



Borough of Ringwood Tree Removal Permit Application

Phone (973) 962-7880 ♦ Fax (973) 962-7823 ♦ building@ringwoodnj.net

TREE REMOVAL PERMIT APPLICATION

INSTRUCTIONS:

1. Complete the application.
2. Please do not submit this application until the trees to be removed are temporarily marked (ex. wrap with duct tape, colored ribbon, or tack a paper plate). The inspection cannot occur if the trees are not marked.
3. Submit the application and permit fee to the Building Department, by mail or in person. Make check payable to Borough of Ringwood, or pay with exact cash (in person only).

Number of Trees to Be Removed	Fee
1 – 5	\$ 50.00
6 - 10	\$ 100.00
11 - 20	\$ 200.00
21 - 100	\$ 300.00
101 - 150	\$ 400.00

4. You will be notified by mail if your request was approved or denied. Be assured that, as per Chapter 24-7 of the ordinance, the letter (and permit, if applicable) will always be mailed to you within 14 days of receiving the application, so plan accordingly.
5. Kindly refrain from calling or emailing for a status update.
6. Post the placard so that it is visible from the street on the day of tree removal.

Thank you.



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Date of Application _____ Block _____ Lot _____ Size of Lot (Sq Ft) _____

Property Owner

Name _____
Address _____
Phone _____
Email _____

Contractor

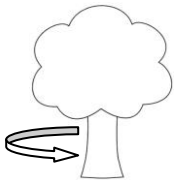
Name _____
Address _____
Phone _____ Email _____
License number _____

Count the number of trees you wish to remove:

	Trees between 4" and 8" in diameter
	Trees between 8" and 18" in diameter
	Trees over 18" in diameter

Count the remaining number of trees:

	Trees between 4" and 8" in diameter
	Trees between 8" and 18" in diameter
	Trees over 18" in diameter

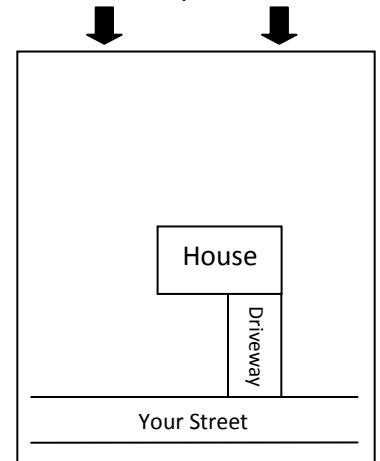


Measure at a point 4.5 feet above the ground. Diameter can be estimated by measuring distance around the tree with a tape measure and dividing by 3.14.

- Provide a sketch or survey numbering the trees to be removed. (Sample below)
- **Temporarily mark the tree(s).** Wrap with duct tape, colored ribbon, or tack a paper plate to the tree(s).

TREE #	TREE DIAMETER	REASON FOR REMOVAL

Make your own sketch or mark the sample sketch below



Reasons for Removal:

- 1 - Tree was planted for business purpose; Type of Business _____
- 2 - Room for approved lot improvements; Type of Improvement _____
- 3 - Tree is dead
- 4 - Tree is diseased: Letter from NJDEP Certified Tree Expert attesting to condition included (Yes or No)
- 5 - Prevent damage to existing building foundation or other portions of building
- 6 - Cut and fill has changed grade in excess of one (1) foot and tree well is not feasible
- 7 - Tree is too close to principal structure (provide distance) _____
- 8 - Other: Explain _____

I certify that the trees included in this application are situated on the subject property, and that the above information is accurate to the best of my knowledge. I grant permission for a representative of the Borough of Ringwood to enter my property for the purpose of approving this application, and further agree to abide by the provisions of Chapter 24 in the Ordinance book of the Borough of Ringwood.

Signature _____ Print Name _____ Date _____

For Office Use Only

# of Trees	Ordinance	Date paid	Fee	Check No. / Receipt No.