



Township of Springfield
Department of Public Works
100 Mountain Avenue Springfield, New Jersey 07081
Forester (973) 912-2253 / keith.decker@springfield-nj.us

<u>Office Use Only</u>
Date received _____
Date of inspection _____
Expiration Date _____
Permit # _____

TREE REMOVAL PERMIT APPLICATION

All applicable sections are to be completed or the application will not be accepted

I/We hereby make an application for a tree removal permit according to the attached detailed statements and plans herewith submitted. All provisions of the Township Ordinance and Twp. Official's guidelines and recommendations will be complied with, if specified herein or not.

1. Property Owner of Record / Name: _____ Signature: _____

Owner Address: _____

Property Address: _____ Block: _____ Lot: _____

Email Address: _____ Contact Number: _____

2. Applicant Information: Same as Property Owner of Record

Name: _____ Signature: _____

Address: _____ Email Address: _____

Contact Number: _____

3. **NOTE:** Any tree removal contractor that desires to conduct the business of maintaining, cutting, or removing trees within the Township must be registered with the Township of Springfield which is located on the Township's website.

Registered Tree Company Name: _____

Address: _____ Contact Number: _____

4. **NOTE:** For all construction related tree removals a tree protection zone must be established around trees designated and inspected by the Forester for preservation prior to issuance of the Tree Removal Permit.

If tree removal is necessary for construction, please indicate Building Permit Number and/or Grading

Permit Number: _____ Permit Number: _____ Date Issued: _____

5. This tree removal permit shall be effective for up to three months from receipt date:
 - a. All trees to be removed shall be marked prior to the Forester’s inspection.
 - b. If applicable, this permit shall be returned with a completed tree restoration plan showing location and species to be planted.

6. Non-refundable permit fee: \$75. If more than two (2) trees in a 12 month period are removed that will require an additional payment of \$50 per tree.

_____ **(Initials)** I/we understand that removal applications must be returned with a map showing trees to be removed and if applicable the location and species of replacement trees

_____ **(Initials)** I/We understand that trees to be removed are to be marked (spray paint, ribbon) prior to the Forester’s inspection

_____ **(Initials)** I/We agree to post the approved permit on site and to present it to a Township Official so requesting

_____ **(Initials)** I/We understand that the penalty for violations of the Springfield Township Shade Tree Removal Ordinance, is a fine not to exceed one thousand (\$1,000.00) dollars and that each tree cut or removed in violation of this Ordinance shall be considered a separate violation

_____ **(Initials)** I/We will superintend the removal of trees, and having the proper authority from the owner to apply for this permit and make this application, say that the statements made in this application are true and the proposed work will be done in accordance with the ordinances of the Township of Springfield governing tree removal and planting

7. To process your application efficiently, if applicable, please ensure that two separate checks are provided:
 - a. Permit Fee: This covers the cost of processing your permit application.
 - b. Tree Fund Payment: This contribution supports our ongoing efforts to maintain and enhance our urban forestry.
8. Provide a list of proposed trees with reason for removal, the DBH (diameter at breast height) **equal to or over 8”** and if applicable the number of replacement trees. (see replacement tree table on following page)

REPLACEMENT TREES

QUANTITY	SPECIES	REASON FOR REMOVAL	DBH	PLANTED	TREE FUND
<i>Example: 1</i>	<i>Red Oak</i>	<i>Encroaching house foundation</i>	<i>24”</i>	<i>1</i>	<i>2</i>

Replacement Tree Table

Diameter of Existing Tree	# Replacement Trees	Diameter of Existing Tree	# Replacement Trees
10" - 15"	1	25" - 30"	4
15" - 20"	2	30" - 35"	5
20" - 25"	3	35" and above	6

Provide a simple map of the property showing location of trees to be removed and if applicable the location and species of replacement trees.

OFFICE USE ONLY

PERMIT IS APPROVED / REMARKS: _____

PERMIT IS DENIED / REMARKS: _____

REQUIRED PLANTINGS _____

Application Fee: \$ _____

Tree Fund Fee: \$ _____

Inspection Credit: - \$ _____

Total Permit Fee: \$ _____

Forester: _____

Date of Issuance: _____

HELPFUL HINTS FOR FILLING OUT THE TREE PERMIT APPLICATION

Please review the following brief summary of information to assist you in completing the permit application. For more detailed information, the complete ordinance is available on the Township's website. Should you require additional assistance please contact the Forester at (973) 912-2253 / keith.decker@springfield-nj.us

As directed by the New Jersey DEP in 2024, all municipalities with a Tier A MS4 Stormwater Permit are required to adopt and enforce an ordinance to control tree removal and replacement to reduce stormwater runoff and pollutants, and to promote infiltration of rainwater into the soil.

- Applications are available online and from the zoning office at 20 North Trivett Ave.
- Applications that are not completely filled out, will not be accepted.
- Any tree over 8" eight in diameter measured at 4 ½' above the ground requires a permit to remove.
- A non-refundable application fee of \$75 is required which allows up to two trees to be removed within a 12 month period. A fee of \$50 per tree is required for any additional tree(s) removed within that period.
- Any tree removal contractor that desires to conduct the business of maintaining, cutting, or removing trees within the Township must be registered with the Township of Springfield. The list of registered tree removal contractors is available at the Township website. Should the contractor you prefer to use is not on the list, they can apply by submitting the application which is also available at the Township website
- Any tree over 8" diameter measured at 4 ½' above the ground, and unless exempted, will need to be replaced as per the table on the permit and the ordinance. In lieu of providing a replacement tree, you can pay a fee of \$275 per replacement tree to the Township of Springfield into a fund dedicated to the planting and continued maintenance of trees within the Township.
- Any dead or diseased tree upon certification by the only Township Forester or other qualified New Jersey Licensed Tree Expert with an ISA Tree Risk Assessment Qualification is exempted from the tree replacement requirements, but a permit with the appropriate fee is still required.
- The replacement tree must be at least (2" inches in caliper in diameter (for deciduous trees) or at least six feet (6') in height (for evergreen trees) and must be nursery stock, balled and burlapped and guaranteed for two years from the date of planting
- Tree Removal Permits are valid for 90 days. A new permit must be obtained after the expiration date or for trees not specifically included in the original application
- Should you decide to plant replacement trees in lue of paying to the Township tree replacement and maintenance fund, you have one year from the date of acceptance to plant.

§ 28-9 SPRINGFIELD RESTORATION PLAN

- No Township tree or tree in the public right-of-way shall be removed or altered except by the Department of Public Works or by a tree removal contractor so authorized by contract with the Township or by a permit issued by the Department of Public Works
- Any person, who removes one or more tree(s), as defined as Tree removal, with a DBH of eight (8") inches or more per acre, unless otherwise detailed under 28-6.3, shall be subject to the requirements of the Tree Replacement Requirements Table.
- Replacement trees shall;

1. Be replaced in kind with a tree that has an equal or greater DBH than tree removed or meet the Tree Replacement Criteria in the table;
2. Be planted within twelve (12) months of the date of removal of the original tree(s) or at an alternative date specified by the Township Forester;
3. Be monitored by the applicant for a period of two (2) years to ensure their survival and shall be replaced as needed within twelve (12) months; and shall not be planted in temporary containers or pots, as these do not count towards tree replacement requirements.
4. Any tree used in a required planting must be at least (2") inches in caliper in diameter (for deciduous trees) or at least six feet (6') in height (for evergreen trees) and must be nursery stock, balled and burlapped and guaranteed for two years from the date of planting. The Township Forester shall publish on the municipal website a suitable species list for replacement trees
5. The measurement of replacement trees will be done by utilizing a diameter tape in accordance with ANSI Standard Z60-1. Methods of caliper and height measurement shall be taken from ground level for field grown stock and from the soil line for container grown stock, which should be at or near the top of the root flare. Caliper measurement of the trunk shall be taken size (6") inches above the ground up to and including four (4") inches caliper size. If the caliper at six (6") inches above the ground exceeds four (4") inches, the caliper should be measured at twelve (12") inches above the ground
6. All trees shall be planted and maintained as per ANSI A300 Tree, Shrub, and Other Woody Plant Management Standard Practices. The applicable information will be provided on the Township's Website
7. The removed tree must be replaced according to the table on the permit that is dependent on the diameter measured at a point four (4 ½') feet above the ground of the existing tree that would be removed. If at the discretion of the Township Forester, due to available space, species of tree, or required space between plantings a lesser number would be appropriate, the Township Forester may grant a downward adjustment.
8. Replacement Alternatives
If the municipality determines that some or all required replacement trees cannot be planted on the property where the tree removal activity occurred, then the applicant shall do one of the following:
 - a. Plant replacement trees in a separate area(s) approved by the municipality.
 - b. In lieu of providing a replacement tree, the owner of real property shall pay a fee of \$275 per replacement tree to the Township of Springfield into a fund dedicated to the planting and continued maintenance of trees within the municipality