

TREE REMOVAL PERMITS - QUICK REFERENCE

1. Permits for tree removal are based on property, not property owner.
2. If less than 3 (three) trees have previously been removed from property, the Clerk's office may immediately issue a permit.
3. If the tree is dead, diseased or a hazard, there is no charge for the permit and will not count against the 3-tree stipulation. However, the resident **must** provide proof (ex. a written estimate from tree service describing the reason(s) for removal, or a clear photo that includes resident's house, showing the tree as dead, diseased or a hazard).
The permit will not be issued until proof of condition of tree is met.
4. If the tree is healthy or not a hazard, the resident must pay a fee to remove it.
5. Fees are as follows:
 - a) \$10.00 per tree for the first 3 healthy trees removed from a property.
 - b) 4th healthy tree and beyond, \$50 per tree if the tree **IS** being replaced.
 - c) 4th healthy tree and beyond, \$100 per tree if it is **NOT** being replaced.
 - c) no charge if the tree is dead, diseased or a hazard.
6. If more than three (3) trees are to be removed, or if the total number of trees, together with previous activity is more than three (3), the application is referred to the Engineer for approval and no permit is issued until Engineer has completed review of the application.
7. The resident must pay for the trees to be removed at the time of the application, before approval from the Engineer.
8. If the application is denied by the Engineer, the fees will be refunded.

BOROUGH OF
NEW PROVIDENCE
SETTLED IN 1720

J. Brooke Hern, Mayor
Keith J. Lynch, Director
Planning and Development
Deborah A. Timko, Technical Assistant

APPLICATION FOR TREE REMOVAL PERMIT

1. DATE OF APPLICATION: _____ BLOCK# _____ LOT# _____
2. PROPERTY OWNER: _____
3. PROPERTY ADDRESS: _____
4. OWNER PH#: _____ E-MAIL: _____
5. CONTRACTOR: _____
6. CONTRACTOR ADDRESS: _____
7. CONTRACTOR PH#: _____ E-MAIL: _____

TREE(S) INFORMATION:

_____ (Number of trees) Tree(s) to be removed from property, in accordance with Borough Ordinance **Chapter 247, "Trees and Shrubs"**.

Provide in detail the reason for this request (please write clearly): **If tree(s) are dead or hazardous, appropriate documentation must be provided (letter from arborist, Tree Service, etc. or photograph clearly depicting condition).**

Please draw a sketch in the box below, showing the exact location of the tree(s) that are being considered for removal on the property listed above:

I certify that I have reviewed the provisions of Chapter 247 "Trees and Shrubs" of the Code of the Borough of New Providence and **I further certify that the information provided in this application is true and correct.**

Signature of Property Owner or Agent

Date

Chapter 247: TREES AND SHRUBS

§ 247-1. Definitions.

For purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

LOT — Any piece or parcel of land or group of lots in single ownership.

OWNER — Any person having title to any lot, plot, piece or parcel of land.

TENANT — Any person in possession of any lot, piece or parcel of land, with or without a lease, but with the permission of the owner.

§ 247-2. Removal of trees exceeding certain size restricted.

- A. No person shall destroy or remove any tree with a diameter in excess of four inches, measured one foot above the ground, growing upon any lands within the Borough in the county, unless such destruction or removal is accomplished or caused to be accomplished in accordance with the provisions of this chapter.
- B. No public utility, or other person having control over any wires for the transmission of an electric current along a street, highway or other right of way, shall perform or authorize the performance of any maintenance work on any overhead wires, underground pipes or conduits, wherein any pruning, defacing, scarring or removal of trees will occur, without having previously applied for and obtained approval from the Borough as provided herein. Such persons shall follow the American National Standards Institute (ANSI) A300 for pruning and maintenance of trees.
- C. Every person having control over property where tree branches overhang public sidewalks must provide for trimming of said tree branches to a minimum height of 7 feet. Bushes along public sidewalks must not encroach on the sidewalk.

§ 247-3. Permit required; application.

All persons desiring to destroy or remove any such tree or trees in excess of the size referred to in § 247-2 shall file an application for a permit with the Borough Clerk on the form to be provided for such purpose. Such application shall identify the lot or tract of land upon which the tree or trees are located, shall disclose the name and address of the owner, tenant or duly authorized agent of the owner or tenant and shall show the exact location of the tree or trees sought to be destroyed or removed.

§ 247-4. Issuance of permits involving three or fewer trees.

If such application, together with any previous application or applications, discloses that no more than three trees in excess of the size referred to in § 247-2 are to be destroyed or removed or have been destroyed or removed from the lot or tract of land referred to in such application, the Borough Clerk shall issue the permit as a matter of course. An application to remove a dead tree or a tree that by virtue of its condition constitutes a hazard to the public health and safety shall not apply against the three tree limit as described herein and no fee shall be collected. The applicant shall provide documentation concerning the condition of the tree.

§ 247-5. Removal of more than three trees.

If such application, together with any previous application or applications, discloses that more than three trees in excess of the size referred to in § 247-3 are to be or have been destroyed or removed from such lot or tract of land, the Borough Clerk shall refer such application to the Borough Engineer for consideration. The Borough Engineer shall thereupon examine the matter by visiting the premises referred to in the application, by inspecting the tree or trees referred to therein and by observing the drainage conditions and physical conditions existing upon such lands and in the vicinity thereof.

§ 247-6. Conditions for approval of permit involving removal of more than three trees.

- A. After completing his examination, the Borough Engineer shall make a determination with respect to whether or not the permit applied for should be granted.
- B. He shall thereupon endorse his determination upon the application and return it to the Borough Clerk. The Borough Engineer shall, at all times, follow the intent of this chapter, which is to preserve trees wherever this can be accomplished, and he shall not make a favorable determination with respect to the aforesaid application unless he finds one or more of the following conditions exist:
 - (1) That the area where such tree is located will be occupied by a building or structure, a driveway or recreation area, a roadway, a drainage right-of-way or a sewer line or the area where such tree is located is within 15 feet of any of the foregoing.
 - (2) That the area where such tree is located has a depression or fill of land, which is deemed injurious or dangerous to such tree or other trees located nearby.
 - (3) That the presence of such tree is likely to cause hardship or will endanger the public or an adjoining property owner, by reason of it being diseased or dead or for some other adequate reason within the intent of this chapter.
 - (4) Where the premises for which a tree removal permit is sought comprise vacant land and front on an improved street, that a building permit for the erection of a structure thereon is in existence.
 - (5) Notwithstanding anything to the contrary in this chapter, a developer or property owner who intends to grade or re-grade any portion of his or her property, or to demolish an existing dwelling in order to build a replacement dwelling, or to build an addition which equals or exceeds 25% of the existing home's footprint, and in doing so, intends to remove designated trees located within twelve (12) feet of the property line which is shared by an adjoining property owner, shall not be issued a permit by the Borough Engineer unless there is compliance with the Borough's Steep Slope Ordinance (§310.36.1), the Stormwater Control Ordinance (Chapter 301) and Lot Grading Ordinance (Chapter 298), as may be applicable, and it is shown to the reasonable satisfaction of the Borough Engineer that:
 - (i) no adverse, underground or surface drainage condition will occur on the applicant's property and/or the property of an adjoining property owner; and
 - (ii) neither the root system of any of the remaining trees on the applicant's property, if any, nor the root system of any of the trees located on an adjoining property will be substantially damaged as a direct result of such tree removal. "Substantially damaged", for purposes of this section, shall mean that the root system of a tree shall be so diminished, infringed or reduced that the long-term survival of the tree is threatened, or the tree may constitute a hazard from falling. The Borough Engineer may request the applicant, at the applicant's own cost and expense, provide the Borough Engineer with a report issued by the Borough's New Jersey licensed Arborist, that describes the effect(s) the tree removal will have on the conditions of the root system of the remaining trees on the applicant's property and/or trees of an adjoining property owner.
 - (6) Except for the trees removed as set forth in sub-paragraph (3) above, the applicant shall replace each tree designated for removal, and which is located within twelve (12) feet of an adjoining property, with a mature tree of not less than eight (8) feet in height when planted into the ground and located within the yard (side or rear) from which the designated tree was removed.

§ 247-7. Issuance or denial of permit involving more than three trees; fees.

Upon receipt of the aforesaid application from the Borough Engineer, the Borough Clerk shall note the action taken, and if the determination of the Borough Engineer is favorable, the Borough Clerk shall promptly issue the permit upon payment of the permit fee in the amount of \$10 per tree for the first three trees. The fee for any tree(s) removed in excess of the three tree limit shall be \$50 per tree, provided the tree is being replaced on the subject property. The replacement tree shall be at least five feet in height. If the trees are not to be replaced, the fee for each tree shall be \$100 with \$75 dedicated to the Borough's Tree Replacement Fund.

§ 247-8. Appeals.

The applicant is hereby granted the right to appeal the determination as provided in § 247-7 to the Mayor and Council of the Borough, in which event such applicant must file a written notice of appeal with the Borough Clerk within 10 days after receipt of the Borough Clerk's notification. Thereupon the Mayor and Council shall proceed to hear the matter upon notice to the applicant within 30 days after the filing of such notice of appeal. The decision of the Mayor and Council of the Borough may affirm, reverse or modify the aforesaid determination.

§ 247-9. Violations and penalties.

Should the permit not be obtained, or the aforementioned, unfavorable determination not be appealed, or the appealed thereto upholds said determination, or the provisions here and above described are not complied with, and the owner or tenant removes any tree or trees in excess of the size referred to in § 247-2, the owner or tenant, as the case may be, shall pay as penalty to the Borough \$100 per tree, up to the first three trees, and \$300 per tree in excess of the first three trees; provided, however, that said penalty will not apply to the removal of a tree, the condition of which poses a health hazard or safety issue or is taken down in furtherance of the public interest as determined solely by the Borough. In addition, any tree removal service, contractor, or any other persons who assist with machinery to remove any tree in excess of the size referred to in § 247-2, subject to the above-described provisions, will pay a penalty to the Borough in the amount of \$1,000 per tree so removed.