



# Town of North Hempstead

## Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

[www.northhempsteadny.gov](http://www.northhempsteadny.gov)

### Tree Removal Permit Application Requirements

*Pursuant to Chapter 2 or [Chapter 20A §20A-5.2](#) of the Town Code*

Tree removal permits are required for trees **in the front yard of your home** with a diameter of 6 inches as measured at a height of 4½ feet above the base of the trunk. Properties on a corner lot are considered to have 2 front yards. A tree removal permit is not needed for other trees on your property **unless** such tree removals are in conjunction with or within 6 months of any building permit. In such cases a tree removal permit is needed, regardless of the location of the tree on your property.

Additional information such as a letter from an arborist or photographs may be required by the building inspector for a sick or dying tree to support your application.

Any tree on a property that is designated as a landmark or located in a historic landmark district must also be approved for removal by the **Historic Landmarks Preservation Commission**.

Trees must not be cut down until a permit has been issued. For information on replacement trees please see the [Tree Replacement Specifications](#) below. For further information regarding tree replacement in the Town of North Hempstead please see the [Tree Replacement Policy](#) below.

You do not need a permit for a dumpster if that dumpster is placed on your property. If, however the dumpster is placed on a public roadway you will need to obtain a dumpster permit from the Highway Department. The notification you receive upon submission of this Tree Removal Permit will direct you to submit the required permit. If your property fronts a *Nassau County, New York State, or Incorporated Village* roadway, permits for dumpster placement in the R.O.W. would need to be obtained from them.

Upon initial review of your application, you will receive a **Property Owners Authorization for Tree Removal Form**. This form must be signed by the **owner(s) of the property**, notarized, and returned to us prior to the issuance of your permit.

Permit fees for tree removal are as follows: One to two trees **\$25.00**; three to five trees **\$50.00**; and **\$10.00** for each additional tree over 5. Fees are non-refundable and are **due upon electronic submission of your application**. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.



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Below is the list of documents required to be submitted with your application. Please consult your design professional or [contact us](#) if you have further questions.

<input checked="" type="checkbox"/>	<p><b>Property Survey</b> - Survey of property showing location of tree(s) to be removed and location(s) of replacement trees to be planted.</p>
<input checked="" type="checkbox"/>	<p><b>Licenses &amp; Insurance</b> - Before a permit can be issued, we require a copy of a <b>current Nassau County Home Improvement License</b> for all general contractors.</p> <p><b>Proof of insurance</b> must be submitted with the application as follows:</p> <p><b>(a)</b> Proof of General Liability insurance with completed operations to which the Town of North Hempstead has been added as Certificate Holder; The policy must not contain the <b>X.C.U. Exclusion</b>.</p> <p><b>(b)</b> Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance certificate or proof of the contractor not being required to secure same (A <b>NYS CE-200</b> form must be submitted as such proof); and</p> <p><b>(c)</b> Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance certificate or proof of contractor not being required to secure same (A <b>NYS CE-200</b> form must be submitted as such proof).</p> <p>If you are the homeowner, completing the work yourself with no or minimal assistance of up to a total of 40 man-hours per week you must complete <a href="#">Form BP-1 - Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner occupied Residence</a>. This form must be signed and notarized and <b>attached</b> to this application.</p> <p>All insurances must name the Town of North Hempstead at the above address as "Certificate Holder" or "Additional Insured". For further information, please reference our <a href="#">Insurance Requirements</a>.</p>



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#### Tree Replacement Policy

*As per [§20A-9](#) of the town code*

Each tree removed of a diameter of 10 inches or greater is subject to the tree replacement guidelines enumerated in this section:

- A. Fifty percent of the total tree(s) diameter removed must be replaced.
- B. The tree(s) to be planted in replacement shall be located in the front yard of the same parcel from which the tree(s) is proposed to be removed.
- C. The proposed location(s) of the new tree(s) shall be approved by the Building Commissioner.
- D. The tree(s) to be planted in replacement shall be from a similar size class or from a larger size class. Size classes are enumerated in the Tree Standards and Specifications to be promulgated by the Building Commissioner.
- E. If the Building Commissioner determines that the front yard of the site does not allow for the planting of the required number of trees, the Building Commissioner shall require the applicant to plant the maximum number of trees possible, with the remaining trees to be replaced with shrubbery, provided the plant selection has met his prior approval, as a condition of a tree removal permit. If the site does not permit the planting of shrubs, the Building Commissioner shall require the applicant to pay an additional fee to the Commissioner of Buildings in an amount determined by the applicant and confirmed by the Commissioner to be equal to the estimated cost of the required number of trees and/or shrubs.
- F. All required plantings shall occur between April 1 and December 1 and 90 days after the tree removal.
- G. If plantings cannot occur within 90 days of the removal due to the above planting time restrictions specified in § 20A-9F, the Commissioner of Buildings may require the applicant to deposit a performance bond or a cash deposit in the form of a certified check with the Commissioner of Buildings in an amount which shall be determined by the applicant and confirmed by the Commissioner to be equal to the estimated cost of planting the required number of trees and/or shrubs and, if applicable, stabilizing the site. The term of said deposit or performance bond shall not exceed a period of six months, and the deposit or bond shall not be released until the plantings have been satisfactorily completed in accordance with the approved tree removal permit.
  1. In the event of a default, such bond or cash deposit shall be forfeited to the Town Parks Department for additional plantings in Town parks, and the applicant shall be found to be in violation of the conditions of the tree removal permit. The Commissioner of Buildings shall determine the remedy of the violation; however, in no circumstances shall such forfeiture of the bond serve as a remedy of the violation.
  2. Upon satisfactory completion of the contemplated work in accordance with the application and this chapter, such bond or cash deposit shall be released by the Commissioner of Buildings. Satisfactory completion of the work shall be evidenced by the Commissioner of Buildings.



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#### Tree Replanting Specifications-Small Trees

*Suitable within 15 feet of 35-foot high electric wires, or in restricted tree lawn areas (less than 4 feet wide).*

Trident Maple – (Acer Buergerianum)  
Miyabei Maple- (Acer miyabei)  
Amur Maple- (Acer tataricum)  
Shantung Maple- (Acer truncatum)  
Autumn Brilliance/ Robin Hill- (Amelanchier spp.)  
American Hornbeam- (Carpinus caroliniana)  
Eastern Redbud- (Cercis Canadensis)  
Kousa Dogwood- (Cornus kousa)  
Cornelian Cherry Dogwood- (Cornus mas)  
American Smoketree- (Cotinus obovatus)  
Thornless Cockspur Hawthorn- (Crataegus crus –galli var. inermis)  
Washington Hawthorne- (Crataegus phaenopyrum)  
Winter King- (Crataegus viridis)  
Thornless Honey locust- Gleditsia triacanthos var. inermis ‘Imperial’  
Golden Rain Tree- Koelreuteria paniculata  
Amur Maackia- Maackia amurensis  
Crabapple- Malus spp. (resistant cultivars only)  
Persian Iron wood- Parrotia persica  
Wild Plum- (Prunus spp.) \*P. virginiana is not recommended due to Black Knot susceptibility  
Oak Leaf Mountain Ash- (Sorbus hybrid)  
Japanese Tree Lilac- (Syringa reticulata)  
Little Leaf Linden- ‘Summer Sprite’- (Tilia cordata)  
Japanese Zelkova- ‘Wireless’, ‘City Sprite’– (Zelkova serrata)

#### Tree Replanting Specifications-Large Trees



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*Should be set back at least 25 feet from overhead wires and in tree lawns at least 8 feet wide.*

Freeman Maple- 'Armstrong', 'Autumn Blaze' (Acer x freemanii)  
Red Maple- (Acer rubrum)  
Sugar Maple- (Acer saccharum)  
Red Horse Chestnut- (Aesculus x carnea)  
Cully- 'Heritage', 'Dura-Heat'- (Betula nigra)  
Grey Birch- 'Whitespire Sr.'- (Betula populifolia)  
European Hornbeam- (Carpinus betulus)  
Northern Catalpa- (Catalpa speciose)  
Sugar Berry- (Celtis laevigata)  
Hackberry- (Celtis occidentalis)  
Kentucky/American Yellowwood- (Cladratis kentukea)  
Turkish Hazel- (Corylus colurna)  
Maidenhair Tree- (Ginkgo biloba)  
Shademaster- 'Skyline', 'Halka'-(Gleditsia triacanthos var. inermis)  
Kentucky Coffeetree- (Gymnocladus dioicus)  
American Sweetgum- (Liquidambar styraciflua)  
Tulip Tree- (Liriodendron tulipifera)  
Osage Orange- (Maclura pomifera var. inermis (male))  
Dawn Redwood- (Metasequoia glyptostroboides)  
Sour Gum- (Nyssa sylvatica)  
American Hop Hornbeam- (Ostrya virginiana)  
London Plane- (Platanus x acerifolia)  
Sargent's Cherry- (Prunus sargentii)  
Sawtooth Oak- (Quercus acutissima)  
Swamp White Oak- (Quercus bicolor)  
Scarlet Oak- (Quercus coccinea)

Bur Oak- (Quercus macrocarpa)  
Chinkapin Oak- (Quercus muehlenbergii)  
Pin Oak- (Quercus palustris)  
Willow Oak- (Quercus phellos)  
English Oak- (Quercus robur)  
Northern Red Oak- (Quercus rubra)  
Shumard Oak, Spotted Oak- (Quercus shumardii)  
Korean Whitebeam/Mountain Ash- (Sorbus alnifolia)  
Japanese Pagoda Tree- (Styphnolobium japonicum)  
Bald Cypress- (Taxodium distichum)  
Basswood- (Tilia americana)  
Little Leaf Linden- (Tilia cordata)  
Silver Linden- (Tilia tomentosa)  
Caucasian Lime- (Tilia x euchlora)  
Chinese Elm/Lacebark Elm- (Ulmus parvifolia)  
Japanese Zelkova- (Zelkova serrata)

Shingle Oak- (Quercus imbricaria)  
Overcup Oak- (Quercus lyrata)