

BOROUGH OF TENAFLY
TREE REMOVAL AND SOIL MOVING PERMIT

A. Applicant

Name of Applicant_____

Address_____

Telephone No._____ Email:_____

B. (a) Classification of Application (Check one)

Home Improvement. Any expansion or addition to an existing residence for which a certificate of occupancy has previously been issued, or for the construction of improvements such as, but not limited to, any garage, pond, patio, deck, driveway, sidewalk, or accessory building, on any residential lot(s) upon which there is an existing residence for which there exists a valid certificate of occupancy. The construction of a tennis court or a swimming pool shall not be considered a "home improvement."

Development. The expansion or construction of any structures on residential or non-residential property that does not qualify as a home improvement.

C. Location of Property

Address_____ Zone_____

Known as Block_____ in Lot_____ on the Tax Map of the Borough of Tenafly.

D. Property Owner (If different than Applicant)

Name of Property Owner_____

Address_____

Telephone No._____

E. Type of Permit Application (Check one)

Minor tree removal application means an application to remove less than twenty (20) trees from a single lot.

Major tree removal permit application means an application to remove twenty (20) or more trees from a single lot.

Soil moving. If you are only moving soil go to page three, paragraph M.

F. Number of Trees to be Removed

The undersigned hereby applies for a permit to remove_____ trees of a caliper of six inches or more on the property identified above.

Total number of trees removed from this lot, including this request, within in twenty-four (24) month period from date of application:_____ trees.

G. Tree Removal Fees

| | <u>Number of Trees</u> | <u>Fee</u> |
|--------------------------|--|---|
| <input type="checkbox"/> | 1 to 5 | \$100.00 |
| <input type="checkbox"/> | 6 to 10 | \$150.00 |
| <input type="checkbox"/> | 11 to 20 | \$250.00 |
| <input type="checkbox"/> | 21 to 50 | \$500.00 |
| <input type="checkbox"/> | 51 and over | \$1,000.00 plus an additional \$100.00 for each additional 5 trees or part thereof |
| <input type="checkbox"/> | \$75.00 for review of any proposed revision or amendment to a previously approved tree removal permit. | |

Notwithstanding the above fee schedule, no permit fee shall be required for the removal of a dead or hazardous tree located within the buffer area, provided the applicant and/or property owner satisfies all of the other requirements of the ordinance and the provisions of Resolution #R02-194 adopted June 25, 2002.

H. Notice or Consent of Adjoining Property Owner (If Required)

In the event the Director of Public Works determines that any tree to be removed is located within the buffer area or in close proximity to the property line between the two properties, the applicant is required to notify the owner of the adjacent property by letter or personal contact and the applicant shall be required to submit written evidence of such notification at the time of application for a tree removal permit. In addition, in the case of any tree shown on a survey plan located on a property line, the applicant shall be required to obtain written consent from the adjacent property owner to remove said tree and said written consent shall be submitted by the applicant at the time of application for a tree removal permit.

I. Tree Removal Plan

Attach an original and two (2) copies of a tree removal plan consisting of a map drawn to scale showing the location of all trees on the property of a caliper of six (6) inches or greater, and the location of all trees to be removed, the species of such trees, and their caliper. The tree removal plan must be prepared, signed and sealed by a licensed professional engineer or land surveyor, and must show the location of all existing and proposed structures on the property, together with the distance, up to fifteen (15) feet, that the trees proposed to be removed are located from such structures and from property lines.

J. Tree Mitigation Plan [] Check if mitigation required

- [] Number of major trees required _____
- [] Number of minor trees required _____
- [] Total number of trees required for mitigation _____

Attach an original and two (2) copies of a tree mitigation plan consisting of a map drawn to scale showing the location of all trees to be planted, the species of such trees and their caliper or size required.

K. List of Trees to be Removed

Attach an original and two (2) copies of a separate list of the trees to be removed identifying each tree on the tree removal plan by species and caliper, and stating the condition of each tree as “dead,” “poor,” or “good,” and further explaining why removal is felt justified under the Borough’s tree removal standards.

L. Performance Bond [] Check if Required

As a precondition to the issuance of a permit where mitigation is required, the applicant shall post a cash bond to assure mitigation in an amount equal to \$ 125.00 for each minor tree and \$250.00 for each major tree to be planted. The bond shall be returned to the applicant upon the completion of the required mitigation as provided in the ordinance.

Calculation of performance bond amount:

_____ Major trees at \$ 250.00 each \$ _____
_____ Minor trees at \$ 125.00 each \$ _____

M. Soil Moving

Will you be moving any soil? YES / NO (Circle one)
If you are not moving soil go to paragraph O on page five.

If yes, purpose or reason for soil moving

- Proposed Site Plan and soil moving calculations must be attached.
- Certificate of Insurance naming the Borough as the additional insured must be attached.

Estimated cubic yards to be moved _____ C.Y.

Start Date _____ Expected Completion Date _____

How will soil movement affect trees with a diameter of 6" or more and, what protection will be provided for such trees?

Location/Source of Soil to be brought to Site (Import)

Attach a certification from a certified laboratory as to the soil suitability or the certification from an environmental consultant based upon the historical survey of the source site of the soil suitability.

Location/Destination of Soil (Export)

(Address and Town)

Person in Charge of Soil Operation: Name

Address _____

Phone _____

Description of Equipment and Trucks to be Used

Number of Trucks to be Used _____

Truck Route

N. Soil Moving Fees:

Minor Soil Moving <250cy:

\$250.00 Engineer Fee + \$125.00 for each plan revision; \$100.00 Borough Fee

Intermediate Soil Moving >250cy:

\$500.00 Engineer Fee + \$125.00 each plan revision. \$100.00 + \$1.00/cy

Major Soil Moving > Planning Board appearance required.

\$1,500.00 Application Fee and a \$3,000.00 Escrow must be posted.

TOTAL SOIL BOND AMOUNT: \$ _____

O. Consent of Property Owner

The undersigned hereby certifies that he or she is the owner of the property which is affected by this application and hereby consents to this application.

Signature of Property Owner

Date

P. Certification of Applicant

The undersigned hereby certifies that the information provided herein is true and complete to the best of my knowledge.

Signature of Applicant

Date

Q. FOR BOROUGH USE ONLY
APPLICATION CHECK LIST

- Tree removal plan
- Tree mitigation plan
- List of trees to be removed
- Notice or consent of adjacent property owner, if applicable
- Consent of property owner
- Site Plan
- Certificate of Insurance
- Certificate of soil suitability
- Applicant certification
- Permit fee:

Amount \$ _____ Check No. _____ Date Paid _____

TREE APPLICATION COMPLETE by: _____ Date: _____

SOIL APPLICATION COMPLETE by: _____ Date: _____

TREE APPLICATION INCOMPLETE: by: _____ Date: _____

SOIL APPLICATION INCOMPLETE by: _____ Date: _____

APPLICATION DISPOSITION

Approved

Approved subject to posting required mitigation cash bond of \$ _____

Approved with exceptions noted _____

Denied

By: _____ Date _____

SOIL BOND \$ _____ Check _____ Cash _____ Date _____

TREE BOND \$ _____ Check _____ Cash _____ Date _____

Received by: _____