

TOWNSHIP OF WEST ORANGE
TREE REMOVAL APPLICATION PROCEDURE

STEP 1 THE APPLICANT	
	1. CHOOSES A QUALIFIED TREE REMOVAL CONTRACTOR Unless this work is to be performed by the property owner, you must use a Contractor that is properly registered with both the State of New Jersey as well as the Township of West Orange. A listing of acceptable contractors can be found on the Township Website www.westorange.org
	2. Completes application Section A , including block and lot numbers in the upper right hand box. Applications are available on line or may be picked up at the Department of Public Works Office, 25 Lakeside Avenue NOTE: Agent is the entity actually removing the tree(s). Agent must be either a New Jersey Licensed Tree Expert or New Jersey Licensed Tree Care Operator.
	3. Provides a survey or sketch showing approximate location of tree(s) proposed for removal.
	4. Marks trees proposed for removal with bright colored spray paint or ribbons.
	5. Provides written proof of notification to the adjacent property owners of the pending removals if any are within 2' of a property line.
	6. Provides a sketch or plan showing replacement trees and/or landscaping if applicable which shall include a listing of quantities, sizes and species of all replacement plant material.
STEP 2 THE FORESTER:	1. Inspects property and determines whether the tree or trees can be removed.
	2. Determines whether replacement will be required.
	3. Determines whether other precautionary measures will be needed to preserve trees such as the installation of a construction fence to create a protected root zone, pruning, deep root feeding and mycorrhizae inoculations, the creation of tree wells, approval of grading materials, etc.
STEP 3 THE APPLICANT:	1. Returns completed application to the Engineering Department.
	2. Pays the tree removal permit fee: Basic Permit Fee - \$25.00 Development Application Fee - \$300.00
	3. Obtains the permit
	4. Displays the permit in a location clearly visible From the street.