

## Village of Irvington



Village Hall  
85 Main Street  
Irvington, NY 10533

Ph: (914) 591-7070  
Fax:(914) 591-4072  
trees@irvingtonny.gov

Dear Resident:

Enclosed is the **Tree Removal Permit Application** you requested. Please read carefully the **Instructions For Filing**. Be sure to complete the form with all required information and to provide the necessary documentation. Completed forms and filing fees must be submitted to the Village Clerk in the Village Hall during normal business hours. Missing or incorrect information and documentation may result in delays and may require you to resubmit the application.

The Village of Irvington takes great pride in the numbers, sizes, and species of mature trees that contribute to the visual character and historic nature of the community on both its village streets and residential properties. These trees enhance property values and make a fundamental contribution to the health, safety and general welfare of Irvington residents. They provide natural barriers to noise, absorb air pollution, reduce flooding and soil erosion, protect surface water quality, and provide shade and windbreaks, along with natural habitats for wildlife.

As part of protecting this heritage and our environment, the Village of Irvington regulates the indiscriminate cutting of trees through Chapter 202, Tree Preservation, of the Village Code and through its Tree Removal Permit Application process. A copy of Chapter 202, Tree Preservation, is available on request through the Office of the Village Clerk or on the Village website. <http://www.irvingtonny.gov/index.aspx?NID=124>

Permits are required for the removal of any protected tree – a tree with diameter of 8” or greater (25” circumference) when measured at four feet from grade on the uphill side. For multi-trunked trees such as Birch or Japanese Maple, the measurement is the sum of all trunk diameters at the point of juncture (or at ground level). Certain species of trees and trees located in environmentally sensitive locations such as wetlands, watercourses and steep slopes also have specific protection. Please refer to the Village code for the most current requirements.

Thank you for your cooperation.

Irvington Tree Preservation Commission



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## INSTRUCTIONS FOR FILING

### IRVINGTON TREE REMOVAL PERMIT APPLICATION

Local laws governing tree protection are found in Chapter 202 of the Code of the Village of Irvington, "Tree Preservation". This section of the Code describes in detail when Tree Removal Permits are required, how Permit Applications are evaluated and when assessment letters from Certified Arborists are required in order for a Permit to be approved. The Code also provides definitions of some of the tree-specific terms that you may not be familiar with. Irvington's Village Code is available online at [www.irvingtonny.gov](http://www.irvingtonny.gov) - click on the "Village Code" tab on the Home page. Or you can refer to a hard copy available at the Village Clerk's office.

**A Tree Permit is ALWAYS required to remove ANY PROTECTED TREE, regardless of its condition.**

"Protected trees" are defined as those that meet any of the following criteria:

- A tree with a DBH of eight inches or more, regardless of location.
- A tree with a DBH of three inches or more located in a wetland, watercourse buffer or watershed buffer (as defined in Village Code).
- A tree with a DBH of three inches or more located on a steep slope (as defined in Village Code).
- A tree that has been planted as a specific requirement of site development plan approval or as part of a previous replanting or restoration agreement.
- A tree of historic or unique value to the Village.
- A tree with a DBH of three inches or more designated by the New York State Department of Environmental Conservation as a protected native plant for our region.

**1. Completely fill out all sections of this application form** including the total number of trees to be removed, your contact information and information about your tree removal contractor. Both the homeowner and the contractor should sign at the bottom of the first page.

**2. Information about each tree must be provided on the form (type, size, location, condition).**

Your arborist can assist you. In the case of multiple trees, assign an ID number to each tree (ex: 1, 2). Use an additional form for more than four trees. The **reason for removal** of each tree must be indicated from the choices given on the form:

- Obviously Dead
- Unhealthy or Hazardous
- Healthy

**3. Supporting documentation** required at the time of filing:

- A **site plan or sketched map of your property identifying and locating each tree to be removed** by ID number in relation to existing structures, intersections, or other landmarks.
- If the tree is  **Unhealthy or Hazardous: An Assessment Letter from a Certified/Licensed Arborist if required.** The assessment must be no more than 6 months old unless a re-inspection note is added. If your tree removal contractor is not a Certified Arborist or does not have one on

staff, it is your responsibility to obtain the proper documentation. The Tree Preservation Commission can provide you with Certified Arborist contact information upon request.

- **If the tree is  Obviously Dead: The TPC will verify the condition of the tree before a Permit is issued. No Arborist Assessment is required.**
  - **If the tree is  Healthy: Explain why you want to remove the tree. No Arborist Assessment is required.** When healthy trees are removed you may be required by the TPC to plant new trees.
  - **If 5 or more trees are being removed at one time: A Landscape Design Plan is required.** The Plan should include the locations(s), quantity, size and species of replacement plants. Recommended tree and shrub choices for your landscape can be found on the Irvington website Tree Preservation Commission pages at: [www.irvingtonny.gov/index.aspx?nid=208](http://www.irvingtonny.gov/index.aspx?nid=208).
  - **Photographs are optional**, but can be e-mailed to the Village Clerk's office. Photographs do not substitute for the information required on the Permit Application form.
4. **Each tree must be clearly marked with flagging tape or ribbon at the site.**
  5. **A \$10 per tree filing fee** must accompany the application and is not refundable if the permit is denied. Checks should be made out to "The Village of Irvington".
  6. **Within 30 days after the application is filed**, Tree Preservation Commission inspectors will visit the site and recommend to approve or deny removal for each tree, or to require additional information. The Village Clerk will notify applicants of the Tree Commission's decision by e-mail or by mail.
  7. **The Tree Removal Permit is a piece of paper, like a Building Permit. Submitting this application does not authorize you to remove any trees.** The Permit will be mailed to you when it is approved or can be picked up in person at the Village Clerk's office during normal business hours.
  8. **A Tree Removal Permit for (only) the approved tree(s) is valid for 6 months.** The Permit should be visibly posted on the site at least 3 business days before work begins. This is to alert your neighbors that the chain saws will be coming soon. **The contractor MUST have a copy of the valid Permit available during tree removal**, and is expected to show the permit to any TPC member, neighbor, member of the public or Police Officer that inquires.



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<b>For Office Use Only</b>		TC form revised 3-2015
Permit Req. # _____	Application date: _____	
Fee Received \$ _____	Receipt # _____	
Signature of Clerk _____		
Filed Date: _____	Sent to TPC Date: _____	
EMERGENCY <input type="checkbox"/>		
Notes: _____		

**APPLICATION FOR TREE REMOVAL PERMIT**

The following information must be provided in accordance with Chapter 202 of the Irvington Village Code: **Tree Preservation**, prior to inspection for permit approval by the Tree Preservation Commission:

- Completed application for all trees to be removed;
- \$10 per tree filing fee payable to the Village of Irvington;
- Site map or detailed sketch locating tree(s) on property in relation to existing structures, intersections, or other landmark(s), marked with Tree ID numbers;
- Assessment Letter from a Certified Arborist, if required (see Instructions);
- Landscape Design Plan (scale drawing) must accompany any request to remove 5 or more trees.

The inspection process may take up to 30 days from filing date. Contact Village Clerk's office to determine application status. Approved permits will be issued by mail. Permits are valid for 6 months.

**This application is not a Permit. You may not remove any trees until your application is reviewed and a Permit is issued.**

**PLEASE READ THE "INSTRUCTIONS FOR FILING" BEFORE COMPLETING THIS APPLICATION**

Total Number of Trees: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

PROPERTY OWNER (if different from above): \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

APPLICANT'S/OWNER'S TELEPHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF CONTRACTOR REMOVING TREE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: OFFICE \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WESTCHESTER COUNTY HOME IMPROVEMENT CONTRACTOR LICENSE #: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT/PROPERTY OWNER

SIGNATURE OF CONTRACTOR

Fill out rear of form with details of each tree.

Fill out details for each tree. Please number each tree to match site map.

TREE REMOVAL INFORMATION	
TYPE OF TREE: _____	TREE ID #: _____
LOCATION ON PROPERTY: _____ _____	
<b>Mark tree clearly on your site map, and key the map to Tree ID#. Also mark tree clearly with flagging tape or ribbon in the field prior to review by Tree Preservation Commission.</b>	
SIZE OF TREE: HEIGHT _____	
	DIAMETER _____ (at 48" above ground) (DBH)
REASON FOR REMOVAL (Check one):	
<input type="checkbox"/> OBVIOUSLY DEAD	
<input type="checkbox"/> UNHEALTHY OR HAZARDOUS: Certified Arborist Assessment is required and must be attached to application.	
<input type="checkbox"/> HEALTHY: Explain why you want to remove this tree in the space below.	

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<input type="checkbox"/> HEALTHY: Explain why you want to remove this tree in the space below.	

Use additional forms or copy this sheet if more than 4 trees to be removed.

PLANS FOR AREA AFTER REMOVAL (including re-landscaping, replacement trees, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: a Landscape Design Plan (scale drawing) must accompany any request to remove 5 or more trees.

## MAP

**Identify the neighboring streets surrounding your home. Indicate direction on the map (north, south, east and west).**