



TOWN OF OSSINING
BUILDING DEPARTMENT
OSSINING OPERATIONS CENTER
101 ROUTE 9A, P.O. Box 1166
OSSINING, N. Y. 10562
(914) 762-8419 FAX (914) 944-0195

Memorandum

To: Susanne Donnelly, Town Supervisor

From: John Hamilton

Date: December 10, 2014

RE: Tree Removal Permit Procedures

I was asked to submit the procedures used when we receive a tree removal permit application. I broke it down to separate residential from commercial properties as follows;

Residential Tree Removal Permit Requirements

1. Completed application.
2. Copy of the cover page of the property owners insurance to show they have general liability coverage.
3. Copy of the tree removal company's Westchester County Home Improvement License along with proof of general liability insurance and workers compensation insurance.
4. Copy of a property survey showing where on the property the trees are located.
5. A report by a **recognized** tree expert explaining why the tree(s) must be removed.
6. If required, a copy of the replanting schedule for replacement trees.
7. The tree permit application must be submitted no less than 15 days prior to the tree being removed.

NOTE: TREES TO BE REMOVED MUST BE CLEARLY MARKED WITH A BRIGHTLY COLORED CLOTH OR RIBBON TIED AROUND THE TRUNK FOR IDENTIFICATION.

Commercial Tree Removal Permit Requirements

1. Completed application.
2. Copy of the cover page of the property owners insurance to show they have general liability coverage.
3. Copy of the contractors proof of general liability insurance and proof of workers compensation insurance.

4. If trees are part of the approved site plan, approval by the Planning Board is required.
5. If not part of the approved site plan;
 - a. a copy of the property survey showing where the trees are located on the property.
 - b. A report from a recognized tree expert explaining why the tree must be removed.
 - c. If required, a copy of the replanting schedule for replacement trees.
6. The tree permit application must be submitted no less than 15 days prior to the tree being removed.

NOTE: TREES TO BE REMOVED MUST BE CLEARLY MARKED WITH A BRIGHTLY COLORED CLOTH OR RIBBON TIED AROUND THE TRUNK FOR IDENTIFICATION.

In the event of an emergency where there is imminent danger to life and/or property, a tree may be removed immediately and the property owner can submit a report to our office explaining the circumstances that required the immediate removal of the tree.

No permit is required to remove branches or to top a tree. Additionally if branches from a tree on a property are hanging over another property, the limbs may be cut back by the adjoining property owner. However, the adjoining property owner may be liable if the tree was damaged as a result of the branch removal. It should be further noted that no permit is required for work being done by or at the direction of the Town of Ossining and permits are not required for removal on public properties, only private property. If a tree is deemed to be dead by a recognized tree expert then no permit is required to remove the tree.