



Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088

Phone: (315) 457-3441, Fax: (315) 457-5119

Email: codes@villageofliverpool.org

Tree Activity Permit Application

All applicable sections of this application must be completed or the application will be returned.

OFFICE USE ONLY

Application Number:

Date Received:

Tree Commission Review Date:

Approved By:

Date Approved:

Denied By:

Date Denied:

Reason Denied:

LOCATION

LOCATION

TREE ID NUMBER

EXISTING TREE?

Yes No

REQUEST TYPE

I hereby request to perform the activity indicated below

I hereby request the Village perform the activity indicated below

APPLICANT INFORMATION Owner of the Adjacent Property

NAME

ADDRESS

PHONE

CITY

STATE

ZIP

EMAIL

PROPOSED ACTIVITY

TYPE OF ACTIVITY

Plant Prune Remove Excavate Near a Tree Other:

TREE SPECIES

TREE DIAMETER AT BREAST HEIGHT

SCOPE OF WORK INCLUDES

Stump Grinding Soil & Grass Restoration Fertilization Treatment Describe:

PLANS FOR MAINTENANCE UNTIL THE TREE OR SHRUB BECOMES ESTABLISHED

DESCRIBE COMMITMENT, IF ANY, TOWARD FUTURE MAINTENANCE AFTER PLANTINGS ARE ESTABLISHED

CONTRACTOR

COMPANY NAME

ADDRESS

CONTACT NAME

PHONE

EMAIL

*Please include a diagram of the work area if applicable to your request.

APPLICANT CERTIFICATION

The undersigned states that the applicant above agrees to comply with the provisions of §353 of the Code of the Village of Liverpool as it applies to any work to be performed by the applicant or their contractor.

SIGN HERE

PRINT NAME

DATE



Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088

(315) 457-3441, Ext. 4 / Fax: (315) 457-5119

codes@villageofliverpool.org

Public Tree/ Shrubbery Activity Permit Application Procedure

The Purpose of this local law is to provide for the health and maintenance of existing trees and for the planting of new trees and shrubs on Village of Liverpool property and within the public right-of-way, for the mutual benefit of its residents, and maintenance of a healthy community forest.

Planting and maintenance.

- A. Application to plant in a public place. No one, except the Village of Liverpool or its express agents acting on the Village's behalf, shall plant a tree or shrub upon municipal property or in a public right-of-way without
 - 1) Submission of an application on forms available from the Village of Liverpool,
 - 2) Positive review by the Tree Committee, and
 - 3) Approval by the Superintendent of Public Works with regard to location of utilities and proximity to existing infrastructure.
- B. Removal, replanting and replacement. No one except the Village of Liverpool or its express agents acting on the Village's behalf, shall remove, replant or replace a tree or shrub on Village property or Public right-of-way for any reason, including an adjacent property owner, without first applying to the Tree Committee on forms provided by it and receiving a positive recommendation by the Tree Committee and permit from the Code Official. Such planting or replacement shall meet the standards of size, species and placement as set by the Tree Committee and according to specifications set forth in the Village Code. Replacement shall take into account equivalent dollar value as measured by public benefits, species diversification and other factors in the most recently adopted Village Community Forest Management Plan, and enhanced natural and aesthetic beauty.
- C. Recipients of permits for planting or removal on municipal property shall be responsible to contact Dig Safely New York (Call 811) in advance and comply with all requirements to protect underground facilities.
- D. No unauthorized person or utility shall plant, spray, fertilize, treat, prune, remove, cut above ground, disturb the root system or otherwise disturb any public tree or shrub along a street, in any park, cemetery or other public place without prior authorization by permit from the Village of Liverpool Code Official in consultation with the Tree Committee and Superintendent of Public Works.
- E. No trees shall be planted or allowed to grow on private or public lands within the limits of, or which will interfere with, any drainage, sewer, water, or utility easement that cannot be mitigated by other means.
- F. Notice of completion. Notice of completion of any actions taken in accordance with these regulations shall be given to the Code Official within 2 business days of completion so an inspection may be made. Original tags with genus and species identification by a nursery shall remain attached to all plants until inspection and approval.
- G. Should inspection of a permitted planting or removal in a public place reveal any deficiencies, the Code Official shall advise the permittee of steps necessary to rectify the condition and satisfy inspection, in consultation with the Tree Committee as needed. The permittee shall be responsible to complete the steps within 7 days of notification.
- H. The Tree Committee working together with the Code Official shall ensure that steps such as frequent watering of new plantings committed to in the application for a permitted planting shall be undertaken. If the permittee does not undertake such steps, the Tree Committee, or Code Official as needed, shall contact the permittee to advise of steps necessary to rectify the situation. A permitted planting project shall be considered complete upon establishment of the plantings, as determined by the Tree Committee.

Costs.

- A. The costs initiated by an adjacent property owner for tree or shrub planting, tree removals, or tree replacements shall be solely borne by such adjacent property owner. The Tree Committee may recommend to the Village that the Village share in the expense of this work or perform this work wholly at the Village's expense as long as such expenses are within budget limitations established annually by the Board of Trustees and the action meets the express goals and objectives of the Village of Liverpool's Community Forest Management Plan.
- B. The costs for work performed by or for utilities shall be borne by the respective utility.

Insurance.

If a contractor is being utilized the application must include the contractor's liability and workman's compensation insurance certificates naming the Village as the certificate holder.

Processing of Permits.

Applications shall be forwarded to the Tree Committee for review. The applicant will be notified of the review meeting date.

To submit application please email to: codes@villageofliverpool.org

Or mail to: Village of Liverpool, 310 Sycamore Street, Liverpool, NY 13088