

**VILLAGE OF MONTEBELLO**  
**TREE REMOVAL Application Checklist**

**Please note: You may remove "As-of-Right"**

One tree per each 10,000 square feet of lot size per each two-year period, but may not exceed eight trees in any two-year period or twelve trees in any six-year period.

**Definition of a tree:**

4" or more in caliper measured at the point of maximum width at 4 feet from the ground.

**No tree this size or larger may be removed without first obtaining a permit**

The following information is required if you wish to remove trees as per the **Village of Montebello's Tree Preservation Law, Chapter 176 of the Village Code:**

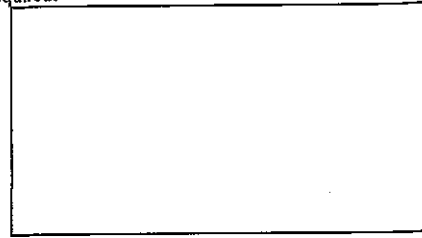
- **Complete Application.** Application for removal will not be accepted unless all the below documents/photos are submitted.
- **Copy of your property survey** depicting with an "A, B, C .... the approximate location of each tree(s) to be removed. If you do not have a copy of your survey visit village hall and look in your property file, there may be a copy.
- **Marking of Tree(s).** Trees requested for removal must be easily identifiable (i.e., ribbon, paint). The Village Engineer may do an on-site inspection.
- **Estimate** from the Licensed Tree Removal Contractor indicating species, location and condition of tree. The information must mirror your application.
- The applicant shall note/mark any **dead, imminently dead or trees that are endangering public safety**. This report shall specify (as best as possible) species, size in diameter and condition or damages that qualify the tree(s) to be removed under these circumstances. If the tree is damaged then the submittal should identify the location(s) of the damage, if the damage is compromising the tree, and, to what extent. This information should be separate from the proposal and be as detailed as possible to assist in the review for tree removals under this category 176.6 (B) (2). In the event the Village Engineer cannot confirm the conditions or supplemental information is required prior to issuance of permit, the Village Engineer may request that the applicant submit a report prepared by an Arborist to support the request for the tree removal(s). If the tree contractor has an arborist on staff, they may include any opinions / documentation as part of the original submittal.
- **Photos:** the report may be submitted hard copy or electronically to the Village as long as information is provided and detailed. If the applicant chooses an electronic submittal all photos shall be labeled with descriptions.
- **Fee:** if applicable, there is a \$10.00 fee for dead tree removal, regardless of how many are being removed.

**This process may take up to 10 days from the time a completed application is submitted – Please do not schedule an appointment for removal until "APPROVED" permit is received.**

A copy of the approved permit will be mailed, faxed or emailed to both the homeowner and the Tree Contractor.

Original signatures on this application are required.

VILLAGE OF MONTEBELLO  
One Montebello Road  
Montebello, NY 10901  
845-368-2211 FAX 845-368-2044



Permit # \_\_\_\_\_

### TREE REMOVAL PERMIT APPLICATION

Tax Map No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Lot Area Size: \_\_\_\_\_ Square Footage

Montebello Code Chapter 176 Permit required for: the cutting or removal of any "tree" (defined as "a woody plant, the branches of which spring from and are supported upon a main trunk, with a minimum caliper of four or more inches at the point of maximum width measured 4 feet from the ground.")

Application is hereby made by the undersigned for a permit to remove a tree(s) on the premises owned by:

Property Owner \_\_\_\_\_

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

	Species of Tree (Attach page if more space is needed)	Approx. Height	As of Right (AOR), Endangering, or Dead	Location on Property (Depict trees with "A,B,C,D.....on survey)
A				
B				
C				
D				
E				
F				
G				

Reason(s):

- Tree(s) dead, imminently dead or endangering public safety. (\$10.00 fee)
- Approval of prior emergency removal.
- Removal AOR (as-of-right). One tree per 10,000 sq. ft. of lot size, but not to exceed 8 trees in 2 years or 12 trees in 6 years.
- Removal to permit construction.

Other Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Original signatures are required*

I, \_\_\_\_\_ hereby accept full responsibility for damage caused by the removal of any tree(s) covered by this permit. I agree to reimburse the Village for consultant fees incurred as a result of this Application.

X \_\_\_\_\_  
(Homeowner or tree contractor signature)

Name of Person filling out Application: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contracting Firm Removing Tree(s): \_\_\_\_\_  
(Contractor must be licensed by the Village of Montebello)

I, \_\_\_\_\_ owner / owner's agent agree to this  
(Print Name) (Circle One)  
application for Tree Removal Permit.

X \_\_\_\_\_  
(homeowner or tree contractor signature)

\_\_\_\_\_  
(Phone Number)

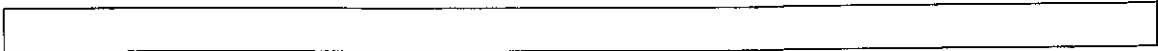
\_\_\_\_\_  
(Cell Phone Number)

Any person violating any of the terms or provisions of this chapter or refusing to comply with the rules and regulations of this chapter shall, upon conviction, be subject to a fine not exceeding \$250 for each offense. Each tree that is cut or damaged without appropriate approval from a Village agency shall constitute a single offense, up to a maximum penalty of \$10,000 per lot.

Permission is granted in conjunction with tree removal application, to have the Building Inspector, Village Engineer, or designee for the Village, enter the subject property for purposes of inspection of the trees to be removed, or that have been removed, or of the work while in progress.

X \_\_\_\_\_ Dated: \_\_\_\_\_  
(Homeowner signature)

Address: \_\_\_\_\_ Montebello, NY 10901



**AGREEMENT TO PAY PROFESSIONAL CONSULTING FEES**

**MEMORANDUM**

Pursuant to Chapter 65 of the Code of the Village of Montebello, it is the Homeowners responsibility to pay all professional fees incurred as a result of having to appear before the Village Board, Planning Board, Zoning Board of Appeals, Historical Preservation Commission, or as a result of a Tree Removal Permit Application submittal. Any fees unpaid at the time the Village certifies its annual tax roll shall become a lien upon the premises for which the application was made.

Thank you for your anticipated cooperation.

The undersigned agrees to be bound by same.

\_\_\_\_\_  
Homeowner Address

( ) \_\_\_\_\_  
Phone Number

( ) \_\_\_\_\_  
Cell Number

\_\_\_\_\_  
Signature of Homeowner

(Tree Contractor cannot sign this form; it must be signed by the homeowner)

Permit # \_\_\_\_\_

Tree Removal Fee(s):

- a) Tree removal as of right -\$0.00
- b) Tree removal (dead or dangerous tree)-\$10.00
- c) All other removals/appearance before Planning Board- \$250.00 \*
- d) Compensatory Payment-\$100.00 per inch of caliper

**\*Consultant Fees may include Village Planner, Village Engineer, Village Attorney or Arborist. These fees are paid by the applicant.**

**Do not write below this line. FOR OFFICIAL USE ONLY.**

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**APPLICATION IS HEREBY:**

**APPROVED**     **BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_

**DENIED**     **BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_

**The homeowner must visibly display the permit while the tree company is working on their property**