

STREET TREE FILING REQUIREMENTS / FILING PROCEDURES

Street Tree Permit request processing can be Faxed directly to the Parks Dept. as follows:

- Prepare a Fax Cover page addressed to the Dept. of Parks & Recreation as noted below requesting a Street Tree Permit for the number of proposed 'Street Trees' for your project
- Be sure to including your contact; Tel., Fax & / or E-mail Information.
- Reference the Subject Property by Borough location, Address, Block & Lot #s.
- Reference the Alt 1, NB or Builders Pavement Plan Application with which your Tree Permit request is in conjunction if applicable.
- Include prepared dimensioned Plan of Sidewalk with proposed Street Tree location(s), 8-1/2" x 11" Plans are OK for faxing.
- If project's Site Conditions such as Utilities, Vaults or Subways do not allow the actual number of trees required by DOB, City Planing or Quality Housing Code requirements, note the quantity to be planted on Site and number of Street Trees requested to be planted 'Off Site' per Parks Dept. direction / recommendation.
- Please note that Street Trees will be planted according to DOT and Parks Dept. Standards. (DOT Standard Details / Plans will be provided to the Architect of Record. This is required in order to obtain Sign-Off of work.

Fax your request to:

**NYC Dept. of Parks & Recreation
Olmstead Center Forestry Div.
Flushing Meadow-Corona Park
Flushing, NY 11368
F: 718.760.6640**

When the Street Tree Permit is issued be sure to immediately make multiple Hard Copies for use / reference / distribution in conjunction with your related filings.

If you have further follow up questions, the Tel. # is: 718.760.6881