

**Town of Babylon  
Department of  
Environmental Control**



**TREE CITY USA.**



## **TOWN OF BABYLON'S PROCEDURES FOR REQUESTING A STREET TREE**

### **INTRODUCTION**

The Environmental Control Division is pleased to plant street trees on the street right-of-way at the request or approval of property owners. In order to assure that the trees are planted in locations that promote tree vigor, and minimize safety hazards and conflicts with sidewalks, the Town uses Best Management Practices recommended by the NYSDEC and NY ReLeaf Council.

Applicants are encouraged to view information about street trees on the New York State DEC Web site at <http://www.dec.ny.gov/lands/4957.html>.

### **BE PATIENT!**

Trees are living things, and so coordinating the inspection, ordering, and planting of your tree to insure its health takes time and is influenced by the seasons. With the proper planting and care, you will enjoy your tree for many years to come! Depending on when the request is received and the schedule for ordering and planting, your tree may be planted anywhere from four to ten months from the time of your initial request.

### **REQUEST PROCEDURES BY MAIL OR FAX**

#### **1. Trees to be planted in an existing planting location:**

The applicant submits a dated and signed Tree Request form and mails or faxes the request to the Environmental Control Division. An inspector will visit the site and determine the location for the tree. After site approval, the applicant's tree will be placed on the planting order for the next planting season.

#### **2. Trees to be planted where there is currently a concrete sidewalk with no tree pit:**

The applicant first submits a dated and signed Tree Request Form to the Department of Environmental Control. After receiving the agreement, an inspector will visit the site to approve the location. If the site meets criteria for approval, the inspector will mark the surface of the concrete with paint, designating the location and dimensions of the proposed tree pit.

If there are no utility conflicts, the site will be placed on the planting list for the next season. The tree will be planted only after the tree pit is prepared and ready for planting.

### **TREE REQUEST BY E-MAIL**

Applicants are encouraged to use e-mail to request a tree by contacting the Town of Babylon Department of Environmental Control at [dec@townofbabylon.com](mailto:dec@townofbabylon.com). After making a request by e-mail, we will begin to process the request.