



Inc. Village of Hewlett Neck
30 Piermont Ave · Hewlett · NY · 11557
Tel. (516) 295-1400 · Fax · (516) 295-1406

Tree Removal Requirements

Submission Requirements - Applications must be submitted via email to Building@hewlettneck.gov and the original to Village Hall.

- ❖ Application Fee: \$100.00 (non-refundable & due at time of submission)
 - ❖ Permit Fee: \$50 per tree
 - ❖ Completed permit application form
 - A diagram of the area or section of real property where trees are proposed to be substantially altered, whether located on or off the site, or where any disturbance of land is proposed, showing location of all trees, indicating and identifying those trees to be substantially altered and those trees to be preserved or maintained, and the diameter and species of each such tree.
Such diagram shall also indicate the name and address of the person who prepared the diagram.
 - Location of all existing structures and driveways on the site, including any proposed grade changes that might adversely affect or endanger any trees on the site, and details of how the applicant proposes to maintain and protect trees which are proposed to be preserved or maintained.
 - Any additional information which the Village Official may deem necessary for
evaluation of the application.
 - ❖ Applications will be reviewed upon the submission of all required items
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Contractor Information

- ❖ All contractors must submit:
 - **Nassau County Consumer's Affairs License**
 - **General liability insurance** with the Village of Hewlett Neck as the certificate holder as well as additionally insured.
 - **Worker's compensation** insurance with the Village as the certificate holder.

NO WORK SHALL BEGIN UNTIL A PERMIT HAS BEEN ISSUED



Incorporated Village of Hewlett Neck

30 Piermont Ave Hewlett, NY 11557
516-295-1400 • Building@hewlettneck.gov

\$ 100 Application Fee
\$ 50 Per Tree Permit Fee

Tree Removal Permit Application

Owner: _____ Date: _____

Property Address: _____ SBL: _____

Email: _____ Tel #: _____

Mailing Address (if different from property): _____

TREE

Any woody plant which has a trunk of at least seven (7) inches in diameter at a height of four feet six (4.5) inches above the base of the trunk.

- ❖ Number of trees to be removed: _____
- ❖ State the purpose of the tree removal: _____

Tree Company: _____

Address: _____

Email: _____ Tel #: _____

Affidavit of Owner / Applicant

I _____ being duly sworn, deposes and says, that all work being done on the
(PRINT NAME)
premises in accordance with the statement in writing, and the plans of such proposed work is duly authorized by

(SIGNATURE)

Conditions of granting a permit:

- A. Require the planting of the same or agreed upon alternative native species of tree from the list approved by the Village Official for each tree proposed to be substantially altered, which shall be at least two (2) inches in diameter, at a height of four (4) feet above the base of the trunk or at least eight (8) feet in height. The Village Official may, at his discretion, waive part or all of this requirement.
- B. Require the reasonable relocation of proposed driveways, surfaces and subsurface improvements or drainage systems to protect the trees to be preserved.
- C. Regulate the days and hours of substantial alteration.
- D. Require such safeguards as appropriate to minimize the environmental impact of the proposed substantial alteration or any activities in furtherance thereof.
- E. Impose such other reasonable conditions as may be necessary to effectuate the purposes of this chapter.

OFFICE USE ONLY

Approval Date: _____

Inspector Signature: _____



Inc Village of Hewlett Neck
OWNERS ACKNOWLEDGEMENT AFFIDAVIT

I, _____ being duly sworn, depose and say that I am the owner of _____, and that I have authorized the work to be performed at my property by _____
(Tree Company)

I have read and understand the responsibilities stated below as the homeowner and person responsible while the work is being performed on my property. I have familiarized myself with the conditions set forth for the issuance of the building permit as well as the Code of the Village of Hewlett Neck including but not limited to:

1. *The Building Permit is valid for one (1) year from the date of issuance stated on the permit. If for any reason the work is not completed before the expiration date, you must obtain an extension by submitting a request along with the fee that is due prior to the expiration date.*
2. *In order to obtain a Certificate of Occupancy or Completion the required documents must be submitted. (Electrical Certificate, Final Survey, any related documents required by the Building Inspector) and **ALL** inspections must be completed. The **homeowner** is responsible for all open permits.*
3. *Hours of work:*
 - a. *Monday through Friday – 8:00am to 6:00pm*
 - b. *Saturdays, Sundays and Legal holidays – **NO WORK***
4. *The property must be kept clean and in safe condition at all times during construction.*
5. *Any and all changes to the approved plans must be submitted to the Building Department and approved by the Inspector.*
6. *Make sure your contractor has their vehicles parked legally along the street if they cannot park in your driveway.*

I make this affidavit with the full knowledge that the Building Department relies upon the truth of the statements herein contained and in relying thereon will issue a permit called for in the application.

(Property Owner's Signature)

(Date)