

"CALL BEFORE YOU CUT"

- 3.0 TYPICAL UNIMPROVED LOT TREE REMOVAL PERMIT APPLICATION PROCESS**
- 3.1 INACTIVE TREE REMOVAL PERMITS** - Approved tree removal permits shall remain ***INACTIVE*** until the Building Department issues a Building Permit # (B.P.#). The applicant must then notify the Shade Tree Department with the approved B.P.#.
A summons will be issued when trees are removed prior to an approved B.P.#.
- 3.2** Please fill out the application questions completely. If an item does not apply, write - **"NA"**.
(Please remove and keep page 3 before submitting the application)
- 3.3** Confirm the presence or absence of Historic/Heritage (H/H) Trees on this site, see 1.10.
- 3.3a** Submit an accurate drawing of the Block and Lot plot plan.
- 3.3b** On the submitted plan, individually locate each H/H tree, list each H/H tree with a numerical assignment, list the botanical identity of each H/H tree, list the diameter at breast height (dbh) of each H/H tree and list each H/H tree proposed to be removed (TBR).
- 3.3c** Add notes that identify the schedule of and describe the elements of H/H tree maintenance and care. These notes shall include a timetable for the stated H/H pruning recommendations, root zone irrigation, fertilization recommendations, mulch/woodchip application, insect and disease treatment recommendations, calendar re-inspection cycles etc.
- 3.4** Designate any trees posing significant danger to public health and safety.
- 3.4a** Diagram the land parcel, the proposed use areas, the existing tree line *and* the proposed tree lines.
- 3.4b** Show the locations of all proposed structures and the driveway layout.
- 3.5** The proposed tree line will show the limit of tree removal and the limit of any proposed ground surface disturbance. The proposed tree removal areas verify the applicant's declaration of Non Disturbance Areas (NDA) where the trees to remain are located.
- 3.5a** Show the proposed grade changes at existing or proposed wood lines.
- 3.5b** Clearly designate the trees to be removed and the trees to be maintained.
- 3.5c** Show the location of each diseased or risk tree that is proposed to be removed.
- 3.5d** Add notes that identify the calendar schedule of and describe the elements of tree maintenance care. These notes shall include a timetable for the stated pruning recommendations, root zone irrigation, fertilization recommendations, mulch/woodchip application, re-inspection cycles, etc.
- 3.6** A preliminary site inspection shall identify if any revisions to your proposed NDA are required.
- 3.7** Before any tree removal or grade changes on this site an approved self-supported temporary barrier, or approved equivalent, shall be installed that conforms to the NDA (3.5). The NDA shall be clearly shown on your submitted plot diagram.
- 3.8** The approved tree protection barrier shall remain in place and shall be properly maintained in the approved locations until the Certificate of Occupancy is issued.
- 3.9** Examples of unauthorized activities in the NDA - * driving machinery into, through or parking * storing building supplies, cut trees, stumps * stockpiling of soil, construction debris, etc.
- 3.10** Sign and date Line 2.2, page two (2). Your signature on Line 2.2 shows that you have read, understand and agree to abide with the ordinances, the above instructions and your signature states that a summons may be issued to the applicant for discovered violations.
- 3.11** All proposed landscape plant materials shall include a Botanical Plant List with Plant Quantities, a Plant Key, Plant Sizes/Types and the proposed Plant Locations.

T.R.# _____ - _____
B.P.# _____ - _____

APPLICATION FOR A TREE REMOVAL PERMIT
TOWNSHIP OF FREEHOLD SHADE TREE
1 Municipal Plaza Freehold, NJ 07728-3099
732-294-2073 fax 732-866-8944
www.twp.freehold.nj.us

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Date: _____ - _____ - _____

1.1 Name of Applicant _____
(If not an Individual, supply Legal Entity name - Corp., Partnership, LLC, Etc.)

1.2 Applicant Address _____

1.3 City, State _____ Zip _____ - _____

1.4 Phone # _____ - _____ - _____ Fax # _____ - _____ - _____

Mobile # _____ - _____ - _____ Other _____ - _____ - _____

E-mail _____

1.5 SUBJECT PROPERTY: Block _____ Lot _____ (Control # _____)

Subject Address _____ Closest Intersecting Road _____

1.6 STATUS of APPLICANT: Owner Contractor Purchaser Other _____
(Circle one) (Print)

1.7 IF APPLICANT IS NOT THE OWNER, the written and notarized consent of the land owner must be attached. _____ **Check if notarized consent is attached.**

1.8 MAP, DRAWING OR DIAGRAM ATTACHED? YES NO (circle one)
Name, address and phone number of plot plan author:

Name _____ Address _____ Phone # _____

1.9 STATE THE PURPOSE(S) FOR TREE REMOVAL:

1.10 HERITAGE/HISTORIC TREES? YES NO (circle one)
For 2 Ordinance examples see Chapter 366-8, 336-11

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2.0 APPLICANT'S CERTIFICATION

2.1 I, the undersigned, confirm that all of these statements are true and accurate.
I also verify that I have read and understand this application and have become familiar with the requirements contained in Chapter 336 TREES, Code of the Township of Freehold, New Jersey (Monmouth County).

The Code Book is viewable on-line at: www.twp.freehold.nj.us (E-Government - Municipal Code Book)

2.2 _____ / _____ - -
Print APPLICANT NAME SIGNATURE DATE

_____ / _____ - -
Print WITNESS NAME SIGNATURE DATE

=====

FOR SHADE TREE DEPARTMENT USE

YES NO Purpose of Tree Removal (1.9)
YES NO H/H Trees YES NO H/H Located YES NO H/H ID/Size/Condition
YES NO Dead Declining Street Tree Removal Request
YES NO Grade Changes Shown YES NO Map w/structures/driveway YES NO Plant List
ATTACHED NARRATIVE DATED ____ - ____ - ____

INSPECTOR COMMENTS: _____

RECOMMENDATION: APPROVED DENIED CONDITIONAL APPROVAL

Fee submitted: \$_____.00 Check #_____ DATE: ____ - ____ - ____
FORESTER - INSPECTOR

FOR TOWNSHIP CLERK USE:

ACTION OF THE TOWNSHIP COMMITTEE: APPROVED DENIED

DATE ____ - ____ - ____ APPROVED TREE REMOVAL PERMIT # ____ - ____

TOWNSHIP CLERK