



Tree Removal Permit Applicationⁱ

(CAN BE SUBMITTED ONLINE – www.leonianj.gov)

Application Fee: \$20 Per Tree

Return the completed form to Leonia Building Department.

1. APPLICANT INFORMATION:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ EMAIL: _____

2. PROPERTY OWNER INFORMATION: (IF DIFFERENT THAN APPLICANT)

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ EMAIL: _____

3. DETAIL OF WORK TO BE PERFORMED (include tree species or type, diameter measured at 4 ½ feet from base of tree (PICTURE OF MEASUREMENT AS PROOF OF DIAMETER), and reason for removal)

4. PERSON/CONTRACTOR DOING TREE REMOVAL WORK:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ EMAIL: _____

LICENSE NUMBER: _____



Building Department

5. Is the trunk of the tree proposed for removal within 5 feet of a property line?

Yes ___ No ___

If yes, by signing below, the applicant attests that the applicant has notified the owner of the adjacent property in writing of the applicant's intent to remove the tree.

6. Is the tree proposed for removal on the property line?

Yes ___ No ___

If yes, then the applicant must provide written consent of the adjacent property owner at the time of filing this Application for a tree removal permit.

7. The Property Owner hereby elects (choose one of the following options):

_____ To seek a waiver of the payment of the Replacement Fee because the subject tree is dead, dying, diseased, or fatally damaged, as determined by a Licensed Tree Expert retained by the property owner at the property owner's expense, a copy of which determination is submitted with this Application together with a color photograph of the dead, dying, diseased or fatally damaged tree(s).

_____ To pay a \$75 fee to request an inspection by our town's Licensed Tree Expert to determine whether the tree is dead, dying, diseased, or fatally damaged. If the tree is deemed to be dead, dying, diseased, or fatally damaged, then the Replacement Fee will be waived. Otherwise, the Property Owner must pay the "Replacement Fee."

_____ To pay the "Replacement Fee" (see Fee Calculation page attached). Replacement fee is based on the Caliper x 2 method. Payment is due upon filing this Application. Checks should be made payable to "Leonía Shade Tree Trust Fund."

8. The Property Owner acknowledges that a condition to the approval of this Tree Removal Permit Application is that the Property Owner is required to meet with a member of the Shade Tree Commission or the Commission's designee within 30 days of the date of this Application.ⁱⁱ

ⁱ See §275 (Trees) for complete ordinance. A Tree Removal Permit Application must be completed for every tree to be removed.

ⁱⁱ Meeting with Shade Tree Commission is not required if Property owner is seeking waiver of payment because subject tree(s) is dead, dying, diseased or fatally damaged.



FEE CALCULATION

1. Fee Calculation: The fee for removing a healthy tree, pursuant to Chapter 275 Trees, Section 275-24 B(1) Issuance of Tree Removal Permits as determined by the Municipal Tree Expert, shall be calculated as follows:

- a. Divide the diameter of the tree to be removed (in inches) by 3.
- b. Multiply the result by 2 and round to the nearest whole number.
- c. Multiply this number by the current cost of procuring and planting a replacement tree, which is currently set at \$400.

2. Fee Example: For illustrative purposes, the removal fee for a 15-inch diameter tree would be calculated as follows:

- a. $15 \div 3 = 5$
- b. $5 \times 2 = 10$
- c. $10 \times \$400 = \$4,000$