



BOROUGH of ROSELAND

ESSEX COUNTY - NEW JERSEY

SHADE TREE COMMISSION
19 HARRISON AVENUE, ROSELAND, NJ 07068



TREE CITY USA

TREE REMOVAL PERMIT PACKAGE

Do you plan on removing a tree having a diameter of eight (8) inches or greater measured at a point four and one-half (4.5) feet above the ground on a developed lot (private property where an existing occupied building is located)?

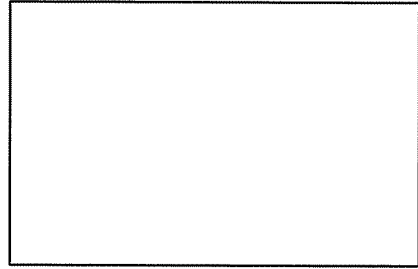
or

Do you plan on removing a tree having a diameter of five (5) inches or greater measured at a point four and one-half (4.5) feet above the ground on undeveloped or sub-dividable lot (private property where there is no existing occupied building)?

If your answer to these two questions is NO then a tree removal permit is not required.

If your answer to either of these two questions is YES then a tree removal permit is required.

To apply for a tree removal permit, please provide the information shown on the following pages to the Borough Clerk.



Date received by the Borough

Borough of Roseland Application for a Tree Removal Permit

1. The following information must be completed by the property owner:

Property owner's name: _____

Property owner's address: _____

Property owner's phone number: _____

Address of intended tree removal: _____

Block: _____ Lot: _____

2. Complete the following if the permit applicant is other than the property owner:

Applicant's name: _____

Applicant's business name (if applicable): _____

Applicant's address: _____

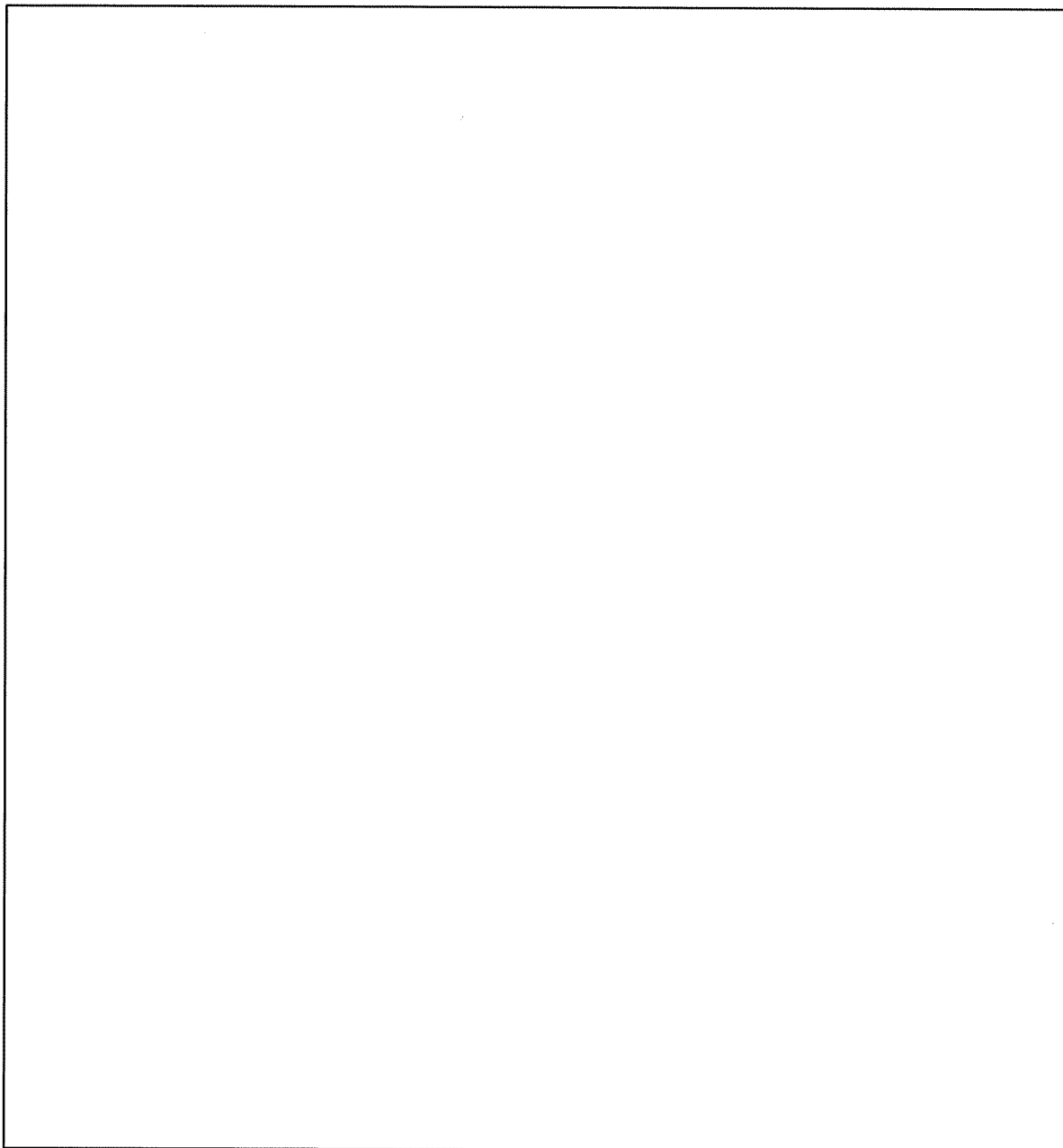
Applicant's phone number: _____

3. Certification that the property owner is requesting the tree removal permit:

By signing my name below I am certifying that I am a legal property owner of the premises where the intended tree(s) is to be removed:

5. LOCATION OF THE TREES INTENDED FOR REMOVAL: Provide a sketch of the property of the intended tree removal(s).

- **Show all existing and proposed structures.**
- **Show the locations of trees to be removed.**
- **Number the trees to be removed and provide the specific details for each tree on the next page. Failure to fully supply the information requested may delay the processing of this application.**
- **Show the distances from the trees to be removed to the structures and the property lines.**
- **Note: You may provide the required information on a different document, such as a copy of the property survey, rather than showing it on this page.**



6. DETAILS OF TREES INTENDED FOR REMOVAL

Tree Number from Location Drawing	Species of Tree (Maple / Oak / Pine / Cherry / Willow / etc.)	Diameter of tree (measured at 4.5 feet above the ground)	Reason for requested tree removal
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Use additional sheets as required.

7. MARKING TREES INTENDED FOR REMOVAL: Each tree located on the location plan and listed on the details form above is to be physically marked. The tree(s) must be clearly marked (orange or red plastic ribbon or some suitable alternate) tied around the trunk of the tree approximately 4.5 feet above the ground. This will facilitate field inspection by members of the Tree Protection Committee. The submission of this permit application constitutes permission for the Borough representatives to inspect the site.

8. FEE: There is no fee for a Tree Removal Permit.

Submit pages 1, 2 and 3 of this completed application to:

**Borough Clerk
Borough of Roseland
19 Harrison Avenue
Roseland, NJ 07068**

Borough of Roseland
Application for a Tree Removal Permit
Information for the applicant.

(This portion is not to be returned with the completed application)

Taken from Borough Ordinance 27A: Tree Protection and Removal:

27A-11 REVIEW OF APPLICATION FOR PERMIT; ISSUANCE OF PERMIT:

27A-11.1 Copies Provided to Members of the Tree Protection Committee

Upon filing of an application for a tree removal permit in the office of the Borough Clerk, office staff shall forward the application to the Tree Protection Committee Secretary, who shall forward copies to all members of the Tree Protection Committee, and in the case of subdivision or site plan, to the Planning Board or Board of Adjustment, as appropriate.

27A-11.2 The Tree Protection Committee shall consider the following objectives in reviewing applications for tree removal permits:

- a. The removal of mature, healthy trees with desirable characteristics shall be avoided, if at all possible.
- b. Natural screening between buildings on contiguous lots shall be maintained to as great an extent as possible.
- c. Trees, which will be adversely affected by necessary changes in grade, may be removed.
- d. Trees infected with contagious diseases may be removed.
- e. Dead trees within 50 feet of a proposed building foundation or between a proposed building foundation and a street shall be removed.
- f. Trees, which are likely to adversely affect other more desirable trees, may be removed.
- g. If warranted, a member of the Shade Tree Commission can make a pre-inspection of the tree or trees involved in the tree removal application. The objective of the pre-inspection is to determine if the Tree Protection Committee needs to review the application. Reasons for having no further review by the Committee would include but not be limited to:

Emergency removal

Damaged tree

Dead tree

Undersized tree

If the member of the Shade Tree Commission determined that no further review was needed, the member of the Shade Tree Commission is authorized to approve the application.

27A-11.3 Time for Approval of Application

The Committee shall act upon every completed application within 30 working days of its being filed. Notwithstanding the foregoing, in the event that an application is made in connection with (i) an application for a construction permit, the Committee shall render a decision within twenty (20) days of the date of the application, or

such other time period as may be prescribed by law or, (ii) a zoning application, the Committee shall render a decision within ten (10) days of the date of the application, or such other time period as may be prescribed by law. Upon failure of the Committee to act upon an application relating to a developed lot within such period of time, the application shall be deemed to have been approved as submitted for all purposes of this chapter.

27A-11.4 Denial of Application

In the event that the Tree Protection Committee shall deny any application in whole or in part, the reasons for such disapproval shall be set forth upon the application.

27A-11.5 Conditioned Approval

The Tree Protection Committee may approve an application in whole or in part upon terms and conditions that shall be set forth on the application. Such terms and conditions may include requirements for the installation of a well or wells or retaining wall of specified dimensions for a particular tree or trees not to be removed. The Tree Protection Committee may require that a specific retained tree or trees be protected from damage during building or other construction work carried on in close proximity thereto by requiring the erection and maintenance of suitable guards or barriers. The removal of diseased trees and the pruning or trimming of trees, which are not to be removed may be required.

27A-11.6 Issuance of Tree Removal Permit

Whenever the Tree Protection Committee shall approve an application for a tree removal permit in whole or in part, the Tree Protection Committee Secretary shall issue the tree removal permit in accordance with the terms of the approval. In the event that the Tree Protection Committee shall disapprove an application in its entirety, the Tree Protection Committee Secretary shall issue to the applicant a copy of the application indicating the reasons for the disapproval.

27A-11.7 Duration of Tree Removal Permit

The tree removal permit is effective for six (6) months from the date of issue.

27A-17.1 VIOLATIONS OF THE TREE PROTECTION ORDINANCE

Any person who violates any provision of this ordinance and any person who fails to comply with an order issued pursuant to this ordinance or the terms and condition of any tree removal permit issued pursuant of this ordinance shall, upon conviction in the Municipal Court, be subject to a fine not exceeding one thousand (\$1000.00) dollars but not less than one hundred (\$100.00) dollars to be deposited in the Borough General Funds. Each tree cut, damaged or otherwise destroyed in violation of this ordinance shall be deemed to be a separate and distinct violation. At the discretion of the Municipal Court Judge, the person shall be subject to imprisonment for not more than ninety (90) days or community service for not more than thirty days, in addition to any fine.

The following information is not included in Borough Ordinance 27A but are the details as referenced in Section 27A-11.5 Conditioned Approval:

The Tree Protection Committee may impose conditions with the issuance of a tree removal permit. Any such conditions are to be completed within the time specified on the permit. Conditions may include, but are not specifically limited to:

- i. Replanting of trees, shrubs or ground cover to provide a buffer, reduce soil erosion, or to serve other beneficial purposes.
- ii. Remedial tree care to preserve individual trees on the site which may be affected by the proposed removal(s), grade change or construction, such as:
 1. Corrective pruning and/or cutting back to help maintain the equilibrium between the tree roots and branches.
 2. Hydro-chemical deep root feeding and mycorrhizae inoculation.
 3. Periodic watering.
 4. Construction of an approved tree well and/or soil alteration system.
 5. Application of insect and disease treatment and/or preventive sprays.
 6. Tracing bark wounds sustained in the construction or removal operation back to living tissue in an elliptical shape and application of an approved tree wound dressing.

No signs or wires are to be attached to trees being preserved.