



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). Agent must be either a New Jersey Licensed Tree Expert or New Jersey Licensed Tree Care Operator.
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 Licensed 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 licensed tree expert or certified arborist at that time.

COMPLIANCE WITH THE “TREE EXPERTS AND TREE CARE OPERATORS LICENSING ACT” C.45:15C-H

Every company performing tree work in New Jersey must be either a Licensed Tree Expert or Licensed Tree Care Operator registered with the New Jersey Board of Tree Experts.

West Orange property owners are themselves permitted to conduct tree removal on their own property provided they apply for a Tree Removal Permit; however, all tree removals conducted by a private entity for hire must be licensed by the New Jersey Board of Tree Experts.

ADDITIONAL QUESTIONS?

Please leave a message for the Forester at (973)325-4015 or forester@westorange.org



Permit No: _____
Date Issued: _____

Township of West Orange

Application for Tree Removal and Replacement Permit

DEAD TREES DO NOT REQUIRE THE ISSUANCE OF A TREE REMOVAL 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 the Licensed Tree Expert or Licensed Tree Care Operator who will be providing tree removal services:
Name: _____
License Number _____
Address: _____
City/State/Zip: _____
Work Phone: _____ Cell Phone: _____
Email: _____
13. Proposed date to commence tree removal: _____
Proposed date 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.