

CITY OF ENGLEWOOD

Tree Removal Permit Application



Englewood

P.O. Box 228 • Englewood, N.J. 07631

ESCROW ACCOUNT FORM:

APPLICANT'S NAME: _____

PROPERTY OWNER (if different) : _____

STREET ADDRESS OF WORK: _____

START DATE: _____ COMPLETION DATE: _____

CONTRACTOR: _____

CONTRACTOR'S ADDRESS: Street: _____

City: _____ State: _____ Zip: _____

CONTRACTOR'S PHONE NO.: _____

CONTACT PERSON: _____

SOC. SEC. NUMBER or TAX ID NUMBER: _____

ATTORNEY: _____

ATTORNEY PHONE NO.: _____

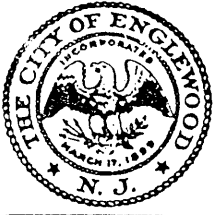
CITY OF ENGLEWOOD USE ONLY

ACCOUNT NUMBER: _____

PROJECT NAME: _____

BLOCK: _____

LOT: _____



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DESCRIPTION OF WORK

REASON FOR TREE REMOVAL: _____

LIST QUANTITY, CALIPER, AND SPECIES OF TREES TO BE REMOVED :

<u>SPECIES</u>	<u>CALIPER</u>	<u>QUANTITY</u>

LIST QUANTITY, CALIPER, AND SPECIES OF TREES TO BE REPLANTED :

<u>SPECIES</u>	<u>CALIPER</u>	<u>QUANTITY</u>

I hereby grant permission to the City of Englewood officials and/or their employees to enter the premises and make surveys and inspections during the operation.

DATE

SIGNATURE

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2

Name (as reported on your income tax return) _____

Business name, if different from above _____

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other _____ Exempt from backup withholding

Address (number, street, and apt. or suite no.) _____

City, state, and ZIP code _____

List account number(s) here (optional) _____

Requester's name and address (optional) _____

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person	Date
	_____	_____

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- an individual who is a citizen or resident of the United States,
- a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- any estate (other than a foreign estate) or trust. See Regulation section 301.7701-6(a) for additional information.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.



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TREE REMOVAL WITHIN THE CITY OF ENGLEWOOD

PERMIT REQUIRED:

No person shall cut or remove, or cause to be cut or removed more than three (3) regulated trees without first obtaining a written permit from the Office of the City Engineer or designee.

Permits may be obtained at the office of the City Engineer, K. Albert Associates, 9 East Street, Englewood, New Jersey 07631.

APPLICATIONS:

An application for such a permit shall include a designation of area which the work is to take place and a Site Plan of the proposed work. Site Plan is to be on a scale of one (1") inch equals thirty (30') feet or less, showing the location of existing trees and clearly marked boundaries. The Site Plan shall include lot and block numbers, street address, and certification of compliance with the requirements of the ordinance. The total acreage of the tract is to be noted, as well as existing trees with a DPM of eight (8") inches or greater on the tract. All trees to be removed shall be labeled as such. Location of all streams and watercourses, as well as slopes greater than ten (10%) percent where any tree removal is proposed shall be indicated on the plan.

PERMIT FEE:

The fee for a permit shall be Fifty (\$50.00) dollars per regulated tree to be removed, plus Two Hundred (\$200.00) for projects involving one acre of land or less, for each additional one-half (1/2) acre or part thereof above one acre, the fee shall be increased by Fifty (\$50.00) dollars.

ESCROW REQUIREMENTS:

No Tree Removal permit shall be granted to any applicant, until the applicant shall give a satisfactory escrow to the City in the amount of twice the required permit fee.

Office of the City Engineer:	K. Albert Associates 9 East Street Englewood, New Jersey 07631	(201)569-7590
Office of the City Clerk:	Ms. Lenore Schiavelli	(201)871-6612
Police Department, Traffic:	Sergeant Reilly	(201)871-6411 (201)568-2863
Attachments:	APPLICATION ORDINANCE 95-22 ORDINANCE 00-24	



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FEE SCHEDULE

PLANNING AND ENGINEERING:

ENGINEERING AND REVIEW FEES:	\$110.00 per hour
LEGAL FEES:	\$100.00 per hour

INSPECTION FEES:

CITY ENGINEER:	\$110.00 per hour
ENGINEERING STAFF:	\$110.00 per hour

RIGHT OF WAY PERMIT FEE:

\$25.00 plus bond

BOND REQUIREMENTS:

RGO 22-16(b)

CONCRETE CURB:	\$10.00 per linear ft.
CONCRETE CURB & GUTTER:	\$15.00 per linear ft.
CONCRETE SIDEWALK 5 INCHES:	\$4.00 per sq. ft.
CONCRETE SIDEWALK 7 INCHES (apron):	\$4.50 per sq. ft.
CONCRETE PAVEMENT:	\$7.00 per sq. ft.
ASPHALT CONCRETE BASE:	\$8.50 per sq. ft.
ASPHALT STONE BASE:	\$7.50 per sq. ft.
UNIMPROVED & PLANTED AREAS:	\$3.50 per sq. ft.
MINIMUM FEE:	\$100.00

SEWERS PERMIT FEE:

RGO 22-36

CONNECTION TO SANITARY: (residential or commercial)	\$35.00
CONNECTION TO SANITARY: (industrial)	\$100.00
CONNECTION TO STORM FACILITIES:	\$150.00
DISCONNECTION FROM STORM FACILITIES:	\$25.00

TREE PERMIT FEE:

The fee for a permit shall be Fifty (\$50.00) dollars per regulated tree to be removed, plus Two Hundred (\$200.00) dollars for projects involving one acre of land or less, for each additional one-half (1/2) acre or part thereof above one acre, the fee shall be increased by Fifty (\$50.00) dollars.

No Tree Removal Permit shall be granted to any applicant, until the applicant has given a satisfactory Escrow to the City in the amount of twice the required permit fee.



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CITY OF ENGLEWOOD
ORDINANCE NO. 95-22

An Ordinance regulating the removal of trees within the City of Englewood

BE IT ORDAINED by the Council of the City of Englewood, Bergen County, New Jersey, as follows:

SECTION 1. PURPOSE.

The City Council of Englewood has determined that it is necessary to maintain the City's tree stock so as to preserve the quality of life in Englewood because of its important role in maintaining the mature tree inventory, as well as preventing soil erosion and controlling drainage.

This ordinance preserves and perpetuates the City's tree stock through providing regulatory control over removal of trees which have attained a specific minimum size and to provide for orderly replacement plans by property owners or their agents.

SECTION 2. DEFINITIONS.

For the purposes of this Ordinance, the below terms have the following defined meanings.

B&B (balled & burlapped) means a method of excavation in which the subject tree is removed along with soil surrounding its roots and such soil and roots are wrapped and laced.

Diameter at Point of Measurement, or DPM, means the diameter of a tree measured at a point on the tree six (6) inches from ground level on the downhill side.

Emergency Removal means a removal which is necessitated by any event, whether natural or man-made, which requires the immediate removal of a regulated tree because it has been determined that such tree presents an imminent hazard to the public's safety. Such determination shall be made by a certified arborist or City Official as authorized by the City Manager.

Project means any undertaking whatsoever which would involve potential damage to or which may result in the planned or unplanned removal of regulated trees. Such projects shall include, but not be limited to, new construction, modifications of existing structures, grade modification and drainage improvement works, except for those exempted in section 8 of this ordinance.

Regulated Tree (see section 1 of ordinance No. 00-24).

Removal means any activity which results in cutting down completely or substantially eliminates a regulated tree from the City's tree stock.

Removal Period means a period of time consisting of 365 consecutive days after a project is regulated by this ordinance.

Replacement Plan means a plan developed in accordance with and conforming to the provision of this ordinance which has been approved by the City Engineer.

Replacement Tree means a nursery grown certified, balled and burlapped tree bearing a durable label upon which the following data is set forth: genus, species, variety, watering and fertilization requirements.

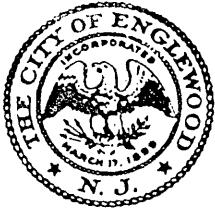
Site Plan means a plan as defined by the City's Municipal Land Use Ordinance.

SECTION 3. CUTTING OR REMOVAL RESTRICTED.

(see section 2 of ordinance No. 00-24)

SECTION 4. PERMIT REQUIRED.

A project Permit is required for the removal of more than three (3) regulated trees within the Removal Period.



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CITY OF ENGLEWOOD ORDINANCE NO. 95-22 ...

SECTION 5. PROJECT PERMIT APPLICATION PROCESS.

A. Project Permit Application Submission.

A Tree Removal Project Permit shall be submitted to the City Engineer.

B. Application Contents.

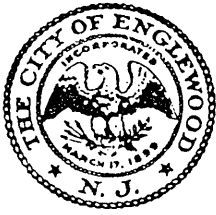
An application for applying for and issuing a Tree Removal Project Permit shall consist of the following:

1. The name and address of the owner of the land;
 2. The description of the lands in question, including the lot and block numbers of the land as shown on the current Tax Map of the City of Englewood;
 3. The purpose or reason for removing the tree(s);
 4. The quantity, caliper size and species of tree(s) to be removed;
 5. The proposed dates for commencement and completion of the project;
 6. Name and address of the person having express charge, supervision, and/or control of the proposed removal of tree(s)
 7. A written statement of plans for the proposed replanting of trees as required herein.
 8. A statement granting permission to City officials or their employees to enter the premises and make surveys and inspections as the work progresses; and
 9. A Tree Replacement Plan that includes quantity, caliper size and species of tree(s) to be replanted.
- C. The City Engineer shall review the application to determine whether such Project complies with this ordinance and shall provide written notice to the applicant indicating one of the following determinations:
1. The Project Permit is granted; or
 2. The Project Permit is granted subject to prescribed conditions attached to such notice; or
 3. The Project Permit is denied, in which event the written notice shall state the reasons for such denial.
- D. The City Engineer shall make the foregoing determination and prepare and furnish the foregoing notices within thirty (30) calendar days following submission of a completed application.
- E. Failure of the City Engineer to make said determination within such thirty (30) day period, or within any extension of time granted by the applicant, shall constitute and have the same effect as an approval.
- F. Any proposed change in the approved Project shall be submitted to the City Engineer for approval in the same manner as an original application for approval of a Project.
- G. The applicant shall maintain a copy of the approved Project at the project location which shall be available for inspection.

SECTION 6. TREE REPLACEMENT PLAN.

A Tree Replacement Plan shall consist of the following:

- A. A Site Plan, on a scale of one (1) inch equals thirty (30) feet or less, showing the location of existing trees and clearly marked property boundaries. There shall be a list identifying the number and species of trees inventoried. The Site Plan shall include the lot and block numbers, the street address, if assigned, and a certification of compliance with the requirements of the ordinance.
- B. Locations of streams and other watercourses.
- C. Locations of slopes of greater than ten (10%) percent where any tree removal is proposed.
- D. The location(s) on the tract where tree removal is to take place.
- E. The total acreage of the tract.
- F. The total number, by species, of existing trees with a DPM of eight (8") inches or greater on the tract.
- G. The total number, by species, of trees with a DPM of eight (8") inches or greater which are to be removed.
- H. All specific plans for replacement of removed trees shall be based on the following requirements:



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1. The replacement trees shall be planted on the property where the trees were removed or in a location designated by the City Engineer.
2. The Species of trees that are to be replaced shall be approved by the City Engineer in consultation with the Environmental Commission.
3. Replacement trees, including the size and number of trees, shall be planted in accordance with the following table:

Size of Tree Removed (inches DPM)

Number of Replacement Trees with at least a 2½" DPM

Eight, but less than twelve (8-12")	1
More than twelve, but less than eighteen (12-18")	2
More than eighteen, but less than twenty-four (18-24")	3
More than twenty-four, but less than thirty-six (24-36")	4
More than thirty-six (36") to be determined in consultation with the City Engineer after consideration of the project, but in any event, not less than six (6).	

SECTION 7. TREE REPLACEMENT FUND.

In certain circumstances, the City Engineer may authorize a contribution to the City's Environmental Commission Tree Fund in lieu of planting replacement trees on site where he determines that the purposes of this ordinance would be furthered thereby. Such contribution shall bear a reasonable relationship to the cost of planting trees which would otherwise be required under section 6 of this ordinance, but in no case shall it be less than \$200.00 per required replacement.

SECTION 8. EXEMPTIONS.

The following shall be exempt from the requirements of this ordinance:

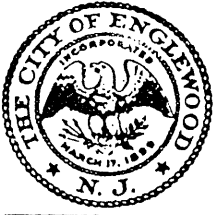
- A. Commercial nurseries.
- B. Pruning within the right-of-way by utility companies for maintenance of utility wires or pipelines. The utility company shall notify the City Engineer prior to commencing such work.
- C. Trees that are deemed to be removed by the City that are on or over a public right-of-way.
- D. Public park lands owned by the City of Englewood or Flat Rock Brook Nature Center.
- E. Trees that are removed as part of a Project which is subject to Planning Board Site Plan approval.
- F. Any Projects that have received building permits prior to enactment of this ordinance.
- G. Trees that are deemed to be removed as part of a municipal project.
- H. Emergency removals.

SECTION 9. PROTECTED AREA.

No permits shall be issued for the removal of any tree within the minimum planting areas set forth in the Zoning Ordinance of the City of Englewood unless the City Engineer determines that such removal is necessary.

SECTION 10. FEES.

(see section 3 of ordinance No. 00-24)



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SECTION 11. PENALTY.

Any person who violates any provisions of this ordinance shall be liable for a fine not to exceed One Thousand (\$1000.00) Dollars or imprisonment for a term not in excess of ninety (90) days, or both.

SECTION 12. SEVERABILITY.

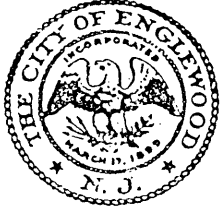
If any sentence, section, clause or other portion of this ordinance, or the application thereof to any person or circumstance, shall for any reason be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not effect, impair or repeal the remainder of this ordinance.

SECTION 13. INCONSISTENCY.

All ordinances or parts thereof inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 14. EFFECTIVE DATE.

This ordinance shall take effect immediately upon final passage and publication as required by law.



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CITY OF ENGLEWOOD
ORDINANCE NO. 00-24

**An Ordinance amending Ordinance No. 95-22 regulating the removal of trees
within the City of Englewood**

BE IT ORDAINED by the Council of the City of Englewood, Bergen County, New Jersey, as follows:

SECTION 1. DEFINITIONS.

Section 2 of Ordinance No. 95-22 of the City of Englewood entitled "An Ordinance Regulating the Removal of Trees within the City of Englewood" is hereby amended to amend the definition of regulated tree to read as follows:

"Regulated tree means a deciduous or coniferous tree which has attained at least thirty (30') feet in height or a DPM of at least eight (8") inches prior to any pruning, limb removal or other such activity."

SECTION 2. CUTTING OR REMOVAL RESTRICTION.

Section 3 of Ordinance No. 95-22 of the City of Englewood entitled "An Ordinance Regulating the Removal of Trees within the City of Englewood" is hereby amended to read in full as follows:

"Section 3. Cutting or removal restriction.

With the exception of the exemptions set forth in section 8 of this ordinance, no person shall cut or remove, or cause to be cut or removed, more than three (3) regulated trees upon any lands within the City of Englewood unless cutting or removal is performed in strict accordance with the provisions of this ordinance."

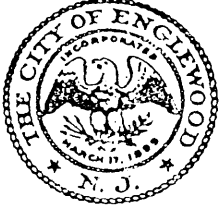
SECTION 3. FEES.

Section 10 of Ordinance No. 95-22 of the City of Englewood entitled "An Ordinance Regulating the Removal of Trees within the City of Englewood" is hereby amended to read in full as follows:

"Section 10. Fees.

An application for a Tree Removal Permit shall be accompanied by the required fee as set forth below:

- A. Permit for each tree removal - \$50.00
- B. Project involving one acre of land or less, the fee shall be \$200.00 and, for each additional one-half acre or part thereof above one acre, the fee shall be increased by \$50.00.
- C. An escrow shall be established in the amount of two (2) times the permit fee which shall be retained until the Tree Replacement Plan is completed. Engineering review fees in connection with the implementation of a tree replacement plan shall be paid from the escrow at the rate established for engineering review fees in connection with site plan approval. In addition, in the event the Tree Replacement Plan is not completed within the time specified by the City Engineer, the City may use such escrow to complete the Tree Replacement Plan or, in lieu thereof, deposit said escrow in the Tree Replacement Fund. Upon completion of the tree replacement plan, the balance remaining in said escrow after payment of the foregoing fees, if any, shall be returned to the applicant."



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SECTION 4. SEVERABILITY.

If any sentence, section, clause or other portion of this ordinance, or the application thereof to any person or circumstance, shall for any reason be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not effect, impair or repeal the remainder of this ordinance.

SECTION 5. INCONSISTENCY.

All ordinances or parts thereof inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 6. EFFECTIVE DATE.

This ordinance shall take effect immediately upon final passage and publication as required by law.