



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

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.

A **Property Owners Authorization for Tree Removal** is required for all tree removals. 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>Property Survey - 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>Licenses & Insurance - Before a permit can be issued, we require a copy of a current Nassau County Home Improvement License for all general contractors.</p> <p>Proof of insurance must be submitted with the application as follows:</p> <p>(a) 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 X.C.U. Exclusion.</p> <p>(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 NYS CE-200 form must be submitted as such proof); and</p> <p>(c) 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 NYS CE-200 form must be submitted as such proof).</p> <p>Homeowners can serve as their own contractors on <i>some</i> types of work on the home they currently occupy by obtaining a Certificate of Exemption (NYS CE-200). A Certificate of exemption can be applied for here. Instructions for completing the form can be found here.</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 Insurance Requirements.</p>



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Tree Replacement Policy

As per [§20A-9](#) of the town code

Each tree removed of a diameter of 6 inches or greater is subject to the tree replacement guidelines enumerated in this section:

- A. Replacement tree(s) must be a minimum diameter of three inches, measured at 4 1/2 feet in height above grade or above the root collar, except as provided for in [§ 20A-9D](#):
 - (1) Each tree removed having a diameter measuring between six inches and 24 inches shall require one replacement tree to be planted.
 - (2) Each tree removed having a diameter measuring greater than 24 inches to 30 inches shall require two replacement trees to be planted.
 - (3) Each tree removed having a diameter greater than 30 inches shall require three replacement trees to be planted.
 - (4) The following shall apply in determining the diameter of each tree unlawfully removed: The tree shall be measured at a height of 4 1/2 feet above the base of the trunk; otherwise, the measurement shall be taken at the stump. Where the diameter of a removed tree cannot be ascertained, three replacement trees shall be required for replanting.
- 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 tree(s) to be planted in replacement shall be from a similar size class or from a larger size class, unless a smaller size class is determined to be more appropriate, as determined by the Building Commissioner. Size classes are enumerated in the Tree Standards and Specifications to be promulgated by the Town Board, subject to the advice of the Tree Advisory Committee, established pursuant to Chapter [20A](#).
- D. 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 any remaining requirement satisfied by the payment of an additional fee to the Building Department for each tree unable to be planted in the amount set forth in the Town of North Hempstead Fee Schedule. The fee shall be allocated to the Town's Tree Preservation Fund in accordance with [§ 20A-13](#).
- E. All required plantings shall occur between April 1 and December 1 and within 90 days after the tree removal.
- F. 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.



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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 Removal Permit Application Requirements

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)



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Tree Replanting Specifications-Large Trees

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 speciosa)
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)

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