

BOROUGH OF MOUNTAIN LAKES TREE REMOVAL PERMIT APPLICATION

RULES REGARDING TREE REMOVAL

The Setback Tree ordinance requires the protection of all live trees eight 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 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 8 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, which must include a survey or drawing indicating setback lines and the location of all trees over 8" in diameter. The trees to be removed must be clearly marked. Upon submittal of an application, a Shade Tree Commission representative will 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 three, have been or will be removed in a twelve month period. If more than 50%, or more than 3 trees are to be removed, there is a fee of \$250 per tree and affected neighbors must be notified. No permit will be issued until 14 calendar days after notification has been delivered to each affected neighbor, except as identified in 102-36 A (1).

Please refer to **Borough Code Chapter 102-33 through 102-37** 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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PLEASE PRINT

Owner _____ Date _____

Property Address _____ Phone# _____

Tree Company _____ Phone# _____
Contact Name _____

Date(s) of Prior Tree Removal Applications

Total number of trees in the setback areas (all sides of lot) 8" or more in diameter _____

Total number of live trees 8" or more in diameter in the setback areas to be removed _____

Total number of dead trees to be removed _____

Reason(s) for removal _____

Attach a survey or drawing indicating setback lines and location of all trees 8" or more in diameter, and indicate which trees are to be removed.

If more than 50% or more than 3 trees are to be removed, provide evidence of affected neighbor notification and 14 day wait period.

Signature of applicant _____ Date _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE

INITIAL SITE VISIT– By _____ Date _____

PERMIT ACTION (check one)

_____ **Automatic Approval granted (no fee incurred & no more than 50% of trees in setback area up to a maximum of 3 will be removed)**

_____ **Ineligible for automatic approval**

_____ Evidence of neighbor notification and 14 day wait period

_____ Site visit with the Borough Manager – additional requirements

Final Disposition:

\$ _____ **Fee Paid** [\$250 per tree over 3]

_____ **Approved (based on review of all requirements)**

_____ **Denied- Reason** _____

Signature of Borough Manager _____ Date _____