

Department of Community Development
Engineering Office

Nicole S. Shapiro, PE, PP, CME
Director of Community Development
& Township Engineer



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Assistant Engineer

TREE REMOVAL PERMIT INSTRUCTIONS FOR NEW DEVELOPMENTS:

In compliance with Township Ordinance Chapter 457, you are required to complete the attached ***"Tree Removal Permit Application"***. Please supply the pertinent information and complete the following:

1. Completely fill out the top portion of application and be precise in work description and purpose of removal
2. Sign application;
3. Attach the following; (if applicable)
 - Location map, or tax map of property showing cross streets or landmarks;
 - Plot plan, site plan or survey of property;
 - Copies of approvals, resolutions, or other documents of compliance;
 - Submit detailed area of where tree removal is to occur and locate trees on said map to include existing tree line and proposed tree line;
 - Each tree is to be assigned a specific designated number and plotted on map (for site plan applications attach tree preservation plan);
 - Pay application fee to Engineering Department, and;
 - Return application with payment receipt to Engineering Department.
4. To expedite review process; (if applicable)
 - Mark trees to be removed;
 - Stake or flag new construction building corners;
 - Stake or flag proposed limit of clearing;
 - Stake or flag centerlines of proposed roads and/or driveways, and;
 - Install tree protection fencing around perimeter of proposed limit of clearing;
5. Return completed application to Engineering Department for Forester review.
6. A site visit will be scheduled and performed within 2 weeks.
7. You will be notified when permit is ready for pickup, complete with required tree replacement(s) if applicable, and tree removal fee.
8. Specimen / Heritage tree – Any tree with a diameter in excess of specified dimensions¹ or any tree designated by Council as Historic or a Landmark tree and such other specie of tree as Council may designate, cannot be removed without Council approval and recommendation of the Shade Tree Commission.
9. Under the provisions of the Township's Land Development Ordinance a Land Disturbance Permit may also be required prior to tree removal for land clearance.

Contact the forester if you have any questions or require assistance at; 732-721-5600 ext. 2330

¹ See Heritage Tree List maintained by the Conservation Officer and can be obtained from the office of the Engineer.