



# Borough of Watchung Tree Removal Application and Permit



Any person desiring to cut or remove any deciduous or coniferous tree having a diameter of greater than four (4) inches measured at a point four and one-half (4 1/2 ) feet above the ground; or any Dogwood, Birch or American Hornbeam have a diameter of or greater than two (2) inches measured at a point four and one-half (4 1/2 ) feet above the ground shall apply to the Borough Engineer for permit to remove such tree(s).

## Chapter XXIV of the Code of Watchung titled “Tree Preservation”

### 24-1 Purpose

- A. The governing body of the Borough of Watchung finds and concludes that trees are a significant, historical, aesthetic and valuable ecological resource. Because of this, trees on public and private property are to be protected and preserved. Preserving and protecting the Borough’s trees will counteract air pollution, minimize soil erosion and other related environmental damage, enhance the aesthetic environment of the Borough and preserve property values. This Ordinance is intended to maintain and enhance the general health, safety and welfare of the residents of the Borough by preserving and protecting one of the Borough’s most valuable assets, its trees. This Ordinance provides that no trees shall be removed, cut down, or otherwise destroyed, unless a Tree Removal Permit has been issued by the Borough. Tree trimming and pruning are exempt from the permitting requirements unless the tree would be destroyed by the trimming or pruning.
  
- B. The governing body of the Borough finds and concludes that tree removal in the Borough has a significant impact on the Borough because of the topography of the land; therefore, tree removal is limited and a one (1) to one (1) replacement is required for each live tree removed outside the primary building envelope.

24-3 Permit Required – ... no person shall cut, remove, top, injure or damage any tree upon any lands within the Borough of Watchung without having first obtained a tree removal permit in accordance with this Ordinance.

### 24-5 Dead, Dying or Diseased Trees

- A. Any person desiring to remove trees, which are dead, dying, diseased, damaged or otherwise a hazard to structures or human life shall apply to the Borough Engineer for a tree removal permit. That person shall certify to the Borough Engineer that the trees to be removed are dead, dying, diseased, damaged or hazardous and the Borough Engineer shall issue a tree removal permit based upon that certification if it is five (5) or fewer trees. A tree removal permit for six (6) or more trees shall be issued by the Borough Engineer only after approval of the application by the Environmental Commission. No fee shall be charged for the issuance of a tree removal permit.
  
- B. In the event that the Borough Engineer disputes that a tree is dead, dying, diseased or hazardous the property owner will retain, at the property owner’s cost, a Certified Tree Expert to inspect the trees and provide a report to the Borough of the condition of the trees.

**APPLICANT’S INFORMATION**

**APPLICANT:** \_\_\_\_\_  
 Name (Must be property owner or duly authorized agent) (Date)  
 \_\_\_\_\_  
 (Address)  
 \_\_\_\_\_  
 (Telephone Number) (Cell)

**LOCATION OF PREMISES WHERE WORK IS TO BE PERFORMED**  
 \_\_\_\_\_ Block # \_\_\_\_\_ Lot # \_\_\_\_\_  
 (Street Location)

**CONTRACTOR:** \_\_\_\_\_  
 (Name)  
 \_\_\_\_\_  
 (Address)  
 \_\_\_\_\_  
 (Phone) (Fax) (Cell)

**CERTIFIED TREE EXPERT:** \_\_\_\_\_ Yes \_\_\_\_\_ No **LICENSE NO.:** \_\_\_\_\_

Total number of trees requested to be removed: \_\_\_\_\_ Dead \_\_\_\_\_ Live = Total \_\_\_\_\_

<u>QTY</u>	<u>SPECIES TO BE REMOVED</u>	<u>SIZE (DIA.)</u>	<u>CONDITION (LIVE/DEAD/DISEASED)</u>	<u>DISTANCE TO NEAREST STRUCTURE</u>	<u>REPLACEMENT TREE (NO./ SPECIES/ SIZE)</u>

Describe in detail the work for which this tree permit is requested (removal, replacement, etc.) and the reasons for the work:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

1. Payment of Application Fees:  
 \_\_\_\_\_ \$25.00 per lot (waived if all trees are dead)  
 \_\_\_\_\_ \$100.00 per lot for subdivision or site plan
2. Payment of Cash Bond  
 \_\_\_\_\_ \$200.00/per tree with \$1,000.00 minimum per lot  
 (number of trees removed \_\_\_\_\_ x \$200.00 = \$\_\_\_\_\_)
3. Submit three (3) copies of a Tree Removal/Replacement Plan prepared in accordance with the appropriate detailed checklist.

**Tree Removal/Replacement Plan  
 for Tree Removal with Land Disturbance**

- \_\_\_\_\_ Prepare property survey at a scale of not less than 1-inch = 30-feet identifying the area of the lot and the limit of land disturbance.
- \_\_\_\_\_ Identify all slopes greater than ten (10%) percent where any tree removal is proposed.
- \_\_\_\_\_ Locate streams and wetlands within 150-feet of proposed tree removal.
- \_\_\_\_\_ Identify the primary residence construction envelope for all new single-family residential construction and additions (limit of foundation plus fifteen (15) feet).
- \_\_\_\_\_ Identify the location(s) of all principal and accessory building(s), septic systems, wells, roads and driveways, parking lots, and other structures or impervious surface areas.
- \_\_\_\_\_ Identify the proposed final grading (if applicable).
- \_\_\_\_\_ Individually locate all existing trees in the area and fifty (50) feet beyond the delineated limit of disturbance, except for new construction (wooded areas where no tree removal is requested may be delineated as “woods” and individual trees need not be located, but must be counted).
- \_\_\_\_\_ In the event of new construction, all trees four (4) inches in diameter and greater must be individually located on the entire lot.
- \_\_\_\_\_ Identify the location(s), species, and diameters of all existing trees(s) and clearly identify the quantity to be cut or removed.
- \_\_\_\_\_ Provide table of proposed tree(s) removal, including quantity, species and diameter.
- \_\_\_\_\_ Count Total number of existing trees four (4) inches or greater in diameter on entire lot. Total = \_\_\_\_\_
- \_\_\_\_\_ Calculate proposed removal percent as number of trees proposed to be removed divided by total number of trees on lot. [Tree Removal % = # trees removed/total # trees]  
Removal % = \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_
- \_\_\_\_\_ Calculate tree percentage remaining. [Tree Remaining % = 100% – Removal %]  
Remaining % = 100% - \_\_\_\_\_ = \_\_\_\_\_
- \_\_\_\_\_ Specify tree replacement proposed on separate plan and in table format including species, quantity and size. (Total replacement count shall equal the number of trees removed).
- \_\_\_\_\_ Provide details of planting.
- \_\_\_\_\_ Identify name and address of owner on the plan.
- \_\_\_\_\_ Identify street location and block and lot in the title block.
- \_\_\_\_\_ Provide an approval block near the title block as follows:  

Approved By:	
_____	_____
(Borough Engineer)	(Date)
_____	_____
(Environmental Commission)	(Date)

**Tree Removal/Replacement Plan  
for Tree Removal with No or Minimum Land Disturbance**

\_\_\_\_\_ Provide copy of existing survey of property or create a sketch of property.

\_\_\_\_\_ Locate house, driveway, accessory buildings, streams, ponds and wetlands on survey or sketch.

\_\_\_\_\_ Identify the location(s), species, and diameter of all trees(s) to be cut or removed.

\_\_\_\_\_ Count total number of existing trees four (4) inches or greater in diameter on entire lot.

Total = \_\_\_\_\_

\_\_\_\_\_ Calculate proposed removal percent as number of trees proposed to be removed divided by total number of trees on lot. [Tree Removal % = #trees removed/total # trees]

Removal % = \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ Calculate tree percentage remaining. [Tree Remaining % = 100% – Removal %]

Remaining % = 100% - \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ Specify tree replacement proposed including species, quantity and size. (Total replacement count shall equal the number of trees removed).

\_\_\_\_\_ Identify name and address of owner on the plan.

\_\_\_\_\_ Identify street location and block and lot on the plan.

\_\_\_\_\_ Provide an approval block as follows:

Approved By:

\_\_\_\_\_  
(Borough Engineer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Environmental Commission)

\_\_\_\_\_  
(Date)

**FIELD IDENTIFICATION OF TREES**

\_\_\_\_\_ Identify all trees requested to be removed on site with ribbon or colored plastic tape (paint spraying or other permanent marking, damaging or defacing of trees is prohibited).

\_\_\_\_\_ If new construction or addition, identify the primary residence construction envelope (limit of foundation plus 15 feet) on site by lathe, string line, caution tape or other readily discernable method.

\_\_\_\_\_ All fieldwork to be completed prior to submitting application.

**APPLICANT'S AGREEMENT and SIGNATURE**

I hereby certify that all information submitted on this application and accompanying plans (if applicable) is true to be best of my knowledge. I further attest that any tree destroyed or removed in violation of the Borough of Watchung Tree Preservation Ordinance shall be replaced with another tree of the same species or from the preferred tree list and shall be at least two and one-half (2 1/2) inches in diameter if replacing a tree of 18" diameter or less or a minimum of four (4") diameter if replacing a tree with a diameter greater than 18" measured at a point of four and one-half (4 1/2) feet above ground. In the event it is not possible to replace the required number of trees within the existing lot, a contribution to the Watchung Tree Bank of an equal number of trees or cash equivalent of \$200.00 per tree should be placed in the Tree Bank Fund.

Applicant will replace the required number of trees.

Applicant requests to pay Tree Bank Fund for tree replacement in lieu of planting trees on property.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

I also certify that \_\_\_\_\_ trees to be removed are dead.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

**VIOLATIONS AND PENALTIES**

Any person who shall violate any provision of this Ordinance shall, upon conviction thereof, be punishable by one (1) or more of the following: a minimum fine of five hundred (\$500.00) dollars not to exceed two thousand (\$2,000.00) dollars or imprisonment for a period not exceeding ninety (90) days or to a period of community service not exceeding ninety (90) days at the discretion of the Municipal Court. In addition to these fines and penalties, any person found guilty of violating this Ordinance shall be required to replace each tree removed without the required tree removal permit with another tree of the same species or from the preferred tree list at a size of at least two and one-half (2-1/2") inches in diameter measured at a point four and one-half (4-1/2') feet above ground. If the trees removed without a permit were greater than eighteen (18") inches in diameter, then the replacement tree shall be four (4") inches in diameter.

**DISTRIBUTION OF APPROVED PERMIT**  
Applicant \_\_\_\_\_  
Environmental Commission \_\_\_\_\_  
Permit Log Block \_\_\_\_\_ Lot \_\_\_\_\_

**TREE REMOVAL PERMIT**

Permit No. \_\_\_\_\_

APPLICANT: \_\_\_\_\_  
(Property Owner or Tree Company)

\_\_\_\_\_  
(Address) (Telephone Number)

**LOCATION OF TREE REMOVAL**

\_\_\_\_\_  
(Street Location) Block # \_\_\_\_\_ Lot # \_\_\_\_\_

**Total Tree Count** = \_\_\_\_\_

**Date** \_\_\_\_\_

**Removal %** \_\_\_\_\_

**Remaining %** \_\_\_\_\_

The application for \_\_\_\_\_ trees to be removed is:

Approved by the Borough of Watchung Conditions: \_\_\_\_\_

Denied by the Borough of Watchung \_\_\_\_\_

Date of Field Inspection: \_\_\_\_\_

**TREE REPLACEMENT REQUIRED**

\_\_\_\_\_ Trees at 2 1/2" Minimum Diameter

\_\_\_\_\_ Trees at 4" Minimum Diameter and/or \$ \_\_\_\_\_ Paid to Tree Bank Fund (\$200/Tree)

\_\_\_\_\_ Total Tree Replacement

Tree Replacement must occur within six (6) months of date of permit, call for inspection as soon as trees are planted as per approved plan.

\_\_\_\_\_  
Borough Engineer Date

\_\_\_\_\_  
Environmental Commission Date

Additional approval required for removal of more than five (5) trees.

**APPROVAL OF COMPLETED WORK**

Date Tree Replacement Completed \_\_\_\_\_

Escrow Account # \_\_\_\_\_ Escrow Amount \_\_\_\_\_ Returned two years after planting

Final Inspection on or after \_\_\_\_\_ Date Inspected \_\_\_\_\_

I hereby certify that I have inspected the completed work and further certify that the work performed substantially complies with the conditions of the Tree Ordinance. Escrow to be returned.

\_\_\_\_\_  
Borough Engineer Date