

Village of



Mamaroneck

*Village Hall At The Regatta
P.O. Box 369*

*123 Mamaroneck Avenue
Mamaroneck, N.Y. 10543*

OFFICE OF THE VILLAGE MANAGER
RICHARD SLINGERLAND

TELEPHONE (914) 777-7703
FAX NUMBER (914) 777-7760

Village of Mamaroneck - Tree Planting Permit Application and Policy:
(This is a different process from donating funds or a tree to the Village.)

The Village of Mamaroneck welcomes residents and business owners to plant trees along public streets. A person may apply to plant a tree in a street planting strip if he or she first obtains a permit from the Village. There is no charge for the permit, but the procedure allows the Village to review the type of tree and the planting location, to make sure they comply with our approved guidelines. After the permit has been approved, the Village asks that you maintain the tree by mulching it to protect the roots, and water it if it has not rained for more than three (3) days. After a tree is planted on Village property it becomes the Village's tree.

Tree permit requests may be made by any person. If an application is made by a property owner for property that is immediately adjacent to the public right-of-way, the property owner must sign the permit. If an application is made by someone who is not the adjacent property owner, the applicant must obtain the signature from the adjacent owner or managing agent for the property, and that signature must be notarized.

Tree permit applications also may be made for public rights-of-way such as medians and/or parks that are owned entirely by the Village. Permits to plant trees in Village-owned public parks or median-strips do not require approval of an adjacent property owner. Recommended tree types and approved planting guidelines apply. The Village retains the right to approve or disapprove of any tree permit application, if it is in the best interests of the Village to do so.

Date of Application: _____, 20____ E-mail: _____

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Applicant's signature: _____

Note – Signature should be notarized below if you are the adjacent property owner.
If you are not the adjacent property owner, you must obtain the adjacent owner's signature, notarized below.

1. Are you the owner or agent acting on behalf of this property?____ (Yes/No)
* If "No", the adjacent property owner for the property in question must consent and sign below.

Property owner's signature and consent: _____

Property owner's Name, Printed: _____

By signing this application, I the owner of the property fronting this location agree to the planting of a tree by myself or other individuals on Village property in front of property I own. (Signature must be notarized.)

Notary: _____ Date: _____

Notary Stamp here:

2. Describe the number, type, and size of tree(s) to be planted. Be specific. Tree type should be from the recommended tree list. Exceptions may be allowed upon request. As a basic rule, only small trees may be planted beneath utility lines, and larger trees may be planted where there are no overhead utilities. Other guidelines apply, as detailed in the Village's policy.

Number, Size and Species/Types of Tree: _____

3. Describe the location(s) of where the tree(s) are to be planted. Illustrate or attach map if necessary to clarify. (see attached tree planting guidelines)

4. Indicate the tree service you intend to contract for the requested work (if applicable). If a company is used, they must provide an insurance certificate naming the Village of Mamaroneck as Additional Insured, and show proof of Worker's Comp. If you want to plant a tree yourself, you have to provide liability insurance naming the Village as Additional Insured.

Company: _____

Contact Name: _____ Phone: (_____) _____

Date when work is to begin? _____

NOTE: Dig Safe NY (Call Before You Dig: Dig Safely New York at 811 or 1-800-962-7962; <http://www.digsafelynewyork.com/>) must be called prior to any excavation. If using a landscaping company, that company must supply their certificate of insurance as a requirement prior to the issuance of a permit by the Village. The permit holder or landscaping company will be responsible for any damages that occur as a result of tree planting. All tree planting is at the expense of the permit holder.

Once tree(s) are planted on Village property they become property of the Village of Mamaroneck, and may be removed if a Village need arises to perform work or repairs in the area.

**Return to: Village Manager's Office
Village Hall at the Regatta
123 Mamaroneck Ave.
Mamaroneck, NY 10543**

Municipal Use Only:

No tree planting may be done on Village property without a permit. Failure to comply could result in penalties, fines and the possible removal of tree(s).

Date Received: _____ Date Inspected: _____

Application: Approved _____ Not Approved _____ Incomplete _____

Village Manager's Signature _____ Date: _____