

TOWN OF HUNTINGTON

DEPARTMENT OF PLANNING AND ENVIRONMENT

TREE PERMIT APPLICATION INSTRUCTIONS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

THE FOLLOWING ITEMS ARE REQUIRED FOR REVIEW:

- A completed Tree Permit Application Form
- A **NONREFUNDABLE** fee of \$25 for every 5 trees or portion thereof. We accept cash (**only up to \$25**), credit, or a personal or certified check made payable to the Town of Huntington.
- A Survey including the following:
 - Property boundary lines
 - Location of structures on the property
 - Location of proposed development or improvement to the property
 - North Arrow and scale
- Mark the survey with an **X** in the approximate location of each tree to be removed
- If on a hillside, include an area sketch on topographical survey showing 2-foot contours

IF YOU ARE UNABLE TO LOCATE A SURVEY:

A color aerial of the property which clearly depicts property lines with an **X** marking the approximate location of each tree is acceptable. The aerial can be printed from the Town's website. If printed at the Planning Department, it will be an additional fee of \$1.00 (**this will bring your total to over \$25, so please have a check or credit card available for payment**).

OR

IF THE TREE IS DETERMINED TO BE DEAD, DYING OR HAZARDOUS BY AN INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) CERTIFIED ARBORIST, NO FEE WILL BE REQUIRED WITH THE SUBMISSION OF:

- A letter from the ISA certified arborist stating that the tree(s) to be removed is/are dead, dying or hazardous; and
- Photographs taken by the ISA certified arborist clearly showing that the tree(s) is/are dead, dying or hazardous

Notes:

- Please wrap each tree with flagging tape so that the inspector will be able to easily locate all trees proposed for removal.
- Additional information may be required after inspection of property.
- Approved Tree Permit is valid for 1 year from date of issue; work must be completed within such time.
- The fee shall be three times (3x) the amount if removal, destruction or alteration of any trees/woodland has commenced or completed before a permit is issued.
- Submitted documents become a permanent part of Planning Department records and cannot be returned.