent substance such as paint.
- All tree removal debris needs to be removed from the property unless used for mulch and/or firewood. Firewood needs to be neatly stacked and location must comply with setbacks.
- Dead trees require a permit, \$75 permit fee, and inspection by the Code Enforcement Inspector or Tree Warden.
- The Village may require the planting on private property of the same species or an agreed-upon alternate species of specimen or non-specimen trees which are as nearly comparable in type and size as practical to the trees to be removed, destroyed or affected by the alteration, when the individual character of the specimen or non-specimen trees or the ecological setting requires special consideration, as a condition for the issuance of a permit for removal, destruction or alteration. The location for planting of the replacement trees shall be specified prior to issuance of the permit for removal.
- For an application that pertains to a property for which a prior tree removal permit was issued within the past 24 month period, or for a property where trees were removed without a removal permit, the permit fee shall be calculated using the total number of all trees that have been and will be removed, charged at the highest applicable rate per tree.

Rules

- Permitted Times

Tree Removal by Homeowner	Tree Removal by Licensed Company
Weekdays: 8:00 AM – 6:00 PM Saturday: 9:00 AM – 5:00 PM Not Permitted: Sunday and NYS & federal Holidays	Weekdays: 8:00 AM – 6:00 PM Not Permitted: Saturday, Sunday and NYS & federal holidays

- Buffer Areas

No existing live tree or shrub of any size shall be removed from the buffer areas without first filing an application with and securing approval from the Village. The buffer area is defined as the twenty-foot wide vegetated area on a lot contiguous to its side and rear boundary lines, excluding the side boundary line which is contiguous to a street on a corner lot.

Fee Schedule

# of Trees	Fee	# of Trees	Fee	# of Trees	Fee
1-5	\$75	11	\$375	17	\$675
6	\$110	12	\$425	18	\$725
7	\$145	13	\$475	19	\$775
8	\$180	14	\$525	20	\$825
9	\$215	15	\$575	21	\$1,275
10	\$250	16	\$625	22 & Up	\$1,275 + \$75 per tree over 21