



## **TOWNSHIP OF WEST ORANGE** **TREE REMOVAL APPLICATION PROCEDURE**

### **STEP 1**

#### **THE APPLICANT:**

1. Completes application **Section A**, including block and lot numbers in the upper right hand box at engineering office.  
**NOTE: Agent is the entity actually removing the tree(s).**
2. Provides a survey or sketch showing approximate location of tree(s) proposed for removal.
3. Marks trees proposed for removal with bright colored spray paint or ribbons.
4. Provides written proof they have notified the adjacent property owners of the pending removals.
5. Provides a sketch or plan showing replacement trees and/or landscaping if applicable which shall include a listing of quantities, sizes and species of all replacement plant material.

### **STEP 2**

#### **THE FORESTER:**

1. Inspects property and determines whether the tree or trees can be removed.
2. Determines whether replacement will be required.
3. Determines whether other precautionary measures will be needed such as the installation of a construction fence to create a protected root zone, pruning, deep root feeding and mycorrhizae inoculations, the creation of tree wells, approval of grading materials, etc.

### **STEP 3**

#### **THE APPLICANT:**

1. Returns completed application to the Engineering Department.
2. Pays the tree removal permit fee:  
Basic Permit Fee - \$25.00  
Development Application Fee - \$300.00
3. Obtains the permit.
4. Displays the permit in a location clearly visible from the street.

### **EXCEPTION – TREE EMERGENCY**

Property owners may remove hazardous trees under emergency conditions prior to obtaining a tree removal permit providing:

1. The tree is declared a hazard; proof in writing by a New Jersey Certified Tree Expert or International Society of Arboriculture Certified Arborist.
2. Following the emergency removal of the tree or trees, the property owner shall apply for a tree removal permit at the Engineering Department within five (5) business days of the removal and shall provide written proof of the hazard by the tree expert or certified arborist at that time.

### **ADDITIONAL QUESTIONS?**

Please leave a message for the Forester at (973)325-4015.



Permit No: \_\_\_\_\_  
Date Issued: \_\_\_\_\_

## Township of West Orange

### Application for Tree Removal and Replacement Permit

**ALL questions must be answered for the Applications to be considered COMPLETE.**

Application Date: \_\_\_\_\_

This Application for a Tree Removal and Replacement Permit is made with reference to and the intent to comply with all applicable laws, rules, and regulations, including the General Revised Ordinances of the Township of West Orange.

1. Name of Applicant: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Location of Property Subject to Proposed Tree Removal Activity  
Street Address: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_

3. Property Owner(s) of Record  
Name of Owner: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

4. Status of Applicant (Check One)  
 Tenant  Owner  Contract Purchaser  Other: \_\_\_\_\_

**\*If the Applicant is not the owner, attach hereto the notarized consent of the owner.\***

5. Has this property been the subject of an application and/or otherwise involved in a matter before the West Orange Planning Board and/or Board of Adjustment?  
Yes\_\_\_ No\_\_\_ If yes, please state the dates and action taken or pending, identify the Township Agency who or is handling the matter, and enclose a copy of the resolution conserved by the Agency, if applicable: \_\_\_\_\_  
\_\_\_\_\_

6. Has the property received a construction permit and/or is there a construction permit pending?  
Yes\_\_\_ No\_\_\_ If yes, please state the reason for and the date of application or the date of the issuance of the permit: \_\_\_\_\_  
\_\_\_\_\_

7. Describe or attach the landscaping replacement planting plan, if applicable, including the number, size and species of trees to be replaced. Attach additional sheets if necessary: \_\_\_\_\_  
\_\_\_\_\_
8. Describe or attach grading plan if more than six (6) inches of soil will be removed or added within the drip line of a tree or trees on the site:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Map, drawing or diagram must be attached hereto. List the names, address, phone number and email of the preparer of the map drawing or diagram attached:  
\_\_\_\_\_  
\_\_\_\_\_
10. List the number, species, and diameter of each tree to be removed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. State reason for tree removal: \_\_\_\_\_
12. Identify contractor who will be providing tree removal services:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_
13. Proposed dated to commence tree removal: \_\_\_\_\_  
Proposed dated to complete tree removal: \_\_\_\_\_

It is understood that the undersigned may be subject to statutory penalties for each violation of the terms and conditions of the West Orange Tree Preservation, Removal and Replacement Ordinance. The undersigned agrees to post a copy of the Tree Removal Permit on the site and to present a copy for review upon request.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name Legibly

\_\_\_\_\_  
Date

**For Administrative Purposes Only:**

Numbers of trees approved for removal: \_\_\_\_\_ (living) \_\_\_\_\_ (dead/dying)

Number of trees replaced: \_\_\_\_\_

Additional replacement /preservation requirements: \_\_\_\_\_

Circle One: Basic Permit Fee: **\$25.00** Total Development Application Fee: **\$300.00** Total

Signature of Forester: \_\_\_\_\_ Date: \_\_\_\_\_

West Orange Ordinance #2177-08 defines a tree as “a self-supporting single stem perennial woody plant having a diameter of at least four inches measured at a point of 4.5 feet (or 54 inches) from the ground at the base of the tree on its uphill side.

Up to three (3) live trees may be removed on an improved residential lot within any 365-day period without the necessity of obtaining a tree removal permit.