

# Tree Removal Permit Application

Dear Resident

Attached is the Tree Removal Permit Application. Please complete the form with all the required information and necessary documentation and submit to the Village Clerk during normal business hours.

The Village of Asharoken is populated with large stands of sizable deciduous and evergreen trees that provide countless benefits including:

- stabilizing the soil and preventing soil erosion and flooding;
- providing a natural barrier to noise and wind;
- providing a natural habitat for native birds and wildlife;

It is therefore the purpose of local law chapter 112 of the code of the Village of Asharoken to control the indiscriminate destruction of trees, particularly native species and salt-tolerant species, so important to sustaining Asharoken's unique environment.

**Permits** are required to remove any protected tree, regardless of its condition. Protected trees include:

- Evergreen trees whose circumference measures more than 24" inches measured 3 feet above ground.
- Deciduous trees whose circumference measures more than 45" inches measured 3 feet above ground.
- Trees that present imminent danger may be removed with emergency authorization from village officials, as per Section 112-4 of Village Code "Trees".

Further considerations for the issuance of permits can be found in Village Code Chapter 112-5, viewable on the [asharoken.com](http://asharoken.com) website.

Thank you for your cooperation.

**The Village of Asharoken Board of Trustees & Conservation Board**

## Instructions for Filing VOA Tree Removal Permit Application

1. Completely fill out all sections of this application form including the total number of trees to be removed, your contact information and the information about your tree removal contractor, if available.
2. Information about each tree must be provided. In the case of multiple trees, assign an ID number to each tree indicated from the choices giving on the form.
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. (see map form).
  - If the tree is **unhealthy or hazardous**, an assessment letter from a certified arborist is required.
  - If the tree is **obviously dead**, the Conservation Board 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 Conservation Board to plant new trees.
  - Photographs are optional and may be submitted to support the application.
4. Each tree must be clearly marked with flagging tape or ribbon at the site.
5. Within 10 days after the application is filed, Conservation Board members, (individually or in groups) will visit the site and approve or deny removal for each tree or require additional information. Residents will be notified of visits. The Village Clerk will notify applicants of decisions by e-mail and include a copy of the approved permit
6. A tree removal permit is valid for only the approved trees for 6 months. The contractor must have a copy of the permit available during tree removal and is expected to show the permit to any member of the public or police officer that inquires.

Village of Asharoken  
1 Asharoken Avenue  
Northport, NY 11768  
Ph: (631) 261-7098  
Email: Nrittenhouse@asharokenny.org

Application Date: \_\_\_\_\_ Permit Req# \_\_\_\_\_  
Date delivered to Conservation Board: \_\_\_\_\_  
Signature of Clerk \_\_\_\_\_

Decision Date: \_\_\_\_\_  
Emergency: (explain) \_\_\_\_\_

Action Required: \_\_\_\_\_ Revisit Date: \_\_\_\_\_

## APPLICATION FOR TREE REMOVAL PERMIT

The following information must be provided in accordance with Chapter 112 of the Asharoken Village Code, Trees; prior to inspection for permit approval by the Conservation Board.

- ☐ Completed application for all trees to be removed.
- ☐ Site map or detailed sketch locating tree(s) on property in relation to existing structures, or other landmarks, marked with Tree ID numbers.
- ☐ Assessment Letter from a Certified Arborist, if required (see instructions).

The inspection process may take up to 10 days from filing date. Contact Village Clerk's office to determine application status. Approved permits will be issued by email. Permits are valid for 6 months.

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

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

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

Applicant's Name" \_\_\_\_\_

Property Owner (if different from above) \_\_\_\_\_

Address of Property \_\_\_\_\_

Applicants/Owner's telephone # \_\_\_\_\_ Email \_\_\_\_\_

Name of Contractor Removing Tree \_\_\_\_\_

Office Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

**Signature of Applicant/Property Owner:** \_\_\_\_\_

**FILL OUT REAR OF FORM WITH DETAILS OF ALL REQUESTED TREES TO BE REMOVED**



**FILL OUT DETAILS FOR EACH TREE. PLEASE NUMBER EACH TREE TO MATCH SITE MAP. IF MORE THAN 4 TREES TO BE REMOVED COPY THIS FORM.**

**TREE REMOVAL INFORMATION**

TYPE OF TREE: \_\_\_\_\_ TREE ID# \_\_\_\_\_

Deciduous or Evergreen (circle one)

LOCATION ON PROPERTY: \_\_\_\_\_

Mark tree clearly on your site map and identify each tree by assigning a Tree ID#. Physically mark each tree, using tape or ribbon prior to review by the Conservation Board.

SIZE OF TREE: Measure 3 feet up from the base and measure the circumference of the tree trunk in inches.

TREE SIZE: \_\_\_\_\_ inches.

REASON FOR REMOVAL (check one):

- ☐ CLEARLY DEAD BY A VISUAL INSPECTION  
☐ UNHEALTHY OR HAZARDOUS: Certified arborist report is required, attach to form.  
☐ HEALTHY: Explain why you want to remove the tree \_\_\_\_\_

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# MAP

1. Indicate direction on the map, (north, south, east, and west).
2. Number each tree using the (ID#) that was noted on the "Tree Removal Information" form.
3. Draw in driveways and all structures.

