



# City of New York Parks & Recreation Plan Review Checklist

## NYC Parks requires the following information to be added to site plan (if applicable) for your Parks Plan Review

### Existing and Proposed Landscape:

- Planting strips, landscape islands
- Existing tree inventory with DBH and species for all trees on property as well as trees within 50 ft of property lines
- Proposed tree removals with DBH and species
- All tree bed dimensions (including lawns)
- Two proposed species for all new proposed trees to be planted

### Drawing Protocols:

- Any Borough Forestry related Letters for Tree removal/restitution/tree transplants.
- Title (including legal street address(es))
- North arrow Scale bar(written and graphic formats)
- Graphic legend(s) & space for NYC Parks approval seal

### Property Description:

- Zoning lot and tax lot boundary lines with dimensions
- Block and lot numbers with associated BIS numbers

### Existing and Proposed Infrastructure:

- Adjoining streets and alleys, etc., with applicable names
- All proposed sidewalk widths
- Utility lines, utility poles, water, sewer, gas, electric, fuel tanks, & any other underground infrastructure that may restrict tree planting

### Existing and Proposed Infrastructure (continued):

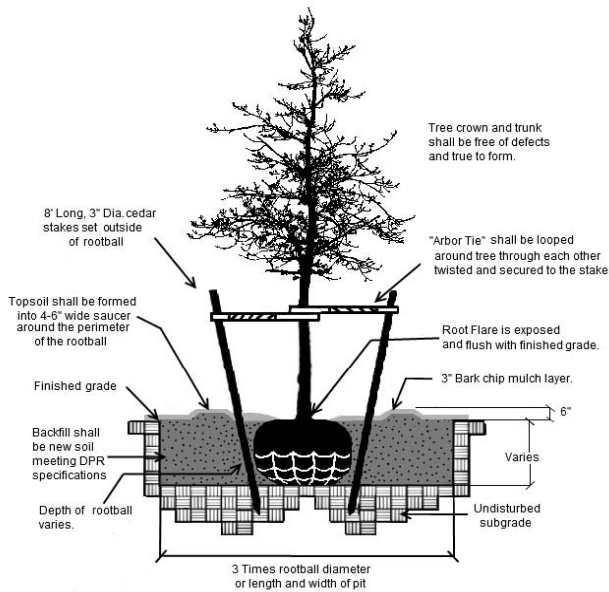
- Street furniture including but not limited to bus stops and shelters, newsstands, mailboxes, telephones, signs, bicycle racks or any other obstruction on the sidewalk
- Manholes, storm drains, catch basins, valve boxes, septic tanks, leach fields, drywells, site drainage
- Fire escapes, awnings, balconies, terraces or any structure protruding from building that may interfere with any tree
- Sidewalk vaults, utility vaults, retaining walls
- Subway entrances, subway right-of-way, ventilation grates, and exit hatches
- Fire hydrants, protective bollards, street lights, traffic signs and signals, FDNY call box

### Existing and Proposed Property Improvements:

- Outline of existing and proposed buildings, garages or any other building accessories
- Building entrances, sidewalk hatches, stoops, stairs, ramps
- Notation of significant grade change
- Driveway dimensions, curb lines, curb cuts, pedestrian ramps, total frontage (ft)
- Encroachments, fences and walls located in the right of way

### Textboxes & drawings (must be on all plans):

- "Will contact NYC Parks if any underground infrastructure (gas/water/electric etc.) affects any proposed/existing trees on site. Project Manager is aware that any work done on or near a city tree requires a permit from NYC Parks. This includes utility, sidewalk, pruning or any other work within the dripline of a tree (within the right of way) done by the general contractor or any subcontractors. Will follow NYC Parks planting & forestry specifications. Utilities may not be labelled. If unknown, the Project Manager must amend plan with NYC Parks in the future."
- "Total number of: trees required by NYC DOB \_\_\_\_\_
  - Existing trees to protect \_\_\_\_\_
  - Proposed trees to remove/relocate \_\_\_\_\_ (must have DPR approval and documentation for tree removals)
  - Proposed trees to plant \_\_\_\_\_
  - Trees to plant offsite \_\_\_\_\_
  - Trees to pay into tree fund \_\_\_\_\_
- "All pit sizes indicated are to be fully excavated to the dimensions labelled and replaced with new topsoil to NYC Parks Standards."

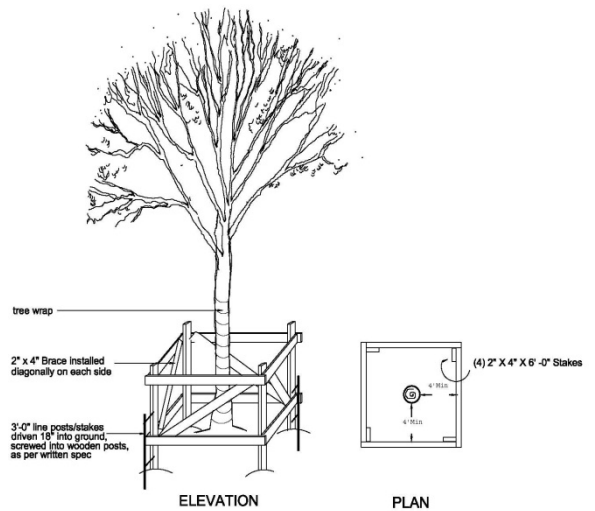


**Tree Planting & Stake Detail**

Not to Scale

### 1 TEMPORARY WOODEN TREE GUARD

NOT TO SCALE



ELEVATION

PLAN

<b>Borough</b>	<b>Address</b>	<b>Phone</b>	<b>Fax</b>
Manhattan <a href="mailto:Manhattan.Forestry@parks.nyc.gov">Manhattan.Forestry@parks.nyc.gov</a>	24 West 61 St. NY, NY 10023	212 860 1845	212 860 1359
Bronx <a href="mailto:Bronx.Forestry@parks.nyc.gov">Bronx.Forestry@parks.nyc.gov</a>	One Bronx River Parkway Bronx, NY 10462	718 430 1877	718 430 4663
Brooklyn <a href="mailto:Brooklyn.Forestry@parks.nyc.gov">Brooklyn.Forestry@parks.nyc.gov</a>	95 Prospect Park West Brooklyn, NY 11215	718 750 7750	718 750 7753
Queens <a href="mailto:Queens.Forestry@parks.nyc.gov">Queens.Forestry@parks.nyc.gov</a>	Flushing Meadows-Corona Pk Flushing, New York 11368	718 393 7373	718 393 7320
Staten Island <a href="mailto:StatenIsland.Forestry@parks.nyc.gov">StatenIsland.Forestry@parks.nyc.gov</a>	Slosson Ave & Martling Ave Staten Island, NY	718 390 2080	718 816 9194
Central Forestry <a href="mailto:Treeplanting.permits@parks.nyc.gov">Treeplanting.permits@parks.nyc.gov</a>	Flushing Meadows-Corona Pk Flushing, New York 11368	718 760 6794	718 760 6640