

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

**FILING FEES:**

Review of plans, tree removal plans or grading plans by Planning Board in connection with:

\_\_\_\_\_ Construction of a Single-family dwelling: \$350.

\_\_\_\_\_ All other tree removal applications: \$250.

The Applicant shall also be responsible for the actual costs of consultants hired by the Village to review the application.

**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.**

**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.

**ADDITIONAL INFORMATION REQUIRED TO BE SUBMITTED or COMPLIED WITH:**

- **A copy of the Arborist Licence issued by the Village of Lantingtown for the contractor retained to perform the work must be attached to the application.**
- 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)**

<b>Number</b>	<b>Botanical Name</b>	<b>Common Name</b>	<b>Size (Caliber)</b>	<b>Condition</b>	<b>Remarks</b>
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)**

<b>Number</b>	<b>Botanical Name</b>	<b>Common Name</b>	<b>Size (Caliber)</b>	<b>Condition</b>
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)**

<b>Symbol</b>	<b>Botanical Name</b>	<b>Common Name</b>	<b>Size (Caliber or Height)</b>	<b>Quantity</b>
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

For Office Use Only:
Filing Fee Paid: _____
Arborist Lic.: _____
App. Complete: _____
Plans Complete: _____
File No.: _____

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

**TREE REMOVAL 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:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Section \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Name and Address of Contractor/Contact Person:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*\*\*A COPY OF THE CONTRACTOR'S ARBORIST LICENSE FOR THE VILLAGE OF LATTINGTOWN MUST BE ATTACHED\*\*\***

**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.**

**\*\*\*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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_