



**VILLAGE OF MAMARONECK**  
**BUILDING DEPARTMENT**

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## **Tree Removal Permit Application Form**

As per Village Code §318 a property owner may remove a tree on non-public property as of right, provided that: The tree is removed under an actual or ongoing emergency when such tree removal is necessary for the protection and preservation of life or property, including adjoining parcels. The property owner shall give notice of said removal to the Village as soon as practical.

### **Requirements**

- The application for a Tree Removal Permit shall contain the address of the project including the section, block, and lot along with the name, phone number and email address of the owner, tree contractor and when applicable ISA (International Society of Arboriculture) certified arborist (tree expert) with completed ISA Assessment Form as well as a description of the project.
- The entire application must be filled out and signed to be accepted.
- The permit must be filed with the Building Department and will be valid for ninety days (90) or a permit extension will be required
- Each application shall include the following information:
  - Site plan or survey and photos showing location of trees to be removed (type and size to be noted) including a copy of any land use board approved site plan and certifications applicable to the tree removal(s) proposed.
  - A list of tree species specifying types and DBH sizes of trees to be removed and the reason for removing the trees.
  - **Permit fee of \$25.00** and any other information to support the application.
  - At the time of application submittal, the trees proposed for removal must be clearly marked with ribbons or stakes on site for Village staff review and verification.
- Depending on the scope of the project, the Village may require:
  - A written statement from an ISA certified arborist or other tree expert stating the condition of trees requested for removal which may include a certification statement that all trees removed shall be removed and/or replaced in accordance with the approved permit and all provisions of Chapter 318 of the Village Code.
  - A tree preservation plan showing trees which are to be preserved and protected. Methods for tree preservation in areas affected by construction activities shall meet standards set by Westchester County Best Management Practices Manual.
  - Supporting documentation prepared by an ISA certified arborist attesting to any statement that a tree(s) is considered dead, dying, diseased or hazardous. The ISA Basic Tree Risk Assessment form is an industry accepted supporting document.
- Replacement trees shall be native to the Northeast United States, of a genus and species expected to grow to maturity at a similar size to the removed tree. Trees known to be invasive species are excluded for use as replacement trees. Replacement trees shall be selected by the property owner from the Village's list of recommended native trees.

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

**Tree Contractor**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

**For activities that include proposed removal of tree(s) that straddle a property line, the signature from the adjacent/affected property owner acknowledging the application for tree removal(s) shall be included below.**

**Adjacent/Affected Property Owner Signature**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

**ISA Arborist**

Name: \_\_\_\_\_

ISA #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Project

Any land use board determinations in the past 3 years that included an approved landscaping plan or tree preservation plan?

Yes       No

If yes, provide the Date of the Determination: \_\_\_\_\_

Is the proposed tree removal activity located within a freshwater wetland-controlled area?

Yes       No

**Proposed Tree(s) for Removal**

Tree #	Botanical or Common Name	Diameter at Breast Height (DBH)	Reason for Removal	Village Comments	ISA Risk Assignment

Is there a diagram of the property showing where tree(s) are located attached?       Yes       No

Are there ribbons tied around the trees?       Yes       No

Are color photos illustrating the existing conditions of the tree attached?       Yes       No

Additional pages attached including supporting documentation prepared by a tree expert may provide assessment indicating the condition of the dead, dying, diseased or hazardous tree(s)       Yes       No

Lot Size	DBH	Replanting Requirement
<b>For lots less than 14,500 square feet</b>	Under 8 inches	No Replanting Required
	8 inches or greater	One 2 to 2 ½ inch DBH tree
<b>For lots 14,500 square feet and above</b>	Under 8 inches	No Replanting Required
	8 to 12 inches	One 2 to 2 ½ inch DBH tree
	13 to 25 inches	Two 2 to 2 ½ inch DBH trees
	26 inches or greater	Three 2 to 2 ½ inch DBH trees

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature