

## **APPLICATION PROCESS C**

When proposing the removal of trees from commercial properties, or, in connection with Residential Development Projects (typically, minor construction activities such as an expansion of an existing residence, are not considered Residential Development Projects), or, when more than 10 trees are proposed for removal from any property, you will need to complete the [Tree Removal Permit Application – More than 10 Trees and Commercial Property](#) containing:

- ✓ **Application Form, including all Additional Submission Requirements**
- ✓ **Environmental Values for trees to be removed and replanted**
- ✓ **Affidavit of Ownership**

Should you have any issue accessing or filling out the Tree Removal Permit Application, please contact the Department either by email at: [treepermit@greenburghny.com](mailto:treepermit@greenburghny.com) or by phone at: 914-989-1536.

### **General Information**

- If the proposed tree removal is associated with, for example, a Building Permit, Stormwater Permit, Fill Permit, Street Opening Permit, Special Permit, Steep Slope Permit, or any other administrative or land-use application to an official or Board of the Town, please identify the application type and number.
- All applications must be accompanied by a Tax Map from the Town's website showing the subject property and all adjoining and directly across the street properties.
- All applications must include, on a separate sheet, the typed names and addresses of all adjoining and directly across the street property owners.
- All applications must be accompanied by a Site Plan (as defined in § 260-2 of the Town Code).
- All applications must be accompanied by a Landscape Plan, pursuant to § 260-81 of the Town Code.
- All applications must be accompanied by appropriate Certificates of Insurance of the Contractor/Licensed Professional Tree Care Company performing the work in connection with the Tree Removal Permit Application.
- Upon completion of your application form and materials, you may:
  - (1) scan the application package and email it to: [treepermit@greenburghny.com](mailto:treepermit@greenburghny.com), or
  - (2) you may mail your application package to: Greenburgh Town Hall, Department of Community Development and Conservation, 177 Hillside Avenue, Greenburgh, NY 10607, or
  - (3) you may drop off your application package at Town Hall, to the Department of Community Development and Conservation.

- All payments shall be made by check or money order payable to “Town of Greenburgh.” If you scan and email your application, please mail your check to the above address.
- To complete the Application, use data from the Town’s Geographic Information Mapping System (GIS Map) and Tree Information Software. **Use the directions appropriate for your device. Note:** You may experience slight variations in the directions depending upon the device used, and the operating system version on your device. This is especially true when printing, but could happen elsewhere.

**TO PRINT A PDF OF THE DIRECTIONS BELOW,  
PLEASE CLICK [HERE](#)**

### **Directions**

**To obtain the Tax Parcel ID #, property size, addresses of adjoining and directly across the street properties, and a template to use when indicating trees to be removed and replaced (scroll down until you find instructions for your device type):**

#### **Desktop and laptop computers**

To confirm the property is in unincorporated Greenburgh you can look up the property through the Town’s Geographic Information System (GIS) Map here: <https://www.axisgis.com/greenburghny/>

- **Click** “Accept & Continue”
- **Click** the “Search icon” (a magnifying glass) likely located in the upper left hand side of the screen.
- **Type** the street address number and street name only in the search bar (e.g. 177 Hillside – DO NOT ADD WORDS LIKE ROAD OR STREET). The property you are searching and the Tax Parcel ID# should appear in the drop down menu.
- **Click** the property from the drop-down menu.
- **Click** Assessment in the pop-up window, which is one of the three options.
- **Scroll down** to the 8<sup>th</sup> row, where you will find the “TOTAL ACRES” to obtain property size.
- **Click** to “X” out in the upper right of the CAI Property Card window, to return to the map of the subject property (DO NOT USE THE BACK ARROW).
- **Click** to “X” out of the “Parcel #” pop up window.
- **Zoom in or out using the “+” or “-” icons** on the right hand side of the screen, to view all adjoining and directly across the street properties.

- **Click** (If **not** already highlighted in yellow) the “Identify” icon (normally a small “i” ), in the upper right hand side of the screen.
- **Hover the cursor** over each adjoining and directly across the street property, one at a time, and a pop-up box with the address will appear.

For mailing, you may use “Current Property Owner” or “Current Resident”. Additional mailing address information (such as the city name and zip code) can be found under the Assessment tab (which is the middle tab of the three shown). “X” out of the Parcel window and repeat this process to obtain all required addresses.

To obtain your template:

- **Zoom in or out** using the “+” or “-” icons on the right hand side of the screen, to enlarge the view your entire property.
- **Click** the printer icon in the tool bar on the right hand side of the page (usually the last icon on the bottom right).
- **Click** Print PDF in the small window opened;
- **Click** Print in the pop-up window that appears at the top of the page. If additional screens appear, continue to select print until the document prints.

### Tablets including iPads, and Smart Phones

To confirm the property is in unincorporated Greenburgh you can look up the property through the Town’s Geographic Information System (GIS) Map here: <https://www.axisgis.com/greenburghny/>

- **Tap** “Accept & Continue”
- **Tap** the “Search icon” (a magnifying glass) likely located in the upper left hand side of the screen.
- **Type** the street address number and street name only in the search bar (e.g. 177 Hillside – DO NOT ADD WORDS LIKE ROAD OR STREET). The property you are searching and the Tax Parcel ID# should appear in the drop down menu.
- **Tap** the property from the drop down menu.

To minimize the search window and enlarge your view of the subject property map:

- **Tap** the white “X” within a blue box when the property appears in the background,

You will see a small text box with the word “Parcel” which contains arrows at a 45-degree angle.

- **Tap** the arrows which will open a window with additional links.

If you do not see this box, you will instead see a blue “pin” on the subject property.

- **Tap** the blue pin and your property will highlight in yellow.
- **Tap** Assessment which is one of the three options.
- **Scroll down** to the 8<sup>th</sup> row, where you will find the “TOTAL ACRES” to obtain property size.
- **Android users**, **Tap** “X” to leave the Parcel window and return to your property.
- **iOS users**, **Tap** “X” to close the “Parcel” card (DO NOT USE THE BACK ARROW); and this should return you to the map of the subject property.
- **Zoom in or out** using the “+” or “-” icons on the right hand side of the screen, to view all adjoining and directly across the street properties.
- **Tap** on a property you are seeking the address for (which will then highlight yellow),
- **Tap** the 45-degree arrows on the small Parcel pop-up window that appears. This will take you to the Parcel window where the address will appear at the top of the page.

Additional mailing address information (such as the city name and zip code) can be found under the Assessment tab (which is the middle tab of the three shown). “X” out of the Parcel window and repeat this process to obtain all required addresses. When addressing envelopes, you may use “Current Property Owner” or “Current Resident” in place of a person’s name.

To obtain your template:

When creating a template, if the below does not allow you to print, and, if your Tablet or Smartphone allows you to print to your printer, you may be able to obtain the template by taking a “screenshot” and printing this image out.

Given the particularities of individual devices, there may be a difficulty in printing from some devices (particularly phones), in which case you may want to use the image on the device to prepare a sketch drawing for your submission.

For **Android users**, to obtain a template for your property map drawing submission, reselect your property.

- **“X”** out of the “Parcel” window.

- **Click** the “Printer” icon. Located in the tool bar on the right hand side of the page, (usually the last icon on the bottom right).
- **Click** Print PDF in A small window that opens.
- **Click** “Print” in the pop-up window that appear at the top of the page when prompted that the map is ready.

For **iOS users**, to obtain a template for your property map drawing submission, “X” out of the “Parcel” window (DO NOT CLICK THE BACK ARROW).

- **Tap** your property which will highlight it in yellow.
- **“X”** out of the “Parcel” window.
- **Click** the “Printer” icon. Located in the tool bar on the right hand side of the page, (usually the last icon on the bottom right).
- **Click** Print PDF in A small window that opens.
- **Click** “Print” in the pop-up window that appear at the top of the page when prompted that the map is ready. This will open a new window showing your map which is ready to send to your printer.

## **Directions**

### **To Obtain Environmental Values for Tree(s) Proposed to be Removed and Tree(s) Proposed for Planting:**

Below are two methods to obtain your environmental values. Be sure to utilize the same method for both removal and replacement values. Homeowners may find Method 1 easier to use for a small number of trees.

#### **METHOD 1:**

To obtain environmental values for tree(s) proposed to be removed and for tree(s) proposed to be planted utilizing i-Tree MyTree, please visit: <https://mytree.itreetools.org/#/>

#### **Step 1. Where is your tree?**

- **Click/Tap** “Get Started”,
- **Type** the full mailing address in the field provided
- **Click/Tap** “Search”.  
An aerial image of your property should appear at this time.

- **Click/Tap** on the tab in the lower right hand corner of the screen labeled “Next, describe\_your tree.”

## Step 2. Tell us about your tree.

- “Location:” This field should be pre-filled with the address you previously entered in Step 1.
- “Project or Group Name:” This field is not required to be completed, though you may wish to enter a project or group name if you believe you will be filing multiple permit applications.
- “Type of Tree:” This field is not required to be completed, though there is a drop down menu if you wish to select an item.
- “Tree Species:”
 

**Type** the common name or scientific name of your tree (e.g. Sugar Maple, Red Oak, Eastern White Pine, Norway Spruce, Flowering Dogwood, Japanese Maple), which will then appear in the drop down menu for you to select. If you do not know the exact species, you may select the generic name indicated by the (**spp.**) If you are using a professional to remove the tree, s/he will most likely be able to identify the tree for you.
- “Tree Condition” (**for tree(s) proposed to be removed**):
 

**Select** an option from the drop down menu – Excellent (optimal health and structure), Good (above average health and structure), Fair (moderate health and structure), Poor (noticeable defects present), Critical (in a state that requires immediate attention to improve health or structure), Dying (substantially dead), or Dead (lifeless).
- “Tree Condition” (**for tree(s) proposed to be planted**):
 

**Select** Excellent from the drop down menu.
- “Tree Size (in inches)” **for tree(s) proposed to be removed**:
 

**Type** value in either diameter or circumference. Note that when you enter circumference, the MyTree software may change your entry to a diameter measurement and thus may modify your entered figure, which is acceptable.
- “Tree Size (in inches)” **for tree(s) proposed to be planted**:
 

**Type** the diameter for each tree, using 8 or 12 or 18 [these figures are still being finalized at this time] as specified within the [Town’s Official Replacement Planting List](#)
- “Sun Exposure:”
 

**Select** an option from the dropdown menu – Full sun (6 or more hours of sun), Partial sun (generally 3-6 hours of sun mixed in with some shade), or Full shade (dappled, indirect sunlight)
- “Is tree within 60 feet of a building?”
 

This field is not required to be completed, and it is recommended by the Town Forestry Officer that this field be left blank.

- “Note or label for this tree:”  
This field is not required to be completed, however, if you will be collecting information on multiple trees, you may wish to provide the Tree ID# in this field that corresponds with the Tree ID# provided on Pg. 3 of the Tree Removal Permit Application Form.
- **Click/Tap:** “All Done! Add more trees or get results.”  
Once you have entered all required information.

### **Step 3. Your List of Trees.**

- **Click/Tap** the blue icon that looks like a calculator to obtain the tree’s benefits.

### **Step 4. MyTree Benefits.**

This page provides information on your tree and the various benefits it provides.

For purposes of completing your Tree Removal Permit Application, please locate the Annual CO2 equivalent of carbon (expressed in pounds). Take this figure and enter it onto Pg. 3 of the Tree Removal Permit Application Form, in the column headed “Pounds of CO2 Removal.” Next, please locate the Runoff avoided and Rainfall intercepted (both expressed in gallons). Add these two figures together, and enter onto Pg. 3 of the Tree Removal Permit Application Form, in the column headed “Gallons of SW Absorption.”

Once completed, scroll to the top of the page and **Click/Tap** “Return to My Tree List”, which will take you back to the page titled, “Your List of Trees.” Next, **Click/Tap** “+Add Another Tree”, followed by again completing Steps 1-4 above to obtain the environmental values of additional trees.

### **METHOD 2:**

To obtain environmental values utilizing i-Tree Design, please visit: <https://design.itreetools.org/>

- **Click/Tap** either “Laptop users (mouse)” or “Tablet Users (finger taps)” based on what type of device you are using.
- **Type** the full mailing address of the subject property to get started.
- **Click/Tap** “Go!”

Note: If the system does not recognize the address, a pop-up window may appear providing the closest address match found through Google Maps. If you see the property address in this window click “OK”.

### **Step 1. Draw Structures.**

- **Click/Tap** “No” when asked, would you like to calculate the impact of trees on your cooling and heating utility bill?

### **Step 2. Place Trees. Describe and place your tree:**

- “Tree Species:”  
**Type** the common name or scientific name of your tree:

(e.g. Sugar Maple, Red Oak, Eastern White Pine, Norway Spruce, Flowering Dogwood, Japanese Maple), which will then appear in the drop down menu for you to select. If you do not know the exact species, you may select the generic name indicated by the (**spp.**). If you are using a professional to remove the tree, s/he will most likely be able to identify the tree for you.

- “Tree diameter:” “or circumference:”  
**Type** value in the appropriate field.
- “Tree condition:”  
**Select** an option from the drop down – Excellent (optimal health and structure), Good (above average health and structure), Fair (moderate health and structure), Poor (noticeable defects present), or Dead/Dying (lifeless or substantially dead)
- “Tree exposure to sunlight:”  
**Select** an option from the drop down – Full sun (6 or more hours of sun), Partial sun (generally 3-6 hours of sun mixed in with some shade), or Full shade (dappled, indirect sunlight)

Once all information is filled out, move on to the next section on the page “To place a tree:”

For **desktop and laptop users:**

“Place tree” icon

**Click on** and **drag** the “place tree” icon at the top of the property aerial image to any location on the subject property (for purposes of the software calculating environmental values, the precise location is not necessary).

Note: It may be best to zoom in using the “+” sign in the lower right hand section of the screen first.

- **Click** “OK” to accept placement of the tree.

For **tablet and smart phone users:**

“Place tree” icon

- **Tap** the “place tree” icon at the top of the aerial image once. A small window at the bottom of the aerial image will open, which contains five (5) bullet points containing instructions and three (3) tabs: “Place Tree,” “Delete Last Tree,” and “Finished.”

Follow the first two (2) bulleted instructions. You may see a Confirmation Box, in which case please confirm your information and if accurate,

- **Tap** “Ok.”

Note: In portrait and landscape mode: it is possible that if you tap once you will get a green location marker with a yellow dot in center, with the bottom going into the place tree icon. Then tap the map to locate the tree, and a confirmation window pops up to confirm your tree information. Then tap “ok”, and the tree should be located on the site.

Be sure to only “Place Tree” one at a time.

- After **tapping** “Place Tree” a pop-up window will appear at the bottom of the aerial map to confirm the tree information entered. Review this and
- **Tap** “OK.” A green location marker will appear on the map which represents your tree. For purposes of the software calculating environmental values, the precise location is not necessary.

Once the first tree is placed, it is recommended that you move on to the next step, “3. Estimate Benefits.” (Do not seek to locate multiple trees prior to advancing to the next step, and DO NOT click “Model Crown Growth”).

### **Step 3. Estimate Benefits of trees proposed to be removed (Part A) and trees to be planted (Part B).**

You can obtain the required environmental benefits of your tree(s) proposed for removal for current and future years.

#### **Part A**

“Enter the number of years (2-99) below to track tree growth and benefits. Years:”

- **Type** “2” for the trees proposed to be removed as part of your application, to obtain the current year’s environmental values (this software does not allow entering the figure “1”, so please insert “2” to obtain the values to be used for purposes of filling out your application).
- **Click** “Calculate”.

This will bring you to a new page which outlines the various benefits provided by your tree. Make sure the tab “Current Year (2020)” on the left hand side of the page is highlighted.

- **Click** the tab “Stormwater” along the top.

You will then be provided with the number of gallons of rainfall that will be intercepted by your tree this year, as well as the number of gallons of stormwater runoff that your tree will help avoid this year. Add these two figures together, and enter onto Pg. 3 of the Tree Removal Permit Application Form, in the column headed “Gallons of SW Absorption.”

- **Click** the tab “Carbon Dioxide” along the top.

You will then be provided with the number of pounds of atmospheric carbon dioxide reduced by your tree this year. Take this figure only, and enter it onto Pg. 3 of the Tree Removal Permit Application Form, in the column headed “Pounds of CO2 Removal.”

If seeking to obtain values for more than one tree, after entering information into your Application Form,

- **Click** the “Return to Setup” link in the upper right hand corner of the screen, and follow the instructions provided above to enter the information of the remaining trees proposed for removal, one at a time.

**Be sure to check that the “Display Results for” is showing the tree just entered (utilizing the drop down menu) and not “All Trees.”**

### **Part B**

You can obtain the required environmental benefits for tree(s) proposed to be planted for current and future years.

- **Insert** the number of the appropriate “mid-maturity” for each tree, using 20 or 30 or 40 as specified within the [Town’s Official Replacement Planting List](#) then,
- **Click** “Calculate.”

Then follow the remainder of instructions provided in **A** above.

### **Helpful Information, including assistance for Applicants**

- Link to [Town of Greenburgh Official Replacement Planting List](#)
- Westchester County Recommended Native Plants for Homeowners and Landscapers (<https://www.sunywcc.edu/cms/wp-content/uploads/2012/09/Plants-for-Westchester-Go-Native-Brochure.pdf>)
- Link to New York State Prohibited and Regulated Invasive Plants (9-10-14) [https://www.dec.ny.gov/docs/lands\\_forests\\_pdf/isprohibitedplants2.pdf](https://www.dec.ny.gov/docs/lands_forests_pdf/isprohibitedplants2.pdf)
- [Westchester County Invasive Species List]
- Link to [Tree Technical Manual](#) and [Appendices](#)
- Link to [Parking Lot Tree Shading Design Guidelines](#)
- Link to [Chapter 260](#) of the Town Code, “Trees, Community Management”
- Link to [Chapter 245](#) of the Town Code, “Steep Slopes, Protection of”
- Link to [Chapter 280](#) of the Town Code, “Wetlands and Watercourses”