



Tree Removal Permit Application

General Requirements

A Tree Removal Permit is required for to any person desiring to destroy, cut, or remove any tree (including trees in healthy or poor condition, and dead) that has a diameter at breast height (hereinafter "DBH") equal to or greater than six (6) inches. The following are the only exceptions to a Tree Removal Permit:

1. removal of vegetation (bushes, shrubs, plants, etc.) or trees less than six (6) inches DBH;
2. the removal of invasive tree species (You must still contact Planning and Zoning prior to removal to confirm/inspect);
3. the regular pruning and maintenance of trees;
4. for trees deemed an "Imminent Threat" (You must contact Planning and Zoning prior to removal to confirm/inspect); or
5. for tree removal required due to a violation issued on a housing or property maintenance inspection.

Tree Removal Permit Applications may be mailed to the Department of Planning & Zoning building located at 2400 Merchantville Avenue, Pennsauken, NJ 08110, faxed to (856) 665-7602, or emailed to tree@pennsauken.gov Please be advised that an inspection from the Pennsauken Township Public Works Department may be required prior to issuance of the permit. Please also allow 7 business days for processing and approval, as an inspection from the Pennsauken Township Public Works Department may be required prior to issuance of the permit. Trees must be marked prior to inspection. (define markings*)

Residential Tree Removal Applications

Applies to any improved or unimproved lot used entirely for residential purposes with no more than two (2) dwelling units and which is not the subject of an application for development. There is no fee associated with this type of application.

Residential Tree Removal Applicants may remove any number of dead trees and up to three (3) healthy and/or poor condition trees every twelve (12) months, except any size tree planted pursuant to the Tree Removal and Replacement Ordinance subject to chapter 289 of the Twp. codebook and trees located within the public Right-of-Way (curbside) and/or within three (3) feet of a public road may only be removed pursuant to § 289.

Residential Tree Removal Applicants may remove additional trees if any one or more of the reasons set forth in § 289 apply. Residential Tree Removal Applicants must also replace onsite, on a one-for-one basis, any healthy and/or poor condition trees removed in excess of three (3) trees within a twelve (12) month period or pay a contribution to the Pennsauken Tree Trust for each tree removed in excess of three (3) trees in the amount of \$175.00. For example, an applicant seeking to remove 5 healthy trees will be required to replant two (2) replacement trees onsite or make a payment of \$350.00 (\$175.00 per tree) to the Pennsauken Tree Trust.

Commercial Tree Removal Applications

Applies to any improved or unimproved lot that is not a "Residential Tree Removal Application" as defined herein. There is a \$100.00 application fee due upon the submission of a Tree Removal Permit Application. Commercial Tree Removal Applicants may only remove trees if any one or more of the reasons set forth in § 289 apply. Commercial Tree Removal Applicants must also replace onsite, on a one-for-one basis, all healthy and/or poor conditions trees removed or pay a contribution to the Pennsauken Tree Trust for each removed tree in the amount of \$300.00. For example, an applicant seeking to remove 20 healthy trees and replant 10 trees onsite will be required to make a contribution of \$3,000.00 (\$300.00 per tree) to the Pennsauken Tree Trust. Commercial Tree Removal Applicants may also be subject to any applicable conditions of approval and/or Site Plan requirements.

Applicant, Property Owner, and Contractor Information
(Required Section)

Application Type (Select One):

_____ Residential Tree Removal Applicant – No Fee required

_____ Commercial Tree Removal Applicant – \$100.00 Application Fee due at the time of submission

Site Location - Address: _____ Block: _____ Lot: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____ Email: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____ Email: _____

*PROVIDE THE NAME AND ADDRESS OF THE TREE REMOVAL COMPANY WHO WILL BE PERFORMING THIS REMOVAL:
**NOTE It is important to make sure that the person is qualified to do tree work and fully insured in case an accident happens.
Incorrect tree work can predispose your trees to many future problems, including tree failure. In addition, many homeowner policies will not cover injuries or damage done by an under-insured tree care contractor, which may leave the financial burden on the homeowner.*

Contractor's & Company Name: _____

Contractor's Address: _____

Contractor's Phone Number: _____ Contractor's Fax Number: _____

Contractor's Email: _____ Contractor's License # _____

Twp. Contractor's License # _____

All approved permits shall be emailed to the Applicant, unless otherwise noted below:

_____ Mail _____ Fax email _____ pick-up

I HEREBY CERTIFY that this application, the contents herein, as well as associated documents, is a true representation of all facts concerning the proposed tree removal activity. This application is made with my approval as Owner or Authorized Agent for the Owner, as evidenced by my signature below. FOR THE DURATION OF THE TREE REMOVAL PERMIT, IF ISSUED, I UNDERSTAND THE LEGAL RESPONSIBILITY AND CONSEQUENCES FOR ANY AND ALL VIOLATIONS OF THE PENNSAUKEN ZONING AND GENERAL CODE ON THE PROPERTY DESCRIBED ABOVE

Signature: _____ Date: _____

Title (if applicable): _____

Consent of Owner (if applicable): _____ Date: _____

General Tree Removal Information
(Required Section)

For Residential Tree Removal Applicants Only:

1. List the total number of trees on your property: _____
2. List the total number of dead trees being removed: _____
3. List the total number of trees in healthy and/or poor condition being removed: _____
4. Have you removed any trees in healthy or poor condition within the last twelve (12) months? Yes No

If Yes, provide the date and number of trees removed: _____

5. Are you seeking to remove trees planted pursuant to a Tree Replacement Plan subject to § 289?
 Yes No

6. Reason for removal? _____

7. Are you proposing any Tree Replanting onsite? Yes No

If Yes, please complete the Section on Tree Replanting Information below.

If No, and you are removing more than three (3) healthy or poor condition trees, be advised that you may be required to contribute \$175.00 to the Pennsauken Tree Trust for each tree above three (3) that is removed.

For Commercial Tree Removal Applicants Only:

1. List the total number of trees on your property: _____
2. List the total number of dead trees being removed: _____
3. List the total number of trees in healthy and/or poor condition being removed: _____
4. Are you proposing any Tree Replanting onsite? Yes No If Yes, please complete the Section on Tree

Replanting Information below. If No, be advised that you may be required to contribute \$300.00 to the Pennsauken Tree Trust for each tree removed.

Tree Replacement Information

Complete this section **only if** proposing tree replacement onsite.

With regard to trees being removed:

1. Identify the species: _____
2. Diameter at Breast Height: _____
3. Location of trees: _____

For all proposed Replacement Trees:

1. Identify the species: _____
2. Provide the mature size: _____
3. Provide planting size: _____
4. Number of replacement trees: _____
5. Location of Plantings: _____
6. Timing of Planting: _____

Required Documents

- Residential Tree Removal Applicants seeking to remove only dead trees and/or less than three (3) healthy trees will not need to submit any additional documents.
- Commercial Tree Removal Applications shall submit a copy of the most recent landscape plan approved by the Pennsauken Planning Board or Zoning Board of Adjustment, if applicable. If no landscape plan is available, a property survey or scaled plot plan which details the location of all parking areas, landscape islands, and landscaped areas shall be submitted.

The Planning & Zoning or his/her designee reserves the right **to** waive these documents or request any additional information deemed to be necessary and/or noted in § 289.

TREE REPLACEMENT CALCULATION

Residential Tree Trust Contribution = _____ number of total healthy or poor trees being removed
Subtract 3 tree exception
Subtract _____ number of replacement trees being planted onsite
Equals _____ number of trees requiring compensation (must be > 0)
Multiply \$175.00 (per tree)
Total: _____ due to the Pennsauken Tree Trust

Commercial Tree Trust Contribution = _____ number of total healthy or poor trees being removed
Subtract 3 number of replacement trees being planted onsite
Equals _____ number of trees requiring compensation (must be > 0)
Multiply \$300.00 (per tree)
Total: _____ due to the Pennsauken Tree Trust

For Official Use Only

Submission Date: _____ Application No.: _____

Fee submitted: (Residential) _____ (Commercial) _____

Owner and Contractor Responsibilities

It is the responsibility of the owner or agent to make sure all work being completed is in conformance with Township Laws known as Ordinances. If there is reason to believe that there may be a conflict or a problem with neighbors, the permit holder should try to resolve these problems before completing the work. Applicants and or agents must follow their survey as a guidance for the property setbacks.

The applicant agrees that all debris will be removed by contractor including the stump of the tree. Waste of the tree must be taken by the contractor and cannot be left on the curb for pick up. If the tree is not property cleaned up a violation will be sent out to the property owner and or contractor.

By signing this application, you are certifying that as the applicant you understand the above stated information.

Property Owner Signature & Name: _____ Date: _____

(REQUIRED, or attach letter of approval from owner)

Applicant Signature & Name (if different): _____ Date: _____