



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 regardless of health 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 & regular 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).
9. Tree Fund/Tree Replacement Ordinance.

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 an application for a 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 as well as the Tree Replacement and or Tree Fund requirements 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: _____

TREE FUND/TREE REPLACEMENT ORDINANCE

Township Ordinance Chapter §227-7 and 227-8:

Section 3. Section 227-7 of the Township Code, entitled "Definitions" is hereby amended by adding the following definitions:

REPLACEMENT TREE

A nursery-grown certified tree, properly balled, marked with a durable label indicating genus, species and variety, and satisfying the standards established for nursery stock and installation set forth in American Standard for Nursery Stock.

TREE FUND

A fund established by the Township Committee to receive and disburse replacement tree contributions and used for the sole purpose of purchasing and planting of replacement trees within the Township. Appropriations from the Tree Fund shall be authorized by the Township Committee annually upon recommendations from the Director, or Director's designee.

- A. For every one tree removed, one replacement tree shall be provided on site for every 12 inches of tree diameter removed within a six-month span;
- B. Replacement trees shall be a minimum 2 1/2 inches caliper nursery grade stock and of the same species of the tree to be removed; or alternatively, a species that is native to the area; (See attached list)
- C. Where on-site replacement is not feasible, the applicant shall be required to pay a fee to the municipal tree replacement fund in an amount of 375.00 per tree removed.

_____ **(Initials)** I/We will replace any tree removed on our property.

_____ **(Initials)** I/We will contribute \$375 to the Township of Maplewood Tree Fund.

Signature: _____ **Date:** _____

Print: _____

§ 227-11 Appeals

a person who is required to plant a replacement tree or make a payment to the tree fund, 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.

227 - Tree List

1. The following trees shall be considered preferred for replacement of trees removed. Other tree species may be considered as replacement trees with the approval of the issuing authority. Preference will, in all cases, be given to native Northern American trees.

Common Name	Scientific Name	Height	Caliper
Maple, red	<i>Acer rubrum</i>	12 feet to 14 feet	2 inches to 2 1/2 inches
Maple, sugar	<i>Acer saccharum</i>	12 feet to 14 feet	2 inches to 2 1/2 inches
Oak, red	<i>Quercus borealis</i>	12 feet to 14 feet	2 inches to 2 1/2 inches
Oak, white	<i>Quercus alba</i>	12 feet to 14 feet	2 inches to 2 1/2 inches
Oak, pin	<i>Quercus palustris</i>	12 feet to 14 feet	2 inches to 2 1/2 inches
Ash, green	<i>Fraxinus pennsylvanica</i>	12 feet to 14 feet	2 inches to 2 1/2 inches
Pine, white	<i>Pinus strobus</i>	8 feet to 14 feet	Not applicable
Hemlock, Canadian	<i>Tsuga canadensis</i>	7 feet to 8 feet	Not applicable
Spruce, white	<i>Picea glauca</i>	8 feet to 10 feet	Not applicable
Fir, balsam	<i>Abies balsamea</i>	8 feet to 10 feet	Not applicable

Tulip tree	<i>Liriodendron tulipifera</i>	12 feet to 14 feet	2 inches to 2 1/2 inches
Beech, American	<i>Fagus grandifolia</i>	12 feet to 14 feet	2 inches to 2 1/2 inches
Black tupelo	<i>Nyssa sylvatica</i>	12 feet to 14 feet	2 inches to 2 1/2 inches
Sycamore	<i>Platanus occidentalis</i>	12 feet to 14 feet	2 inches to 2 1/2 inches
Birch, paperback	<i>Betula papyrifera</i>	10 feet to 12 feet	2 inches to 2 1/2 inches
Redbud, American	<i>Cercis canadensis</i>	10 feet to 12 feet	2 inches to 2 1/2 inches
Fringetree	<i>Chionanthus virginicus</i>	5 feet to 6 feet	1 1/2 inches to 2 inches
Yellowwood	<i>Cladrastis lutea</i>	9 feet to 11 feet	2 inches to 2 1/2 inches
Dogwood, flowering	<i>Cornus florida</i>	8 feet to 10 feet	2 inches to 2 1/2 inches
Larch, American	<i>Larix laricina</i>	12 feet to 14 feet	2 inches to 2 1/2 inches
Sweetgum	<i>Liquidambar styraciflua</i>	12 feet to 14 feet	2 inches to 2 1/2 inches
Hop-hornbeam, American	<i>Ostrya americana</i>	10 feet to 12 feet	2 inches to 2 1/2 inches
Linden, American	<i>Tilia americana</i>	11 feet to 13 feet	2 inches to 2 1/2 inches

2. All replacement trees shall be planted in recognized spring or fall planting seasons.
3. All replacement trees shall have balled and burlaped roots.
4. All trees shall be healthy, well-proportioned specimens.



TO BE SENT VIA CERTIFIED & REGULAR MAIL TEMPLATE

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)

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:

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- ◆ **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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