

**THE FOLLOWING MUST ALSO BE SUBMITTED WITH ANY APPLICATION FOR
TREE REMOVAL:**

LANDSCAPE PLAN SHOWING THE FOLLOWING:

- Landscape plan, prepared by a licensed professional drawn at a scale of not less than one (1) inch equals twenty (20) feet and which contains the following information:
 - A title block located in the lower right-hand corner of the site plan which shall include the name and address of the applicant and record owner of the property, the property's designation on the Nassau County Land and Tax Map, and the title of the project. If the applicant or property owner is a corporation, the name and address of the president and secretary shall be submitted with the application.
 - A date block of the site plan adjacent to the title block containing the date of preparation of the plan, the dates of all revisions and a description of what was revised on the plan.
 - A written and graphic scale, as well as a North Arrow.
 - Reference to any existing covenants, restrictions, easements or exceptions that are in effect or are intended to cover all or any of the property. A copy of such covenant, restriction, easement or exceptions shall be submitted with the application. If there are no known covenants, deed restrictions, easements or exceptions affecting the site, a notation to the effect shall be indicated on the site plan map.
 - Outlines of all existing and proposed structures, driveways, walkways and impervious surfaces to be located on the property.
 - The location of all existing significant natural features such as water courses, depressions, ponds and marshes.
 - The location of all trees, identified by species and size, bearing a trunk circumference greater than twenty-five (25) inches in circumference (for deciduous trees) and fifteen (15) inches in circumference (for evergreen trees) as measured at a point four (4) feet six (6) inches above the ground level.
 - A tabular listing (shown on the attached Tables) listing the trees to be removed and any trees to be installed, including: size, species, common name, condition (for those trees being removed) and quantity. The tree number on the chart must correspond with the tree number on the site plan and marked in the field.
 - The location of all trees, shrubs and /or vegetation, identified by type or species, which are to be removed.
 - The location of all trees, shrubs and/or vegetation, identified by type of species which are to be preserved. Protective fencing may be required to protect the root system of trees to remain.
 - Location and listing of all trees, shrubs and/or other vegetation, identified by size, height and type or species, which are to be planted.
 - It is required that, at least two weeks prior to the scheduled hearing the property be staked to show the proposed building site (if applicable) and all trees proposed to be removed must be adequately marked in the field with the corresponding number on the site plan. The applicant shall notify the Village Attorney when staking and/or tagging of trees has been completed. The applicant shall complete and sign the attached consent to allow the Planning Board members to inspect the property during reasonable hours and with reasonable notice to the homeowner in advance of the hearing.

ADDITIONAL INFORMATION REQUIRED TO BE SUBMITTED or COMPLIED WITH:

- Photographs of the existing site must be submitted showing the trees proposed to be removed tagged and numbered in the field and on the site plan.
- To the extent practicable, the existing driveway must be used during construction to prevent unnecessary damage to existing trees to be retained.
- Protective sheeting must be spread on the ground in any location where concrete is proposed to be mixed or drywall cut, or where any other activity is proposed which may alter the chemical composition of the soil.

TABLE I (Example of Tree Inventory Chart)

Number	Botanical Name	Common Name	Size (Caliber)	Condition	Remarks
1	Acer platanoides	Norway Maple	12"	Good	Preserve & Protect
2	Ulmus americana	American Elm	24"	Good	To Be Removed
3	Quercus rubra	Red Oak	30"	Fair	To Be Removed
4	Betula nigra	Black Birch	16"	Fair	Preserve & Protect

TABLE II (Example of Tree Removal Chart)

Number	Botanical Name	Common Name	Size (Caliber)	Condition
1	Acer platanoides	Norway Maple	12"	Good
2	Ulmus americana	American Elm	24"	Good
3	Quercus rubra	Red Oak	30"	Fair
4	Betula nigra	Black Birch	16"	Fair

TABLE III (Example of Chart Showing Proposed Trees/Landscaping to be Installed)

Symbol	Botanical Name	Common Name	Size (Caliber or Height)	Quantity
CK	Comus kousa	Kousa Dogwood	10-12' Height	14
PS	Pinus strobus	Eastern White Pine	8-12' Height	22
RAE	Rhododendron cv	Alba Elegans Rhododendron	2 ½' - 3' Height	6

Inc. Village of Lattingtown
P.O. Box 488
299 Lattingtown Road
Locust Valley, New York 11560
617-676-6920 Fax: 516-676-8220

TREE REMOVAL PERMIT
APPLICATION

Please refer to Article 20 of the General Ordinance and Article V-a of the Zoning Ordinance for additional requirements. Any violations of Article 20 of the General Ordinance or Article V-a of the Zoning Ordinance may result in the issuance of an Appearance Ticket to appear in Village Court.

Date: _____

Homeowners Name and address: _____

Telephone #: _____ Fax: _____

Name and Address of Contractor/Contact Person: _____

Telephone #: _____ Fax: _____

Description of proposed work: _____

I/We, _____ the Applicants herein, do hereby authorize the members of the Planning Board and the Village Arborist to inspect our property as it relates to the foregoing Tree Removal application during reasonable hours and upon said Planning Board members providing reasonable notice of said inspection. I/We consent to the Planning Board members or the Clerk of the Planning Board to contact me/us at the phone number provided herein to arrange said inspection.

Homeowners signature: _____ Date: _____

All tree removal applications must be signed and dated by the property owner

Contractors signature: _____ Date: _____

***Please submit this original application and 12 copies of this application and 12 copies of the required landscape plan to: Humes & Wagner, LLP, Village Attorney, 147 Forest Avenue, P.O. Box 546, Locust Valley, New York 11560.

<p>For Office Use Only: Filing Date: _____ File No.: _____ Meeting Date: _____ Approved: _____ Date: _____</p> <ul style="list-style-type: none">• This does not constitute a valid tree removal permit unless signed and attached to a valid building permit.• This approval expires one (1) year from the date of issuance.• All tree removal work must be performed by an arborist/tree removal company registered with the Village.• Three (3) days advanced notice is required to be provided to the Village Clerk prior to the commencement of any tree removal work.• To the extent practicable, the existing driveway must be used during construction to prevent unnecessary damage to existing trees to be retained.• Any stumps to be removed within a protected root zone must be ground out, not dug or pulled out - to the extent practicable.• The Incorporated Village of Lattingtown reserves the right to have a representative on site during all

***All required documentation must be submitted to the Village Attorneys not less than 30 days prior to the date of the scheduled meeting.

Additional Conditions (if any) listed on the reverse side of this permit must also be complied with

ADDITIONAL CONDITIONS TO THIS APPROVAL: (Applicable when checked)

_____ Fencing must be provided to the reasonable satisfaction of the Village Arborist to protect the root system of any trees to be retained.

_____ Protective sheeting must be spread on the ground in any location where concrete is proposed to be mixed or drywall cut, or where any other activity is proposed which may alter the chemical composition of the soil.

_____ Any tree-stumps which are to be removed that are located within the protected root zone of any other trees must be ground out and not dug out or pulled out of the ground by heavy equipment.

_____ Other: _____
