

Village of Sleepy Hollow

Sleepy Hollow Municipal Building
28 Beekman Ave.
Sleepy Hollow, NY 10591

Dear Resident:

Enclosed is the **Tree Removal Permit Application**. Please read carefully and complete the form with the required information, a non-refundable check for \$50 and submit to the Building Department. Missing or incorrect information may result in delays and may require you to resubmit the application.

Trees are necessary to protect the health, safety, beauty, environment, ecosystems and general welfare of the inhabitants and properties of the Village of Sleepy Hollow. Trees and their canopies are infrastructure as they act as a natural noise barrier, provide oxygen, impede soil erosion and flooding, aid water absorption, absorb CO2 and other pollutants, provide shade, screening and privacy and improve the character of the neighborhood. They also promote species diversity. The intent is to regulate the quantity of healthy trees, the quality and canopy of trees and the distribution of trees within the Village, to promote community stewardship of the full Village tree canopy, and thus to enhance the total urban forest.

Permits for the removal of trees shall not be required in the following instances:

1. Any tree within ten (10) feet from any front, side or back of any building, as determined by the Tree Officer.
2. Any tree smaller than eight (8") inches in DBH, as determined by the Tree Officer
3. A Hazardous Tree, as determined by the Tree Officer.
4. A Dead Tree, as determined by the Tree Officer.
5. Any tree being removed as shown on a Site Plan approved by the Planning Board.
6. Invasive species such as Ailanthus or Norway Maple, as determined by the Tree Officer.

Criteria for Permits. The Tree Officer or the Tree Commission, as the case may be, shall consider the following criteria before granting or denying an application for a tree removal permit:

- A. The type of tree and whether it is unique to the area or is a Specimen Tree.

- B. The condition and species of the tree with respect to overall health, disease, age, insect attack, damage, proximity to existing trees/structures or proposed structures, or potential interference with utility services and/or potential hazards.
- C. The effect of the removal on the environment and/or ecological systems supporting wildlife, including but not limited to the effect of removal on erosion, soil moisture retention, steep slopes, flow of surface waters and drainage, and CO2 and breathable particulate removal.
- D. Location(s) considered for replacement trees.
- E. The effect of the removal on neighborhood characteristics.
- F. The current use of the land and the use to which the land will be put after removal.
- G. The general welfare of the immediate surrounding area and the overall public interest.

Application for Permits.

- A. Application for permits for the removal of trees shall be in writing in the form prescribed by the Tree Commission. The application is available online or in person from the Building Department and upon submission shall be accompanied by all applicable fees.
- B. Each application shall include: proof of notice to land owners adjacent and across the street from the property on which the tree(s) are located; the number of trees to be removed; reason(s) for removal; type(s) of tree(s) to be removed; approximate height and DBH of tree(s) to be removed; and location of tree(s) on property. Where the proposed removal is for more than ten (10) trees, the applicant must include existing and proposed contours at two foot intervals at a scale of 1" = 50 feet. Name of contractor performing the removal. Arborist's report regarding condition of trees.

Replacement of Trees.

Any tree removed from Private Property requiring the issuance of a permit shall be replaced with two (2) trees either on the same property or in a location determined by the Tree Officer. Consideration shall be given to replacing trees that, upon maturity will be similar in height and Canopy potential to the tree(s) removed. In lieu of replacing the tree, the owner may contribute to the Village Tree Fund an amount equal to the cost of \$350 per tree as determined by the Tree Officer.

Peter Strom, Village Tree Officer
Phone: 973 580 2248
Email: peterstrom@verizon.net

Total Number of Trees: _____

APPLICANT'S NAME: _____

PROPERTY OWNER (if different from above): _____

ADDRESS OF PROPERTY: _____

APPLICANT'S/OWNER'S TELEPHONE # _____ EMAIL: _____

ARBORIST'S NAME (if applicable): _____

ISA #: _____

COMPANY AFFILIATION: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

FILL OUT DETAILS FOR EACH TREE. PLEASE NUMBER EACH TREE TO MATCH INFORMATION.

TREE REMOVAL INFORMATION

TYPE OF TREE: _____
TREE ID #: _____
LOCATION ON PROPERTY: _____

Mark tree clearly with flagging tape or ribbon indicating.

SIZE OF TREE: HEIGHT _____
DIAMETER _____
DBH (at 48" above ground)

REASON FOR REMOVAL (check one):
UNHEALTHY OR HAZARDOUS:

HEALTHY: Explain why you want to remove this tree in the space below:

TREE REMOVAL INFORMATION

TYPE OF TREE: _____
TREE ID #: _____
LOCATION ON PROPERTY: _____

Mark tree clearly with flagging tape or ribbon indicating.

SIZE OF TREE: HEIGHT _____
DIAMETER _____
DBH (at 48" above ground)

REASON FOR REMOVAL (check one):
UNHEALTHY OR HAZARDOUS:

HEALTHY: Explain why you want to remove this tree in the space below:

TREE REMOVAL INFORMATION

TYPE OF TREE: _____
TREE ID #: _____
LOCATION ON PROPERTY: _____

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SIZE OF TREE: HEIGHT _____
DIAMETER _____
DBH (at 48" above ground)

REASON FOR REMOVAL (check one):
UNHEALTHY OR HAZARDOUS:

HEALTHY: Explain why you want to remove this tree in the space below:

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LOCATION ON PROPERTY: _____

Mark tree clearly with flagging tape or ribbon indicating.

SIZE OF TREE: HEIGHT _____
DIAMETER _____
DBH (at 48" above ground)

REASON FOR REMOVAL (check one):
UNHEALTHY OR HAZARDOUS:

HEALTHY: Explain why you want to remove this tree in the space below:

Village of Sleepy Hollow Tree Removal Permit

Property Owner: _____

Address: _____

Approved: _____ Denied: _____

Tree Officer's Signature: _____

Date: _____

Comments: _____
