

Newton Tree Permit Application – Construction Steps Checklist

- Step 1 – Specify who is submitting the application? (Property Owner, Builder, Arborist, Other)
- Step 2 – Project Information. What type of lot is the property? (Residential Single Family, Residential Two Family, Residential Three units or more, Business, Mixed Use, Education, Gold Course, Cemetery, or Municipal)
- Step 3 – Describe Project. Summarize the work or the objective of the project.
- Step 4 – Abutter Notification. City Ordinance requires that any time a Tree Permit is required that is associated with construction the abutting properties, plus the properties across the street, must be notified by mail. In this section, please provide a copy of the letter and the list of addresses notified. If your project has other notifications requirements there is no need to do a separate notification, provide the required information from the other notification.
- Step 5 – Tree Information.
 - Are there trees on the lot that have a trunk diameter of 5” and greater? If the answer is yes you must indicate the number. It is also required that these trees be shown on a plan. Please note this is any tree 5” or greater tree on the lot, not just trees near where the construction is to take place. The [Tree Save Area](#) of each tree must also be on the plan.
 - Are trees to remain? If trees are to remain they must be protected and there must be a protection plan created by a certified arborist. This plan must be uploaded as part of the Tree Permit application and the applicant must acknowledge they have reviewed the plan. **No site work can take place until protective measures are in place.** Tree protection plan information can be found on our [web site](#).
 - If a Risk Assessment has been done for any of the trees please indicate in the provided box. By selecting yes you will be required to upload a copy of the ISA Basic Risk Assessment form. Please see our website for further information about the risk assessment and a link to the form. If the Tree Warden agrees with the assessment replacement of the tree or trees will not be required. <https://www.newtonma.gov/government/parks-recreation-culture/urban-forestry/tree-preservation-ordinance>
 - Have trees been removed from the lot in the last 24 months? If the trees have been removed please indicate ‘Yes’. The Tree Warden will review the past tree removal information and it is possible that trees removed in preceding 24 months may require replacement. If not trees were removed or if it is unknown please indicate this. If a tree permit was previously issued please let us know. We will review to insure new permit application does not conflict with a previously issued permit.
- Step 6 – Arborist Information. All projects where trees are present, whether being removed or not (including trees adjacent to the lot) must engage a Certified Arborist from the beginning. Please provide their information in this section. You are also required to upload a Completed Arborist Form.
- Step 7 – Tree Removal and Replacement. All trees that are 6 inches in trunk diameter are considered a Protected Tree and require replacement (unless deemed otherwise). In this section of the application you will indicate if Protected Trees are to be removed. If there are Protected Trees to be removed you will also indicate the number to be removed and who is doing the tree removal work. Additionally, if removing trees, you will need to indicate that you will either be replacing all of the removed trees on site, a portion of the trees on site, or will be making a payment in lieu of planting. More information can be found at our website regarding the replacement of trees. <https://www.newtonma.gov/government/parks-recreation-culture/urban-forestry/tree-preservation-ordinance>. Once you indicate you will be planting trees on site you will be required to supply a tree planting plan. If you are opting to make a payment the Tree Warden will contact you with more details. If opting to make a payment please be aware payment is required in advance of tree removal.
- Required Attachments. The following are required attachments of the Tree Permit application. Some are required regardless, others are only required under certain circumstances.

All application must include the following

- Abutter Notification Proof
- Existing Conditions Plan (must show trees)
- Proposed Construction (Site) Plan

Other required documents depending on project details

- Tree List (any time there are trees present at the start)
- Arborist Form (any time there are trees present at the start)
- Tree Removal Form (completed by tree removal entity/company)
- Tree Replacement Plan (any time protected trees require replacement)
- Tree Protection Documentation (any time trees are to remain)
- Risk Tree Documentation (any time trees are to be removed and a qualified arborist has assessed risk)