

**BOROUGH OF TENAFLY**  
**TREE REMOVAL PERMIT**

**A. Applicant**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email: \_\_\_\_\_

**B. Classification of Application (Check one)**

**Home Improvement:** Any expansion or addition to an existing residence for which a certificate of occupancy has previously been issued, or for the construction of improvements such as, but not limited to, any garage, pond, patio, deck, driveway, sidewalk, or accessory building, on any residential lot(s) upon which there is an existing residence for which there exists a valid certificate of occupancy. The construction of a tennis court or a swimming pool shall not be considered a "home improvement."

**Development:** The expansion or construction of any structures on residential or non-residential property that does not qualify as a home improvement.

**Other:** \_\_\_\_\_

**C. Location of Property**

Address \_\_\_\_\_ Zone \_\_\_\_\_

Known as Block \_\_\_\_\_ in Lot \_\_\_\_\_ on the Tax Map of the Borough of Tenafly.

**D. Property Owner (If different than Applicant)**

Name of Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

**E. Type of Permit Application (Check one)**

**Minor tree removal application** means an application to remove less than twenty (20) trees from a single lot.

**Major tree removal permit application** means an application to remove twenty (20) or more trees from a single lot.

**F. Number of Trees to be Removed**

The undersigned hereby applies for a permit to remove        trees of a caliper of six inches or more on the property identified above.

Total number of trees removed from this lot, including this request, within in twenty-four (24) month period from date of application:        trees.

**G. Tree Removal Fees**

| <u>Number of Trees</u>   | <u>Fee</u>   |
|--|--|
| <input type="checkbox"/> 1   | \$25.00  |
| <input type="checkbox"/> 2 to 5  | \$100.00   |
| <input type="checkbox"/> 6 to 10   | \$200.00   |
| <input type="checkbox"/> 11 to 20  | \$375.00   |
| <input type="checkbox"/> 21 to 40  | \$700.00   |
| <input type="checkbox"/> 41 and Over   | \$1,500 plus an additional \$100.00<br>for each additional 5 trees or part thereof |
| <input type="checkbox"/> \$75 for review of any proposed revision or amendment to a previously approved tree removal permit. |  |

Notwithstanding the above fee schedule, no permit fee shall be required for the removal of a dead or hazardous tree located within the buffer area, provided the applicant and/or property owner provides a certification from a Tree Specialist confirming the condition of the tree, and satisfies all of the other requirements of the ordinance and the provisions of Resolution #R02-194 adopted June 25, 2002.

**H. Notice or Consent of Adjoining Property Owner (If Required)**

In the event the Director of Public Works determines that any tree to be removed is located within the buffer area or in close proximity to the property line between the two properties, the applicant is required to notify the owner of the adjacent property by letter or personal contact and the applicant shall be required to submit written evidence of such notification at the time of application for a tree removal permit. In addition, in the case of any tree shown on a survey plan located on a property line, the applicant shall be required to obtain written consent from the adjacent property owner to remove said tree and said written consent shall be submitted by the applicant at the time of application for a tree removal permit.

**I. Tree Removal Plan**

Attach an original copy of a tree removal plan consisting of a map drawn to scale showing the location of all trees on the property of a caliper of six (6) inches or greater, and the location of all trees to be removed, the species of such trees, and their caliper. The tree removal plan must be prepared, signed and sealed by a licensed professional engineer or land surveyor, and must show the location of all existing and proposed structures on the property, together with the distance, up to fifteen (15) feet, that the trees proposed to be removed are located from such structures and from property lines.

**J. Tree Mitigation Plan [ ] Check if mitigation required**

- [ ] Number of major trees required \_\_\_\_\_
- [ ] Number of minor trees required \_\_\_\_\_
- [ ] Total number of trees required for mitigation \_\_\_\_\_

Attach an original copy of a tree mitigation plan consisting of a map drawn to scale showing the location of all trees to be planted, the species of such trees and their caliper or size required.

**K. List of Trees to be Removed**

Attach an original copy of a separate list of the trees to be removed identifying each tree on the tree removal plan by species and caliper, and stating the condition of each tree as “dead,” “poor,” or “good,” and further explaining why removal is felt justified under the Borough’s tree removal standards.

**L. Performance Bond [ ] Check if Required**

As a precondition to the issuance of a permit where mitigation is required, the applicant shall post a cash bond to assure mitigation in an amount equal to \$ 250.00 for each minor tree and \$450.00 for each major tree to be planted. The bond shall be returned to the applicant upon the completion of the required mitigation as provided in the ordinance.

**Calculation of performance bond amount:**

|                                     |          |
|-------------------------------------|----------|
| _____ Major trees at \$ 450.00 each | \$ _____ |
| _____ Minor trees at \$ 250.00 each | \$ _____ |

**O. Consent of Property Owner**

The undersigned hereby certifies that he or she is the owner of the property which is affected by this application and hereby consents to this application.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**P. Certification of Applicant**

The undersigned hereby certifies that the information provided herein is true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Q. FOR BOROUGH USE ONLY**  
**APPLICATION CHECK LIST**

- Tree removal plan
- Tree mitigation plan
- List of trees to be removed
- Notice to adjacent property owner, if applicable
- Consent of property owner
- Site Plan
- Permit fee:

Amount \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Date Paid \_\_\_\_\_

**TREE APPLICATION COMPLETE** by: \_\_\_\_\_ Date: \_\_\_\_\_

**TREE APPLICATION INCOMPLETE:** by: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION DISPOSITION**

- Approved
- Approved subject to posting required mitigation cash bond of \$ \_\_\_\_\_
- Approved with exceptions noted \_\_\_\_\_  
\_\_\_\_\_
- Denied

By: \_\_\_\_\_ Date \_\_\_\_\_

TREE BOND \$ \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Date \_\_\_\_\_

Received by: \_\_\_\_\_

**TREES TO BE REMOVED AT:**

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**( List Address Here)**

**List information for each tree to be removed:**

| Tree Species   | Tree Condition | Hazardous/Sate of Decline | Tree Size Diameter | Located Beyond 30 Ft. of Building | Reason for Removal |
|----------------|----------------|---------------------------|--------------------|-----------------------------------|--------------------|
| Example: Maple | Poor           | Yes                       | 24"                | Yes                               | Diseased           |
|                |                |                           |                    |                                   |                    |
|                |                |                           |                    |                                   |                    |
|                |                |                           |                    |                                   |                    |
|                |                |                           |                    |                                   |                    |
|                |                |                           |                    |                                   |                    |

**Please Draw a Map of your Property and indicate where the tree(s) are located:**

*\*If you need more room to list trees, please see back\**

