



INCORPORATED VILLAGE OF SHOREHAM
BUILDING DEPARTMENT
 PO Box 389, Shoreham, New York 11786
 (631) 821-0680 – Fax (631) 821-4102
www.shorehamvillage.org

TREE REMOVAL PERMIT APPLICATION CHECKLIST

This worksheet is presented as a guide for preparation of a complete building permit application. Please include all of the documents and items required for the proposed work. Additional information is available at the Village website at www.shorehamvillage.org

Application Requirements:

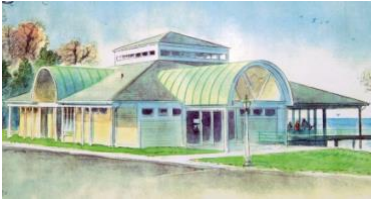
1. Tree Removal Application	(page 2) Signed & notarized	Y / N
2. Current Survey (3 copies)	Trees to be removed to be demarcated (as much as practical)	Y / N
3. Owner's Authorization	(page 3) Required if applicant is other than the property owner	Y / N
4. Pictures	Pictures of trees to be removed with noted sizes (calipers or circumferences). Notes are welcome.	Y / N
5. Arborist Certification	Required for any proposed large tree removal and/or proposed removals in excess of allowed by Code Chapter 28	Y / N
6. Contractor	Contractor/Landscaper to be licensed and insured	Y / N
7. Fee	\$100 (minimum permit application)	Y / N

TREE REMOVAL WORK SHALL NOT BEGIN UNTIL THE APPLICANT HAS SUBMITTED ALL OF THE REQUIRED DOCUMENTATION AND A PERMIT HAS BEEN ISSUED.

Per Chapter 28 of the Code of the Village of Shoreham, all trees are protected from clearing/removals.

- Large trees: defined as a live tree having a trunk measuring sixty-two (62) inches or more in circumference at a breast height of four (4) feet above natural grade (10"+ caliper) – not permitted to be removed (certified arborist letter must be submitted)
- Medium trees: defined as a live tree having a trunk measuring thirty-eight (38) inches or more in circumference, but less than sixty-two (62) inches in circumference, at a breast height of four (4) feet above natural grade (6"+ caliper) – no more than one medium tree per 12-month period may be removed
- Small trees: defined as a live tree having a trunk measuring nineteen (19) inches or more in circumference, but less than thirty-eight (38) inches in circumference, at a breast height of four (4) feet above natural grade (3"+ caliper) – no more than tree small trees per 12-month period may be removed
- A combination of one medium and one or two small trees may be removed under one permit, provided the amount does not exceed each of the prescriptive limits and/or three trees.
- Vegetation smaller than the definition of a small tree may be removed/maintained as the property owner sees fit and as not cause a nuisance to neighbors. It is recommended that the Building Department be notified of any proposed clearing of vegetation so that the site may be evaluated in accordance with the Tree Removal Ordinance

SITE VISIT OR INSPECTIONS MAY BE REQUIRED BY THE BUILDING INSPECTOR



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TREE REMOVAL PERMIT APPLICATION

PART I: Owner Information – Please print below

Property Location : _____ SCTM# 207- _____ - _____ - _____

Owner(s) of Record : _____

Phone: _____ Email: _____

Mailing Address of Owner(s): _____

City State Zip Code

PART II: Agent / Contractor Information (responsible for filing & receiving correspondence) – Please print below

Agent responsible for proposed work: _____

Phone: _____ Email: _____

Mailing Address of Agent: _____

City State Zip Code

PART III: Proposed Tree Removal Details – Please print below

Tree #1: Size/Class: **S / M / L** Location: _____ Reason: _____

Tree #2: Size/Class: **S / M / L** Location: _____ Reason: _____

Tree #3: Size/Class: **S / M / L** Location: _____ Reason: _____

Add'l Trees (arborist required): _____

Will removal affect any existing structures/retaining walls? ☐ NO ☐ YES: _____

If yes, please be advised that additional review, permit and/or documentations may be required by the Building Inspector

Contractor: _____ Suffolk County License #: _____

Arborist: _____ ISA License #: _____

PART IV: Notary Public – Please type or print below

APPLICATION IS HEREBY MADE FOR ISSUANCE OF A BUILDING PERMIT pursuant to the Code of the Village of Shoreham and the Building Code of the State of New York, and all amendments thereto, for the work as described herein and in the described plans and specs.

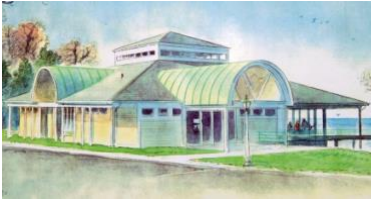
STATE OF NEW YORK, COUNTY OF SUFFOLK ss: (Print Name of Applicant) _____
being duly sworn deposes and says that he/she is the applicant above named.

They are the (Owner or Agent: Contractor, Officer, RA, PE, etc) _____ of said owner or owners, and is duly authorized to perform or have performed the said work, as described in the attached plans and specifications, and to make and file this application; that all statements contained in this application are true to the best of his knowledge and belief; and that the work will be performed in the manner set forth in this application, plans and specifications filed herewith.

Sworn to before me this _____ day
of _____, 20_____

Applicant Signature

Notary Public



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OWNER'S AUTHORIZATION

STATE OF _____)
) ss.:
COUNTY OF _____)

I, (owner) _____

Residing at: _____

Being the owner of premises (Property Location) _____

Also known as Suffolk County Tax Map Number (SCTM #:) _____

Hereby authorize (Agent) _____

Whose mailing address is (Agent Address) _____

To act on my behalf for purposes of application and interfacing with the Building Department for (Description of Proposed Work)

Of the Village of Shoreham, and to received and/or file any documents required with reference to my application for
(Owner) _____

I hereby agree to allow my agent, whose name appears above, to act on my behalf and I further agree to abide by any requirements imposed by this Board as a condition of their approval.

Owner Signature

Sworn to before me this _____ day
of _____, 20_____

Notary Public