



Department of Public Works

1 Perina Boulevard, Cherry Hill, NJ 08003 | Tel. 856 424-4422 | Fax 856 424-0119

Tree Removal Permit Application

General Requirements

A Tree Removal Permit is required for to any person desiring to destroy, cut, remove, or trim more than thirty (30%) percent of any tree (including trees in healthy or poor condition, and dead) that has a diameter at breast height (hereinafter “DBH”) equal to or greater than five (5) inches (or 15.7 inch circumference). The following are the only exceptions to a Tree Removal Permit:

1. removal of vegetation (bushes, shrubs, plants, etc.) or trees less than five (5) inches DBH;
2. the removal of invasive tree species (You must still contact DPW prior to removal to confirm/inspect);
3. the regular pruning and maintenance of trees;
4. for trees deemed an “Imminent Threat” (You must contact DPW prior to removal to confirm/inspect); or
5. for tree removal required as a precondition to the issuance of a Certificate of Continued Occupancy by the Township’s Property Maintenance Officer.

Tree Removal Permit Applications may be mailed to the Department of Public Works building located at 1 Perina Boulevard Cherry Hill, NJ 08003, faxed to (856) 424-0119, or emailed to tree@chnj.gov. Please be advised that an inspection from the Cherry Hill Township Public Works Department may be required prior to issuance of the permit. Please also allow 7 business days for processing and approval, as an inspection from the Cherry Hill Township Public Works Department may be required prior to issuance of the permit. **Trees must be marked prior to inspection.**

Residential Tree Removal Applications

Applies to any existing improved lot used entirely for residential purposes with no more than two (2) dwelling units and which is not the subject of an application for development. There is no fee associated with this type of application.

Residential Tree Removal Applicants may remove any number of dead trees and up to three (3) healthy and/or poor condition trees every twelve (12) months, except any size tree planted pursuant to a Tree Replacement Plan subject to § 21-5.8 and trees located within the public Right-of-Way and/or within three (3) feet of a public road may only be removed pursuant to § 21-5.2(c).

Residential Tree Removal Applicants may remove additional trees if any one or more of the reasons set forth in § 21-5.2(c) apply. Residential Tree Removal Applicants must also replace onsite, on a one-for-one basis, any healthy and/or poor condition trees removed in excess of three (3) trees within a twelve (12) month period, or pay a contribution to the Cherry Hill Tree Fund for each tree removed in excess of three (3) trees in the amount of \$175.00. For example, an applicant seeking to remove 5 healthy trees will be required to replant two (2) replacement trees onsite or make a payment of \$350.00 (\$175.00 per tree) to the Cherry Hill Tree Fund.

Commercial Tree Removal Applications

Applies to any improved or unimproved lot that is not a “Residential Tree Removal Application” as defined herein. There is a \$100.00 application fee due upon the submission of a Tree Removal Permit Application.

Commercial Tree Removal Applicants may only remove trees if any one or more of the reasons set forth in § 21-5.2(c) apply. Commercial Tree Removal Applicants must also replace onsite, on a one-for-one basis, all healthy and/or poor conditions trees removed or pay a contribution to the Cherry Hill Tree Fund for each removed tree in the amount of \$300.00. For example, an applicant seeking to remove 20 healthy trees and replant 10 trees onsite will be required to make a contribution of \$3,000.00 (\$300.00 per tree) to the Cherry Hill Tree Fund. Commercial Tree Removal Applicants may also be subject to any applicable conditions of approval and/or Site Plan requirements.

Applicant, Property Owner, and Contractor Information

(Required Section)

Application Type (Select One):

_____ Residential Tree Removal Applicant – No Fee required

_____ Commercial Tree Removal Applicant – **\$100.00 Application Fee due at the time of submission**

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____ Email: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____ Email: _____

Contractor's & Company Name: _____

Contractor's Address: _____

Contractor's Phone Number: _____ Contractor's Fax Number: _____

Contractor's Email: _____

All approved permits shall be emailed to the Applicant, unless otherwise noted below:

_____ Mail _____ Fax email _____ pick-up

I HEREBY CERTIFY that this application, the contents herein, as well as associated documents, is a true representation of all facts concerning the proposed tree removal activity. This application is made with my approval as Owner or Authorized Agent for the Owner, as evidenced by my signature below. FOR THE DURATION OF THE TREE REMOVAL PERMIT, IF ISSUED, I UNDERSTAND THE LEGAL RESPONSIBILITY AND CONSEQUENCES FOR ANY AND ALL VIOLATIONS OF THE CHERRY HILL ZONING AND GENERAL CODE ON THE PROPERTY DESCRIBED ABOVE

Signature: _____ Date: _____

Title (if applicable): _____

Consent of Owner (if applicable): _____ Date: _____

General Tree Removal Information

(Required Section)

For Residential Tree Removal Applicants Only:

1. List the total number of trees on your property: _____
2. List the total number of dead trees being removed: _____
3. Do you seek to remove more than three (3) trees in healthy or poor condition? ____ Yes ____ No

If No, list the number of trees being removed: _____

If Yes, complete the Section on Reasons for Tree Removal below.

4. List the total number of trees in healthy and/or poor condition being removed: _____
5. Have you removed any trees in healthy or poor condition within the last twelve (12) months? ____ Yes ____ No

If Yes, provide the date and number of trees removed: _____

6. Are you seeking to remove trees planted pursuant to a Tree Replacement Plan subject to § 21-5.8?
____ Yes ____ No

If Yes, complete the Section on Reasons for Tree Removal below.

7. Are you seeking to remove trees located within the public Right-of-Way and/or within three (3) feet of a public road?
____ Yes ____ No

If Yes, complete the Section on Reasons for Tree Removal below.

8. Are you proposing any Tree Replanting onsite? ____ Yes ____ No

If Yes, please complete the Section on Tree Replanting Information below.

If No, and you are removing more than three (3) healthy or poor condition trees, be advised that you may be required to contribute \$175.00 to the Cherry Hill Tree Fund for each tree above three (3) that is removed.

For Commercial Tree Removal Applicants Only:

1. List the total number of trees on your property: _____
2. List the total number of dead trees being removed: _____
3. List the total number of trees in healthy and/or poor condition being removed: _____
4. Are you proposing any Tree Replanting onsite? ____ Yes ____ No

If Yes, please complete the Section on Tree Replanting Information below.

If No, be advised that you may be required to contribute \$300.00 to the Cherry Hill Tree Fund for each tree removed.

Reasons for Tree Removal

This section **is required** for Residential Tree Removal Applicants, as applicable, **only if directed** as a result of answers provided in the previous section on General Tree Removal Information.

This section **is required** for all Commercial Tree Removal Applicants, as applicable, **except if** removing only dead trees.

1. Any trees within a distance of fifteen feet (15') around the perimeter of a proposed location to be occupied by a new building, structure, driveway, sidewalk, recreation area, and/or utilities, as shown on a plan approved by the Planning Board or Zoning Board of Adjustment, or approved by way of a Zoning Permit in accordance with the Cherry Hill Township Zoning Ordinance

List the number of trees being removed for the above reason(s): _____

Explain: _____

2. Any trees that have damaged, or will likely cause damage to, any building, structure, driveway, sidewalk, recreation area, and/or utilities

List the number of trees being removed for the above reason(s): _____

Explain: _____

3. For other good cause as determined by the Director of Public Works or his/her designee

List the number of trees being removed for the above reason(s): _____

Explain: _____

4. Any trees in conflict with a Grading Plan approved by the Township Planning Board, Zoning Board of Adjustment, and/or the Department of Engineering

List the number of trees being removed for the above reason(s): _____

Explain: _____

5. Any trees approved for removal by the Planning Board or Zoning Board of Adjustment

List the number of trees being removed for the above reason(s): _____

Tree Replacement Information

Complete this section **only if** proposing tree replacement onsite.

With regard to trees being removed:

1. Identify the species: _____
2. Diameter at Breast Height: _____
3. Location of trees: _____

For all proposed Replacement Trees:

1. Identify the species: _____
2. Provide the mature size: _____
3. Provide planting size: _____
4. Number of replacement trees: _____
5. Location of Plantings: _____
6. Timing of Planting: _____

Required Documents

- Residential Tree Removal Applicants seeking to remove only dead trees and/or less than three (3) healthy trees **will not need** to submit any additional documents.
- Tree Removal Applicants required to complete Reasons for Tree Removal and citing reasons 1, 2, or 3 **shall submit** a property survey or scaled plot plan showing the land upon which the tree is located, the location of the tree sought to be removed, cut, or destroyed and the distance of the tree(s) from existing structures and improvements, as well as proposed planting of Replacement Trees, as applicable;
- Tree Removal Applicants required to complete Reasons for Tree Removal and citing reasons 4 and 5 **shall submit** a copy of the approved Grading Plan, Zoning Permit, Site Plan, and/or Planning or Zoning Board approval, as applicable;
- Commercial Tree Removal Applications **shall submit** a copy of the most recent landscape plan approved by the Cherry Hill Planning Board or Zoning Board of Adjustment, if applicable. If no landscape plan is available, a property survey or scaled plot plan which details the location of all parking areas, landscape islands, and landscaped areas shall be submitted.

The Department of Public Works or his/her designee reserves the right to waive these documents or request any additional information deemed to be necessary and/or noted in § 21-5.5.

For Official Use Only

Submission Date: _____

Application No.: _____

Fee submitted: _____ N/A (Residential) _____ \$100.00 (Commercial)

Residential Tree Fund Contribution = _____ number of total healthy or poor trees being removed
Subtract 3 tree exception
Subtract _____ number of replacement trees being planted onsite
Equals _____ number of trees requiring compensation (must be > 0)
Multiply \$175.00 (per tree)
Total: _____ due to the Cherry Hill Tree Fund

Commercial Tree Fund Contribution = _____ number of total healthy or poor trees being removed
Subtract _____ number of replacement trees being planted onsite
Equals _____ number of trees requiring compensation (must be > 0)
Multiply \$300.00 (per tree)
Total: _____ due to the Cherry Hill Tree Fund