



TOWN OF CORTLANDT
DEPARTMENT OF TECHNICAL SERVICES
ENGINEERING DIVISION

Michael Preziosi, P.E.
 Director – D.O.T.S

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 D.O.T.S – Engineering

Town Hall, 1 Heady Street
 Cortlandt Manor, NY 10567
 Main #: 914-734-1060
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Town Supervisor
 Richard H. Becker

Town Board
 James F. Creighton
 Francis X. Farrell
 Cristin Jacoby
 Robert Mayes

TREE REMOVAL APPLICATION

Reason for Proposed Removal: _____

Total # of trees, species, diameter at 4' from grade: _____

Indicate if any of the trees are located in a wetland or within a 100' buffer: _____

Owner / Applicant Information

Contractor's Information

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Email: _____ Email: _____

The Applicant/Contractor agree to comply with all applicable laws, ordinances, and regulations and attest that the proposed work outlined in this application conforms to all provisions of the Code of the Town of Cortlandt and laws of New York State.

Signature: _____ Signature: _____

Date: _____ Date: _____

Attach the following:

- Copy of contractor's Westchester County Home Improvement License;
- With **The Town of Cortlandt** identified as "Certificate Holder", provide proof of Insurance Certificates for Liability, Worker's Compensation (CE-200 form, C-105.2, SI-12, GSI-105.2), and Disability (CE-200, DB-120.1, DB-155). Note that ACORD Forms are not acceptable proof;
- If the Homeowner elects not to retain a licensed contractor, include Homeowner's Insurance Declaration of Coverage;
- **\$50 Permit Fee** if greater than 3 trees to be removed. Checks are made payable to **The Town of Cortlandt**;
- Submit the Application, supporting documentation, and the fee (if applicable) to the Code Enforcement Division.

SEE CHECKLIST ON REVERSE SIDE OF THE APPLICATION

TREE REMOVAL CHECKLIST

The items listed below are requirements of this application.

RESIDENTIAL

1. Estimate prepared by a licensed and insured tree removal company indicating the number of trees, type, and diameter at breast height proposed to be removed.
2. Homeowner or authorized proxy provides details of the purpose of the proposed removal.
3. If less than 10 trees are proposed to be removed: Provide sketch or copy of a site plan/survey indicating the location of the property and property boundaries, the location of structures, driveways, and roadways on the property, and the location of the proposed removal(s).
4. If more than 10 trees are proposed to be removed: submit a tree removal plan and landscape mitigation plan prepared by a New York State licensed professional (landscape architect, architect, engineer, or certified arborist).
5. Tag or mark the trees to be removed prior to inspection.
6. Following project completion, notify the Engineering Division at (914) 734-1060. The Town will re-inspect the site for compliance with all conditions of the Permit. Upon satisfactory review, a Certificate of Compliance will be issued.

COMMERCIAL

1. Estimate prepared by a licensed and insured tree removal company indicating the number of trees, type, and diameter at breast height proposed to be removed.
2. A written statement signed by the property owner or authorized proxy (tenant) detailing the purpose of the proposed removal.
3. A tree removal plan prepared by a New York State licensed professional (architect, engineer, landscape architect, or certified arborist) showing the location of the property and property boundaries, the location of structures, onsite utilities, driveways and roadways on the property, and the location of the proposed work. Note that if more than 3 trees are proposed to be removed, a landscape mitigation plan shall be submitted as well.
4. If more than 10 trees are proposed to be removed Planning Board approval may be required.
5. Response to Conservation Advisory Council comments.
6. Tag or mark the trees to be removed prior to inspection.
7. Following project completion, notify the Engineering Division at (914) 734-1060. The Town will re-inspect the site for compliance of all conditions of the Permit. Upon satisfactory review, a Certificate of Compliance will be issued.