



# Township of Maplewood

## Department of Public Works

359 Boyden Avenue

Maplewood, New Jersey 07040-2691

Telephone: (973) 762-1175

## TREE REMOVAL PERMIT APPLICATION

All applications are to be submitted to the Department of Public Works office

Please be sure to review the Township of Maplewood Ordinance on trees—Chapter 227—which you can find on the township website or here: <https://ecode360.com/9420991>

Please ensure the completion of each item on this checklist. If any sections are not completed or any materials not included, your application will be considered incomplete and will not be accepted.

### CHECKLIST:

No person shall remove any tree 12 or more inches in caliper, or authorize the removal of such tree, on any land within the Township of Maplewood unless the owner of such tree or the person authorized by the owner to remove said tree shall first obtain a permit in accordance with the following:

- ☐ 1. The address of the property upon which the tree or trees are located and/or the name and address of the owner and any agent of the owner duly authorized for this purpose.
- ☐ 2. The reasons for requesting a permit to cut or remove said tree or trees.
- ☐ 3. The names and addresses of all abutting property owners to the property upon which the tree or trees are located.
- ☐ 4. Evidence that all abutting property owners have been sent a certified letter from the applicant stating that a tree removal permit will be requested. Note: Evidence is a receipt from the U.S. Postal Service or Federal Express that the letters have been mailed.
- ☐ 5. Choice of a Tree Removal Company pre-registered with the Township of Maplewood
- ☐ 6. Representation by the applicant that he/she will notify the Maplewood Police Department of the date of removal so that the Maplewood Police Department may close any street required for the safe removal of the tree or trees.
- ☐ 7. Evidence of the ownership of the tree or trees, such as a survey, deed, photographs.
- ☐ 8. A diagram or other document which accurately sets forth the location of the tree or trees.

(A copy of the survey with tree location marked would be sufficient for #7 and #8).

**Property Owner(s):** \_\_\_\_\_

**Property Location:** \_\_\_\_\_, Maplewood NJ 07040

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Number of Trees to be Removed:** \_\_\_\_\_ **Fee: \$100.00 PER TREE**

Make check payable to: "Township of Maplewood" / Memo: "Tree Removal Permit"

**Reason(s) for removal; if more than one tree, list reasons for each tree:**

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

**Names and contact information of abutting neighbors:**

Name (PRINT) \_\_\_\_\_

Address \_\_\_\_\_

Phone # (if known) \_\_\_\_\_

Email (if known) \_\_\_\_\_

Name (PRINT) \_\_\_\_\_

Address \_\_\_\_\_

Phone # (if known) \_\_\_\_\_

Email (if known) \_\_\_\_\_

Name (PRINT) \_\_\_\_\_

Address \_\_\_\_\_

Phone # (if known) \_\_\_\_\_

Email (if known) \_\_\_\_\_

Tree Removals must be done by qualified companies that are registered with The Township of Maplewood as a “Tree Removal Company”.

Please select from our list of pre-registered companies, or have your tree company register prior to submitting this form.

**Please indicate the name of the pre-registered Tree Removal Company that you will be using here:**

\_\_\_\_\_

**If tree removal is necessary for construction:**

Please indicate Building Permit Number and/or Grading Permit Number.

Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**FOR ALL CONSTRUCTION RELATED TREE REMOVALS:**

**TREE PROTECTION FENCING MUST BE INSTALLED AROUND TREES DESIGNATED FOR PRESERVATION PRIOR TO ISSUANCE OF THE TREE REMOVAL PERMIT**

IS TREE PROTECTION FENCING ALREADY IN PLACE?    **YES**    **NO**

**THE PERMIT ISSUED SHALL BE EFFECTIVE FOR UP TO THREE (3) MONTHS**

I/We hereby make application for permit for tree removal according to the attached detailed statements and plans herewith submitted. All provisions of the Township Ordinance and Forester's guidelines and recommendations will be complied with, if specified herein or not.

I/We understand the penalty for violations of the Maplewood Township Shade Tree Removal Ordinance as stated below and that each tree cut or removed in violation of this Ordinance shall be considered a separate violation.

*Township Ordinance Chapter §227-12 Violations and penalties:*

A. Any person violating any provision of this article is subject to a penalty not to exceed **\$2,000 for each tree removed without a permit**. The penalty not to exceed \$2,000 shall be assessed individually against the property owner and the tree removal contractor, if used.

B. Any person who shall remove a tree or trees after being denied a permit, is subject to a penalty not to exceed **\$2,000 for each tree removed for which a permit was denied**. The penalty shall be assessed individually against the property owner and the tree removal contractor, if used.

I/We agree to post a copy of the approved tree permit in a door or window on site, clearly visible from the street, through the completion of and for two weeks after the removal, and to present it to Township Officials so requesting.

If submitting this on behalf of the homeowner: I/We will superintend the removal of trees, and having the proper authority from the owner to apply for this permit and make this application, say that the statements made in this application are true and the proposed work will be done in accordance with the ordinances of the Township of Maplewood governing tree removal.

\_\_\_\_\_(Initials) I/We will mark the tree or trees before the time that the Township Arborist makes his/her inspection. Please mark the trees with ribbon, painters' tape, or other form of easily visible, but not damaging material.

\_\_\_\_\_(Initials) I/We will contact the Township of Maplewood Police Department once the date of removal is determined and coordinate with them so they may close any street required for the safe removal of the tree or trees. (IF NECESSARY)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print:** \_\_\_\_\_



## TO BE SENT VIA CERTIFIED MAIL

I/We (name) \_\_\_\_\_

Located at (location) \_\_\_\_\_

...are in the process of obtaining a Township of Maplewood Tree Removal Permit for the tree or trees located here: (please include a detailed description of the location of the tree or trees on the property)

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This process includes a period that allows for appeals by abutting neighbors on the decision to remove the tree or trees.

Please review Chapter 227 Section 11 of the Maplewood Township Code below for the process of filing an appeal.

### § 227-11 Appeals:

A person applying to remove a tree **or an abutting property owner** shall have the right to appeal a decision by the Director, or Director's designee, to the two Maplewood Township Committee members of the Sustainable Maplewood Committee. Such appeal shall be by written notice stating the reasons upon which the appeal is based and shall be **filed with the Maplewood Township Clerk within five (5) business days of receipt of the certified letter from the applicant**. The filing of an appeal shall cause an automatic stay of a decision by the Director, or Director's designee, until such time as the appeal has been heard. The hearing shall take place within 30 days after the Township Clerk receives the appeal. The Township Committee members of the Sustainable Maplewood Committee may review documents and hear testimony and shall then render its decision. The decision of the Township Committee members of the Sustainable Maplewood Committee shall be final.

- ◆ **If for any reason you disagree** with the decision to remove this tree or trees, and plan to appeal an approval, please follow the instructions above to file your appeal with the office of the Township Clerk at Town Hall located at 574 Valley Street.
- ◆ **If you approve the decision** to remove this tree or trees, no action is required



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