City of New York
Parks & Recreation

The Arsenal
Central Park
New York, NY 10021

Olmsted Center – Rm. 47
Flushing Meadows-Corona Park
Flushing, New York 11368

Adrian Benepe
Commissioner

Fiona S. Watt
Chief of Forestry and Horticulture

STREET TREE PLANTING

Parks & Recreation plants street trees, free-of-charge, on sidewalks in front of homes, apartment buildings, and businesses in all five boroughs. **To receive a free street tree, please fill out this form and send it to your Community Board.**

Please note that written permission of the property owner must be obtained before requesting a tree.

Because of the high demand for street trees and the amount of time it takes to prepare and award planting contracts, it may be one to two years before your request for a tree can be filled. If you wish to plant sooner, you may do so at your own expense by obtaining a free permit from the Central Forestry Office
 and planting the tree yourself.

The tree planting seasons run roughly from March 15 to May 15 and from October 15 to December 15.

If you have further questions or need additional information, please call the Street Tree Planting Office (718-760-6794). For Community Board information, please call 311.

Today's Date: _____

Address of tree(s) to be planted   _____
                                         _____

Cross Streets   _____   &   _____

Is there an existing tree "pit" where you would like the tree planted?   Yes ☐   No ☐
Is there a dead tree in the tree pit?   Yes ☐   No ☐
Is there a stump in the tree pit?   Yes ☐   No ☐
Is there a "vault" beneath the sidewalk (i.e. is the sidewalk hollow)?   Yes ☐   No ☐
Is the property owner or management aware of your request?   Yes ☐   No ☐
Is your Community Board aware of your request?   Yes ☐   No ☐

Name of person or group requesting the tree(s)   _____

and address   _____

_____

phone #   _____

Property owner's signature   _____

www.nyc.gov/parks