

**VILLAGE OF BAXTER ESTATES  
315 MAIN STREET  
PORT WASHINGTON, NY 11050  
Telephone (516) 767-0096  
Facsimile (516) 767-0058  
Email: [building@baxterestates.org](mailto:building@baxterestates.org)**

**APPLICATION FOR TREE REMOVAL PERMIT**

**A TREE MAY NOT BE REMOVED WITHOUT A PERMIT IF:**

It has a diameter of seven (7) inches or greater at a point five (5) feet above ground level.  
See Chapter 161 of the Zoning Code of the Village of Baxter Estates.

**FEES:** Tree Removal Permit Fees: One or two trees is \$50.00; each additional is \$25.00 plus a Tree Relief Fund deposit in a sum of not less than \$250 per tree, subject to increase by the Tree Commission when specific facts and circumstances of an application warrant, in the Commission's discretion reasonably exercised, a larger sum in order to further the purposes and intent of Chapter 161. Fees are accepted by the Clerk's Office after approval is granted.

**OWNER INFORMATION**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**TREE REMOVAL COMPANY**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**MARK TREES ON PROPERTY REQUESTED TO BE REMOVED WITH RIBBON OR CHALK. DO NOT USE SPRAY PAINT. FAILURE TO DO SO WILL CAUSE DELAYS IN PERMIT.**

**TREE INFORMATION**

Location: \_\_\_\_\_ Type and Size: \_\_\_\_\_

Reason for Removal: \_\_\_\_\_ Additional Comments: \_\_\_\_\_

Location: \_\_\_\_\_ Type and Size: \_\_\_\_\_

Reason for Removal: \_\_\_\_\_ Additional Comments: \_\_\_\_\_

Location: \_\_\_\_\_ Type and Size: \_\_\_\_\_

Reason for Removal: \_\_\_\_\_ Additional Comments: \_\_\_\_\_

*\*Please submit additional pages if more space is needed*

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**SUBMIT:**

1. Application
2. Survey of property with tree locations marked.
3. Sketch a plan of area indicating:
  - a. Location, type and size of tree(s) to be removed.
  - b. Location of any proposed improvement on the property.
  - c. Any additional information the Tree Commission may deem necessary for evaluation of the application including documentation as to the condition of the tree.
4. Please let us know if you plan to replant tree(s), what type of tree you plan to replant (you may refer to the Village's Preferred Species List), and what date you will agree to replant by. Please also mark any desired replanting locations with the letter "R" on your submitted sketch.

**APPLICANT ACKNOWLEDGEMENT**

The undersigned, \_\_\_\_\_, submits this application pursuant to Village Code Chapter 161 for a permit to remove from the property that I have identified herein the specific tree(s) that I have identified on the attached drawing.

I understand and agree as follows:

1. No tree may be removed from my property unless and until the village issues to me or my agent a signed and dated tree removal permit identifying the specific trees authorized for removal.
2. No permit shall be issued unless and until I have paid all required fees and deposits, and a member of the Tree Commission visits my property, examines the trees that I have proposed for removal, and determines that one or more of such trees may be removed.
3. Any such permit will authorize the removal only of those trees specifically identified in the permit.
4. The stump of each tree so removed must be reduced to ground level.
5. At the time I submit this application to the Village, I must pay to the village a non-refundable tree permit fee of \$50 for the first two trees, and \$25 for each additional tree that I am permitted to remove.
6. At such time, if any, as a tree removal permit is issued to me, I also must make a Tree Relief Fund deposit in a sum of not less than \$250 per tree authorized for removal under such permit, subject to increase by the Tree Commission in its discretion as provided under Village Code Chapter 161.
7. My Tree Relief Fund deposit allocable to any tree will be refunded to me only if I satisfy within one year from the date of permit issuance any replanting condition imposed by the Tree Committee in granting permission to remove such tree, after inspection and approval by a member of the Tree Commission.

Applicant Signature Here: \_\_\_\_\_

**PROPERTY OWNER GIVES PERMISSION FOR THE TREE COMMISSION TO INSPECT THE TREE IN THE OWNER'S ABSENCE.**

Property Owner Signature: \_\_\_\_\_

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**This Page for Office Use Only**

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**PERMIT (to be signed by the Village Building Superintendent)**

[ ] APPROVED BY: \_\_\_\_\_  
[ ] DENIED DATE: \_\_\_\_\_

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# of trees approved for removal: \_\_\_\_\_  
Non-refundable permit fee paid in the amount of \$ \_\_\_\_\_  
Tree Relief Fund deposit paid in the amount of \$ \_\_\_\_\_

Applicant chose not to replant / did not replant within Tree Commission's prescribed timeline and will not be refunded Tree Relief Fund deposit.

-OR-

Applicant chose option to replant \_\_\_\_\_ # of trees.

Date of Tree Commission Inspection: \_\_\_\_\_

Approved By Commissioner Member: \_\_\_\_\_

Tree Relief Fund deposit refunded in the amount of: \$ \_\_\_\_\_

Refund Date: \_\_\_\_\_

Clerk-Treasurer Signature: \_\_\_\_\_