



VILLAGE OF PLANDOME MANOR

55 Manhasset Avenue, Manhasset, NY 11030

Tel. (516) 627-3701 • Fax (516) 627-7067 • clerk@plandomemanor.ny.gov

REQUIREMENTS FOR A TREE REMOVAL PERMIT

***** NOTE: TREE(S) MUST BE INSPECTED BY THE BUILDING DEPARTMENT, REGARDLESS OF SIZE, PRIOR TO REMOVAL. *****

AN APPLICATION IS MANDATORY FOR ALL DEAD AND LIVE TREES.

1. Completed Tree Removal Permit Application. Affidavit of Ownership, Affidavit for Tree Removal & Replacement Deposit, Affidavit of Tree Health Assessment MUST be completed & notarized.
2. Completed Proposed Tree Replacement Plan. (See below for the replacement guidelines)
 - a. One (1) copy of the most recent survey of property showing location of tree(s) to be removed. The tree(s) should be noted by number and correspond to the numbers on the Tree Replacement Plan form.
 - b. One (1) copy of the most recent survey of property showing a proposed location of the replacement tree(s). The replacement tree(s) should be noted by number and correspond to the numbers on the Tree Replacement Plan form.
3. Permit Fees: \$150.00 per live tree
\$0 per dead tree
Deposit: \$500.00 per tree*
4. Application must to be accompanied by the following documents from the contractor:
 - General Liability Insurance certificate (Accord form)
 - Certificate of Worker's Compensation Insurance (U-26.3 state form) (issued by the NYS Insurance Fund)
 - Disability Insurance Certificate (DB-120.1 state form) (issued by the NYS Workman's Compensation Board)
 - Copy of Contractors Nassau County or Town License

****ALL CERTIFICATES MUST LIST THE "Village of Plandome Manor, 55 Manhasset Avenue, Manhasset, NY 11030" as the Certificate holder & Additional insured.****

Note: If you are applying for the removal of a village tree, please complete only the removal portion of the application and the Village Clerk will schedule the Village Arborist to evaluate the tree. Upon the Village Arborist's evaluation, the Building Department will determine if a removal is necessary.

MAYOR
Barbara C. Donno

TRUSTEES
Matthew Clinton
Tony DeSousa
Patricia O'Neill, RA, AIA
James Baydar, Esq.

BUILDING INSPECTOR
Edward P. Butti, RA, AIA

CODE ENFORCEMENT OFFICER
Jack Mancusi

VILLAGE CLERK
Katherine Hannon

VILLAGE ATTORNEY
John Farrell, Esq.

VILLAGE TREASURER
Marie DePalo



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Tree Replacement Guidelines

1. The tree(s) designated for replacement should be planted in an area of the property that harmonizes with existing or proposed structures.
2. The proposed location of the new tree(s) must receive approval from the Building Inspector. However, if the tree removal falls under the jurisdiction of the Design Review Board, their approval will dictate the location of the replacement tree(s).
3. Replacement tree(s) should belong to a similar or larger size class as the tree(s) that were removed. Proposed replacement tree(s) will be approved by the Building Inspector.
4. In cases where the site prevents planting the required number of trees, the Building Inspector will mandate the planting of the maximum number feasible. In such instances, the applicant's \$500 per tree deposit will be forfeited to the Village of Plandome Manor to the tree replacement program for the trees that are not able to be replanted.
5. All tree planting must take place between April 1 and December 1, or within 90 days following the tree removal.

Removal of Less Than 12 Trees:

Each tree removed with a 6.5 inches diameter or greater, measured at 4.5 ft. from the ground, shall be replaced with a tree of 3.5 inches diameter or greater, measured at 4.5 ft. from the ground.

Removal of 12 or More Trees:

If 12 or more trees, regardless of diameter at 4.5 ft. from the ground, are proposed to be removed, then 1/2 the total number of trees removed must be replaced with trees having a 3.5 inches diameter or greater, measured at 4.5 ft. from the ground.

If an application proposes the removal of 12 or more trees regardless of the diameter, the applicant is obliged to replace only half of the total number of trees removed. However, a fee of \$500 will be levied for the 50% of trees that will not be replaced. An additional fee applies if the applicant cannot replace at least 50% of the removed trees.

*Deposit:

1. If the trees are not replaced, between April 1 and December 1, or within 90 days following the tree removal, the \$500 deposit per tree will be forfeited to the Village of Plandome Manor Tree Planting Program, constituting a violation of the tree removal permit conditions.
2. Upon satisfactory completion of the outlined work according to the application and regulations, the deposited amount will be released, as confirmed by the Building Inspector's assessment of completion.

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INCORPORATED VILLAGE OF PLANDOME MANOR
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Plandome Manor, New York 11030
(516) 627-3701

TREE REMOVAL PERMIT

Application issued pursuant to Chapter 206, Code of the Village of Plandome Manor

Date: _____ Section: _____ Block: _____ Lot(s): _____

Address of Tree Location: _____

Name & Address of Owner: _____

Telephone: _____ Email: _____

Reason for tree(s) to be removed and total number: _____

Will tree(s) be removed in connection with a Building Permit? No ___ Yes ___ If Yes, # _____

Is/Are the tree(s) in danger of falling? Yes _____ No _____
(Number of Trees)

Contractor: Business/Corporate Name: _____

Last: _____ First: _____ Middle Initial: _____ Lic. Number: _____

Email Address: _____ Tele Number: _____

Address: _____ City & Zip: _____

AFFIDAVIT OF OWNER

STATE OF NEW YORK}
COUNTY OF NASSAU}

_____, being duly sworn deposes and says that he/she is the owner of the property heretofore described
And that he/she has an agreement with _____ to cut down tree(s), and that all statements
are true to the best of his/her knowledge and belief.

Owner's Signature _____

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

Notary Public _____

AFFIDAVIT FOR TREE REMOVAL & REPLACEMENT DEPOSIT

STATE OF NEW YORK}
COUNTY OF NASSAU}

I, _____, residing at _____, Plandome Manor, NY affirm the following:

I am the applicant seeking a tree removal permit in accordance with the Plandome Manor Village Code, Section 206-5.

I acknowledge and understand the tree replacement guidelines outlined in Section 206-5 of the Village Code, which include replacing trees with a DBH of 6.5 inches or greater and criteria for tree replacement such as quantity, size, location, and approval procedures by the Building Inspector or Design Review Board.

I am aware of the deposit requirements stated in the code for situations where tree planting cannot occur within 90 days of removal due to planting time restrictions. I understand the obligation to provide a cash deposit in the form of a certified check to the Incorporated Village of Plandome Manor. I acknowledge that the deposit remains until satisfactory completion of tree planting per the approved tree removal permit.

I agree to comply with the tree replacement guidelines and deposit policy detailed in Section 206-5 of the Village Code. I affirm my commitment to fulfilling the obligations regarding tree replacement and deposit as specified.

I declare that the information provided in this Affidavit is true and accurate to the best of my knowledge.

Owner's Signature _____

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

Notary Public _____

AFFIDAVIT OF TREE HEALTH ASSESSMENT

STATE OF NEW YORK}
COUNTY OF NASSAU}

I, _____, residing at _____, Plandome Manor, NY affirm the following:

If the Building Inspector cannot determine the health of a tree proposed for removal or if there is a disagreement regarding its health, I agree to hire a certified arborist to inspect the tree and provide the village with a determination of its health status. I will comply with the findings and recommendations made by the arborist and acknowledge that I am liable for any expenses incurred.

Owner's Signature _____

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

Notary Public _____

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PROPOSED TREE REPLACEMENT PLAN

1. Location of tree(s) to be **removed** should be marked and numbered on a survey and attached to this form, corresponding to the information listed below.

List the species of tree(s) to be **removed**, the diameter of the tree(s) measured at 4.5ft from the ground, and circle **D** for **dead** and **L** for **living**:

1. _____ (D/L) Species Diameter 2. _____ (D/L) Species Diameter 3. _____ (D/L) Species Diameter 4. _____ (D/L) Species Diameter 5. _____ (D/L) Species Diameter 6. _____ (D/L) Species Diameter 7. _____ (D/L) Species Diameter	8. _____ (D/L) Species Diameter 9. _____ (D/L) Species Diameter 10. _____ (D/L) Species Diameter 11. _____ (D/L) Species Diameter 12. _____ (D/L) Species Diameter 13. _____ (D/L) Species Diameter 14. _____ (D/L) Species Diameter
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Number of **dead** tree(s) **to be removed**: _____ Number of **living** tree(s) **to be removed**: _____

2. Location of **replacement** tree(s) should be marked and numbered on a separate survey and attached to this form, corresponding to the information listed below.

List the **replacement** tree(s) and the diameter (3.5" minimum required) of the tree(s) measured at 4.5ft from the ground:

1. _____ Species Diameter 2. _____ Species Diameter 3. _____ Species Diameter 4. _____ Species Diameter 5. _____ Species Diameter 6. _____ Species Diameter 7. _____ Species Diameter	8. _____ Species Diameter 9. _____ Species Diameter 10. _____ Species Diameter 11. _____ Species Diameter 12. _____ Species Diameter 13. _____ Species Diameter 14. _____ Species Diameter
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Number of tree(s) **unable** to be replaced: _____

3. Proposed planting date(s) between April 1 and December 1 or within 90 days of tree removal: _____

I hereby state that the above statements are true to the best of my knowledge. I have attached two (2) surveys indicating the trees for removal and replacement.

Signature of Applicant: _____ Date: _____

AREA BELOW FOR OFFICIAL USE ONLY

FOR BUILDING DEPARTMENT USE ONLY:

INSPECTOR'S REPORT SHEET

Number of tree(s) with a DBH of less than 6.5": _____

Approved Tree Removal Permit

Permit #: T202
 Issued: _____
 Expires: _____
 DRB #: _____ (If applicable)

Approved Tree Replacement Plan

For Permit #: T202
 Planting date(s): _____
 Number of trees replaced: _____
 Number of trees **not** replaced: _____

Deposit

Deposit forfeited for _____ number of tree(s)
 Deposit returned for _____ number of tree(s)

Approved for return of deposit? Y/N