

# P-P PERMIT

To plant or perform work on or near all street and park trees

**Parks will not issue a permit without an application.  
An associated Tree Permit Work Order(s) must accompany this Permit at all times.**

Type of tree work permitted:  REMOVE: TREE QTY. 6  ON-SITE PLANTING: TREE QTY.       OFF-SITE PLANTING: TREE QTY.       
 PRUNE: TREE QTY.       EXCAVATE: QTY.       PROTECT: TREE QTY.       TRANSPLANT: TREE QTY.       
 OTHER     : TREE/QTY.       EXISTING TREE: QTY.     

PERMIT NO. WSP03MF22 DATE VALID 4/22/2022 DATE EXPIRES 04/21/2023  
 APPLICATION NO.      PROJECT / DOB BIS NO MN Detention Center Dismantle  
 # PAGES ATTACHED      PERMIT APPROVED BY [Signature]  
 BOROUGH FORESTRY MANAGER / SENIOR FORESTER

**THIS PERMIT IS ISSUED TO:**

NAME Joseph Castaldo, PE TEL. NO. 516-876-2020 FAX       
 MAILING ADDRESS 3000 Burns Avenue, Wantagh, NY ZIP CODE 11793 EMAIL jcastaldo@gramercyusa.com

**TO PLANT AND / OR PERFORM WORK ON OR NEAR STREET / PARK TREES BY:**

TREE WORK ENTITY NAME Gramercy Group Inc. (Attn: Joseph Castaldo) TEL. NO. 732-309-4123  
 TREE WORK ENTITY ADDRESS 3000 Burns Avenue, Wantagh, NY ZIP CODE 11793

**WORK LOCATION:**

STREET ADDRESS Manhattan Detention Center - 92 Baxter Street  
 CROSS STREETS Walker Street & White Street BOROUGH Manhattan  
 DEPARTMENT OF BUILDINGS BIS NUMBER (N/A if not applicable)      PROJECT NAME MN Detention Center Dismantle

**REQUIREMENTS OF THIS PERMIT:**

- Time frame.** This Permit is valid for the time period specified above. Trees can only be planted between March 1<sup>st</sup> and May 31<sup>st</sup> or October 1<sup>st</sup> and December 31<sup>st</sup>. If the Permittee misses the time frame, s/he must reapply. This Permit may be revoked at any time.
- Notification.** The relevant forestry office must be notified at least 24 hours prior to the start of tree work (see phone numbers below).
- Proof of permission.** The original Permit and attached Tree Permit Work Order(s) must be present on site when the approved work is being performed—no copies are accepted.
- Standards.** Work under this Permit—described on the attached Tree Permit Work Order(s)—must be done in accordance with Parks Department Standards, which are summarized on the reverse page. Complete Parks Standards are available from the forestry offices. It is the responsibility of the Permittee to read and understand the complete description of Parks Standards.
- Parks reserves the right to deny a Permit to any contractor or entity in poor standing with the Agency.** In order to stay in good standing our standards must be followed or the landscaping company (tree work entity) will be denied any Agency permits for a period of 12 months.
- Planting Guarantee.** Applicants for tree planting permits are responsible for the trees for a 2 year guarantee period if no tree work entity information is given. Parks inspects after 2 years and all trees must be in excellent condition at this time. If trees are not in excellent condition you will be required to complete a punch list.
- Liability.** All tree work shall be performed without cost to Parks. The holder of this Permit agrees to hold the City of New York and the Department of Parks free from all liability for damage to persons or property, however caused, through the exercise of this Permit.
- Restitution.** Any tree work improperly performed or otherwise not in accordance with Parks Standards and Specifications will be subject to restitution and penalty at the direction of the Department of Parks and at the expense of all legally responsible parties.
- Final inspection.** A final planting inspection must be scheduled with a Parks forester after the tree(s) have been planted, staked, and mulched and the tree pit(s) have been finished using granite pavers, if necessary. Once planting is complete, fax or mail a copy of your permit to Central Forestry with a letter requesting a final inspection. A Parks forester will visit the site within three (3) weeks to ensure that all planting work was completed to Parks' satisfaction.
- Guarantee period.** All newly planted trees must be guaranteed by the Permittee for two (2) years after planting. If a tree dies during this period, the Permittee is responsible for replacing the tree.

**Denial.** If you have applied to plant one or more trees and you have not received permission to plant all of them, please see the box below for the reason.

Due to zoning regulations,      tree(s) must still be planted. You are required to reapply for a tree planting permit in an alternate location. Parks will issue you an off-site permit within 30 days of receipt of a valid application.

Tree planting was DENIED because one or more of the following obstructions were found upon inspection based on New York City Department of Parks and Recreation Planting Standards:

- Water valve     Gas valve     Street light     Driveway     Electric line     Narrow sidewalk  
 Existing tree     Fire hydrant     Bus stop     Subway     Building entrance     Stop sign / intersection

Other     

FORESTRY OFFICES: **BRONX** (718) 430-1877    **BROOKLYN** (718) 965-7750    **MANHATTAN** (212) 860-1845  
**QUEENS** (718) 699-4700    **STATEN ISLAND** (718) 816-5180    **CENTRAL** (718) 760-6794

## NYC DEPARTMENT OF PARKS &amp; RECREATION – SUMMARY OF TREE WORK STANDARDS\*

**1. PRUNE**

The Permittee shall prune trees in accordance with accepted arboricultural practices, to the satisfaction of Parks. Due to the Asian longhorned beetle (ALB) infestation, the contractor must be certified to work in the ALB quarantine zone and will be required to chip all debris generated in the course of tree removal as set forth in state and federal quarantine regulations. In order to reduce susceptibility to Dutch elm disease, all elm trees shall only be pruned between November 1<sup>st</sup> and March 31<sup>st</sup>, except if so directed by Parks. Where appropriate, the Permittee shall lower any branch using ropes that would otherwise injure the tree or other property when falling. Where there is restricted access, or where trees are taller than the working height of a bucket, it may be necessary for trees to be pruned using ropes and saddles. The use of hydraulic limb loppers or climbing spikes is prohibited. The Permittee shall be liable for any and all damage to trees, plants, and other growth, as well as real property and vehicles.

As directed by the Borough Forestry Manager or the designated representative, pruning shall consist of the removal of dead, broken, damaged (storm- or otherwise), fungus- or insect-infected limbs; dead or decaying stubs; suckers; and all other undesirable growth. Any structurally weak, decayed trunk or branch, or split crotch or branch, shall be removed. The Permittee shall remove all crossed or rubbing branches where practicable so that the removal will not leave large holes in the general outline of the tree. Prune all branches six to twelve feet (6'-12') from buildings, or as directed by the Borough Forestry Manager. Excessive pruning is prohibited. All pruning shall be done to a lateral branch or branch attachment point where possible. All limbs one inch (1") in diameter (the size of a quarter) and over must be pre-cut to prevent splitting and / or bark rips. All cuts shall be made to the top of the branch collar so that healing can readily start under normal conditions. Do not leave stubs or make flush cuts. Injured areas where healing is not taking place properly may be bark traced in accordance with accepted arboricultural practices, if directed. Cuts that may prevent normal sap flow are not to be made. In lifting bottom branches of trees for under clearance, care should be given to the symmetrical appearance of the tree.

**2. EXCAVATE**

Extreme care must be exercised in removing concrete or asphalt within the tree protection zone, and paving pieces must be lifted rather than dragged. Any excavation shall be done by hand, pneumatic excavation, or micro-tunneling. Trenching shall not occur within the tree protection zone. Roots over one inch (1") in diameter shall not be cut without the written permission of Parks, either inside or outside of the tree protection zone. The excavated area shall be backfilled immediately, or the roots shall be kept constantly moist with burlap covered with white plastic until backfill is complete, up to a maximum of forty-eight (48) hours. Burlap shall be checked a minimum of two (2) times a day, at least once in the morning and once in the afternoon. If directed, soaker hoses shall be installed to facilitate properly moist conditions of excavated areas. Planting beds that are installed within tree protection zones can only be done with the written permission of Parks and the presence of an Arborist. Other plants shall not be placed within three (3) feet of an existing tree trunk.

**3. MANAGE PESTS**

Pesticide applications shall be done only for the control of specific diseases or insects, with the proper materials in the necessary strength, and applied at the proper time to obtain the desired control. All spraying practices shall conform to State and Federal regulations. A professional possessing the State pesticide applicator license must perform the application. The Department of Environmental Conservation (DEC) can provide the most up-to-date guidelines and requirements on pesticide application, storage, and disposal. Suitable precautions shall be taken to warn the public that spraying is being done and to protect them.

**4. INSTALL DECORATIONS**

Decorations may only be affixed between November and February, and they must be removed by the beginning of March. In addition, they must not be attached by drilling or hammering into the bark.

**5. PROTECT / WORK ADJACENT TO**

To protect trees during construction, all work must follow Parks provisions for tree protection. This includes guidelines for soil protection, erosion control, overhead clearance, excavation and trenching, irrigation, and water runoff. In addition, the following tree protective barriers must be implemented: a twelve-inch (12") layer of mulch covered by interlocking high-density polyethylene mats under the tree canopy, tree guards with tree trunk wraps, fencing along the perimeter of tree protection zones, and signage clearly indicating protected areas. No encroachment of the designated tree protection zones shall occur without the written permission of Parks, and without the on-site presence of a Parks representative or an approved arborist. If encroachment is permitted, preventative measures must be employed to minimize damage. At the completion of the construction project and in response to field conditions, several site restoration / mitigation measures may be required by the contractor as specified in the tree protection plan or by Parks directly. These measures shall be assumed at the expense of the Permittee and shall not be done without the approval of Parks.

**6. PLANT**

Parks expects the Permittee to propose the largest pits possible appropriate to the sites, and Parks has the right to increase the size of the pits. The permitted work consists of excavating all tree pits, planting, and maintaining new trees of the type and size designated on the approved list. Tree diameter shall be at least two and a half inches (2.5") measured at six inches (6") from the ground and no larger than three and a half inches (3.5") in diameter, unless otherwise authorized by Parks. They shall have normal, well developed branches and a fibrous root system. They shall be sound, healthy, vigorous trees, free from defects. No nylon burlap or rope shall be permitted around the root ball. No tree trunks shall be wrapped. All nursery tags and protective wrapping must be removed prior to planting. Crowns of young trees shall not be cut back to compensate for root loss. At the time of planting, the root collar shall not be buried and the soil around each tree shall be thoroughly saturated with at least twenty (20) gallons of water. A three-inch (3") bark mulch layer shall be applied as a ground cover to the surface of all planting beds at the time of planting, except directly around the root flare. The Permittee shall be liable for any damages to property due to planting operations, and all areas disturbed shall be restored to their original condition. All trees shall be guaranteed for 2 years. **The Parks Department no longer issues permits to plant Flowering Pear, *Pyrus calleryana*.** For a complete list of species restrictions, please visit the Parks Department website at [www.nyc.gov/parks](http://www.nyc.gov/parks). Please refer to Parks' Tree Planting Standards for complete guidelines: <http://www.nycparks.org/permits/trees/planting.pdf>.

**7. REMOVE STUMP**

See Parks Standards for tree removal below.

**8. REMOVE TREE**

All trees must be topped and limbed prior to felling. The Permittee must carefully protect against damage to all existing trees (including live roots), plants, curbs, sidewalks, utilities, and other features to remain. Stumps and all surface roots shall be removed or ground to a minimum depth of twenty four inches (24") below grade. During stump grinding operations, plywood must be used to protect adjacent vehicles, real property, and pedestrians. The excavated area must be filled only with topsoil backfill material that meets Parks specifications. The topsoil shall be firmly tamped every six inches (6") in the backfill process and mounded to no more than three inches (3") above the existing grade to account for further setting. All paved areas, parking areas, lawns, and sidewalks that have been disturbed by tree removal must be cleared of fallen branches and restored to original condition. Due to the Asian longhorned beetle (ALB) infestation, the contractor must be certified to work in the ALB quarantine zone and will be required to chip all debris generated in the course of tree removal as set forth in State and Federal quarantine regulations.

**9. TRANSPLANT / RELOCATE**

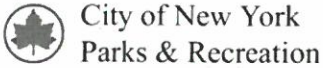
Unless otherwise specified, all materials, workmanship, and requirements shall conform with applicable provisions of Parks' Street Tree Planting Guidelines (see Planting Specifications, above). No transplanting shall be done except in the presence of the Borough Forestry Manager or a representative. The Permittee shall transplant trees only up to four-inch (4") caliper unless otherwise directed by Parks. All precautions customary in good trade practice shall be taken in preparing plants for moving, and workmanship that fails to meet the highest standards will be rejected. All plants shall be dug immediately before moving unless otherwise directed. All plants shall be dug to retain as many fibrous roots as possible. Plants shall be balled and burlapped, having a solid ball of earth of minimum specified size according to the most recent American Association of Nurserymen Standards and securely held in place by burlap and sisal twine. All rejected material shall be immediately removed from the site and replaced with acceptable material at no additional cost to Parks.

**10. OTHER**

All other work on or around City tree(s) must be done in accordance with Parks Department Standards, including, but not limited to, air-spading, injecting pressurized water, applying anti-transpirants, mulching / vertical mulching / radial trenching, fertilizing, modifying soil, implanting / micro-injecting, tree cabling / bracing, affixing tree guards / lightning protection rods, applying plant growth regulators, and investigating decay / root collar. The appropriate forestry office must be notified at least 24 hours prior to the start of tree work.

\*For complete Tree Work Standards, refer to the appropriate Forestry Office.

Date revised: 8.15.2008




# P-W TREE PERMIT WORK ORDER

To accompany any permit for tree planting or tree work

**PERMITTEE: THIS WORK ORDER IS INVALID WITHOUT AN ASSOCIATED TREE WORK PERMIT**

**FOR THE INSPECTOR: This work order must be prepared prior to issuing a permit. The Inspector's Report must be completed as soon as the permitted work is finished.**

Type of tree work permitted:	<input checked="" type="checkbox"/> REMOVE TREE # TREES <u>6</u>	<input type="checkbox"/> ON-SITE PLANTING # TREES <u>    </u>	<input type="checkbox"/> OFF-SITE PLANTING # TREES <u>    </u>
	<input type="checkbox"/> PRUNING # TREES <u>    </u>	<input type="checkbox"/> Excavate # TREES <u>    </u>	<input type="checkbox"/> PROECT # TREES <u>    </u>
	<input type="checkbox"/> Other # TREES <u>    </u>	<input type="checkbox"/> Transplant # TREES <u>    </u>	

APPLICATION NO. _____	DATE VALID <u>4/22/2022</u>	DATE EXPIRES <u>4/21/2023</u>
PERMIT NUMBER <u>WSP03MN22</u>	PROJECT/DOB NUMBER <u>MN Detention Center Dismantle</u>	
SERVICE REQUEST _____	PAGE 1 OF <u>1</u> PAGES	
INSPECTED BY <u>John Mueller</u>	WORK ORDER APPROVED BY 	
INSPECTION DATE <u>3/16/2022</u>	Borough Forestry Manager / Senior Forester	

Please fill in the applicable blanks for each tree that requires work. Make sure that the description is clear and detailed enough that it can be completed easily by the tree work entity. Attach site diagrams if necessary. This completed work order must be attached to the Permittee's copy of the associated permit.

**Work Type Codes:** Please refer to the accompanying Permit for a summary of Parks' Tree Work Standards.  
 1. prune; 2. excavate; 3. manage pests; 4. install decorations; 5. protect / work adjacent to; 6. plant; 7. remove stump; 8. remove tree; 9. transplant; 10. other (specify in description below)  
**Tree Condition Codes:** E. excellent; G. good; F. fair; P. poor; D. dead; S. stump  
**Season Codes:** Sp. Spring (March 1st – May 31st); Sm. Summer (May 1st –September 30<sup>th</sup>); F. Fall (Oct 1st – Dec 31st); W. Winter (Jan 1<sup>st</sup>- Feb 29<sup>th</sup>)

LOCATION: 92 Baxter Street		WORK TYPE: 8	TREE CONDITION: See below	SEASON: 1 year
DESCRIPTION OF WORK NEEDED BELOW: Remove Tree	SPECIES: See Below	DBH: See Below	WIRES: N/A	PIT SIZE: N/A
				PAVERS: N/A

Allow Gramercy Group Inc., on behalf of NYC DDC, to remove the following six(6) trees on Baxter Street in Manhattan:

Tree #	DBH	Species	Notes
5035096	16"	Japanese pagodatree	
5035097	15"	Japanese pagodatree	
5035098	12"	Japanese pagodatree	
5035099	13"	Japanese pagodatree	
5035100	4"	Japanese Zelkova	
5035101	13"	Japanese pagodatree	

- A. Contact Manhattan Forestry for any issues.
- B. A minimum 24 hour notice is required, prior to starting the job.  
 Manhattan Forestry 212-860-1845 ([Manhattan.Forestry@parks.nyc.gov](mailto:Manhattan.Forestry@parks.nyc.gov))