



**Incorporated Village of East Hills**  
**209 Harbor Hill Road, East Hills, New York 11576**  
**516-621-5600 Fax: 516-625-8736**  
**E-mail: mayor@villageofeasthills.org**

**TREE REMOVAL/ALTERATION PERMIT  
APPLICATION**

**A) DESCRIPTION:**

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Tree Info:**

Total # of Trees to be Removed: \_\_\_\_\_

Species of Tree:	Diameter:	Reason for Removal:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is the above tree work part of a construction/renovation project, either ongoing or planned in the next 12 months? [YES] [NO]

Are there any proposed grade changes that might adversely affect trees? [YES] [NO]

**B) APPLICANTS MUST ATTACH TO THIS APPLICATION a sketch / plan on a survey** of the area clearly marked with the name and signature of the person preparing such sketch/plan, indicating the following:

1. Number, location(s) and specimen of existing tree(s) on property to b removed **(APPLICANT MUST PLACE A RED RIBBON AROUND EACH TREE TO BE INSPECTED FOR REMOVAL OR ALTERATION)**
2. Size, specimen and location of replacement Trees
3. Location of any structures on property or planned improvements on property.
4. Any proposed grade changes that might adversely affect or endanger any trees on the site.
5. Under § 187-11 a filing fee for removal or destruction equal to \$100 per tree.

**C) The Village may also request**, as per the Village Code Section 186-4, (i) a tree preservation plan specifying the methods to be used to preserve all remaining trees and their root systems and the means of providing water and nutrients to the root systems and/or (ii) A topographical survey of the site of development or construction will result in change of elevation of more than five (5) feet or if the parcel of land is more than one half (1/2) acre in area.

**The undersigned hereby authorizes** the following individuals to enter onto my property to inspect the trees and terrain so that a determination can be made on the application: 1) Members of the Architectural Review Board; 2) Members of the Tree Subcommittee of the Architectural Review Board; 3) Code Enforcement Officers of the Village of East Hills; or 4) their respective legal counsel, agents and consultants.

**A Village representative will** conduct an on-site inspection of the property and trees to be removed and may require such conditions as replacements, maintenance or pruning. Representative may also deny application to remove one or any and all trees. Decision of the representative conducting the on-site inspection can be appealed to the Tree Subcommittee of the Architectural Review Board at the request of the applicant. Representative may conduct a subsequent inspection to confirm compliance with all conditions.

**The undersigned avers that** the foregoing statements and all information furnished on supplemental documents are true and accurate.

\_\_\_\_\_  
SIGNATURE OF HOMEOWNER

Sworn to me this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

**APPROVED BY:** \_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Date



**INCORPORATED VILLAGE OF EAST HILLS**

**\*\*Affidavit to Be Completed By Owner(s) Giving Agent Authorization\*\***

STATE OF NEW YORK)  
COUNTY OF NASSAU ) SS:

\_\_\_\_\_ being duly sworn, deposes and says that he/she resides  
at \_\_\_\_\_  
in the County of \_\_\_\_\_, State of \_\_\_\_\_:  
and Village of East Hills; that he/she is the owner of the premises located at \_\_\_\_\_  
\_\_\_\_\_, East Hills, New York which is the subject premises described in the  
foregoing application, shown on the Nassau County Land and Tax Map as  
Section \_\_\_\_\_, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_,  
that he/she has authorized \_\_\_\_\_ to act for and on my behalf  
with regard to all matters necessary to process and expedite the foregoing application.

\_\_\_\_\_  
(Signed) Homeowner

\_\_\_\_\_  
(Signed) Homeowner

Sworn to me this \_\_\_\_\_

Day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public