

BOROUGH OF MOUNTAIN LAKES TREE REMOVAL PERMIT APPLICATION

TREE REMOVAL PERMIT

The **Setback Tree ordinance** requires the protection of all live trees six inches or greater in diameter (trees measured 4 ½ feet above the ground) within the setback areas on all privately owned property within the Borough. The purpose of this ordinance is to protect the tree canopy, which is identified as one of the major characteristics of the Borough. The setback tree ordinance encompasses requests for permission to remove trees, as well as required tree protection during construction.

What is the setback area?

For the majority of residential properties, the **setback area** requiring protection is measured from your property line and includes 40 feet on any street side and 25 feet on any non-street side of your property. These dimensions may vary, depending on what Zone your property is in. (See the Borough Zoning Map and Bulk Requirements, which provide the setbacks of all Zones in the Borough.)

Property owners must request permission to remove a tree. Removal of any live tree 6 inches or greater in diameter within the setback area requires a permit. Permit applications may be obtained from Borough Hall or on the Borough website.

Permit Procedure: A Tree Removal Permit Application must be submitted to the Borough Manager, and must include a survey or drawing indicating setback lines and the location of all trees over 6" in diameter. The trees to be removed must be clearly marked. Upon submittal of an application, a Shade Tree Commission representative may review your drawing and affected trees, and may meet with you to answer any questions you may have. Information regarding the application will be submitted to the Borough Manager for approval. The Borough Manager may request clarification from the homeowner prior to signing off.

What are the fees involved?

There is no fee for submitting a permit application. The Borough Code allows for automatic approval of the removal application if no more than 50% of the total trees within the setback area, up to a maximum of two, have been or will be removed in a twelve-month period. If more than 50% or more than 2 trees are to be removed, there is a fee of \$425 per additional tree.

The applicant may choose to replace the trees removed by planting new trees, as specified by Ord. 102-37. Upon submission of proof of the new tree planting, the Borough will refund the tree removal fee.

Please refer to **Borough Code Chapter 102-33 through 102-39** for more detailed information about the requirements of the Setback Tree Management Plan. If you have questions, please contact the Borough Manager at 973-334-3131.

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PERMIT APPLICATION

APPLICANT INFO

Property Owner _____ Phone _____ Date _____

Property Address _____ Email _____

Tree Company _____ Contact Name _____

Contact Phone _____ Contact email _____

TREE INFORMATION

Date(s) of Prior Tree Removal Applications: _____

Total number of Protected Trees within property setback that are 6" or more in diameter _____

Total number of live trees 6" or more in diameter in the setback areas to be removed _____

Are any of these trees "street trees" in the public right-of-way? Yes ___ No ___ # of trees _____

Reason(s) for removal _____

TREE REMOVAL PLAN

Attach a tree removal plan with a diagram showing the setback lines and location of all trees to be removed, the species of such trees, their diameter, the drip line of the trees to be removed, and the location of all existing proposed structures on the property and property lines. Indicate the location of any proposed replacement trees. A reproduction of the tax map or an existing survey modified to provide this information is acceptable. Provide location of any proposed replacement trees to be planted.

I have read and understand Ordinance 102-33 through 102-39 Tree Removal and agree to abide by ordinance requirements.

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Signature of applicant

Date

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INITIAL SITE VISIT– Completed by _____ Date _____

PERMIT ACTION

_____ **Approval granted** (no fee incurred and no more than 2 trees will be removed within a 12-month period.)

FINAL DISPOSITION

\$_____ Fee Paid (\$425 per tree for each tree over 2)

_____ Approved (based on review of all requirements).

_____ Denied – Reason _____

_____ Fee Refunded upon proof of planting of replacement trees

Signature of Borough Manager

Date