

ROAD AND RIGHT-OF-WAY PERMITS
TREE REMOVAL PERMIT
APPLICATION FORM

CITY OF PASSAIC
DIVISION OF ENGINEERING
 870 Main Avenue, 1st Fl., Passaic, NJ 07055
 Tel: (973) 365-5624 – Fax: (973) 365-5536



SCHEDULE OF FEES		
ROAD OPENING FEE (REQUIRED FOR TREE REMOVAL PERMIT).....		\$250.00
TREE REMOVAL PERMIT FEE.....	<u>NUMBER OF TREES</u>	<u>FEE</u>
	1 TO 5	\$50.00
	6 TO 10	\$100.00
	11 TO 20	\$200.00
	21 TO 50	\$300.00
	51 AND OVER	\$400.00, PLUS ADDITIONAL \$100.00 PER ADDITIONAL TREE

APPLICATION COMPLETENESS CHECKLIST – ENSURE ALL THESE ITEMS ARE SUBMITTED WITH YOUR APPLICATION

- ROAD AND RIGHT-OF WAY – TREE REMOVAL PERMIT APPLICATION FORM
 - FORMAL LETTER OF REQUEST ADDRESSED TO THE MUNICIPAL ENGINEER FOR EVALUATION AND APPROVAL.
 - ↳ Letter must include the following: purpose of the work (justification for tree removal), detailed description of the scope of work, and estimated date of completion.
 - PERMIT FEES
 - ↳ Personal/Company checks shall be made payable to the "CITY OF PASSAIC" (See Schedule of Fees). WE WILL NOT WRITE OUT CHECKS FOR YOU.
 - CERTIFICATE OF INSURANCE (COI) / PUBLIC LIABILITY INSURANCE POLICY
 - ↳ Certificate of Insurance **MUST** name the "CITY OF PASSAIC" as an additional insured; and
 - ↳ **MUST** include the address of the work site in the "Description of Operations Field"; and
 - ↳ City of Passaic **MUST** be listed as the Certificate Holder
- REFER TO MUNICIPAL CODE §259-6 FOR REQUIRED ENDORSEMENTS AND MINIMUM COVERAGE AMOUNTS**

PERMIT INFORMATION

APPLICATION DATE: _____ WORK SITE ADDRESS: _____

DETAILED DESCRIPTION OF WORK: _____

ANTICIPATED START DATE: _____ ANTICIPATED DURATION OF WORK: _____

APPLICANT INFORMATION

APPLICATION MADE BY: CONTRACTOR PROPERTY OWNER UTILITY COMPANY OTHER: _____

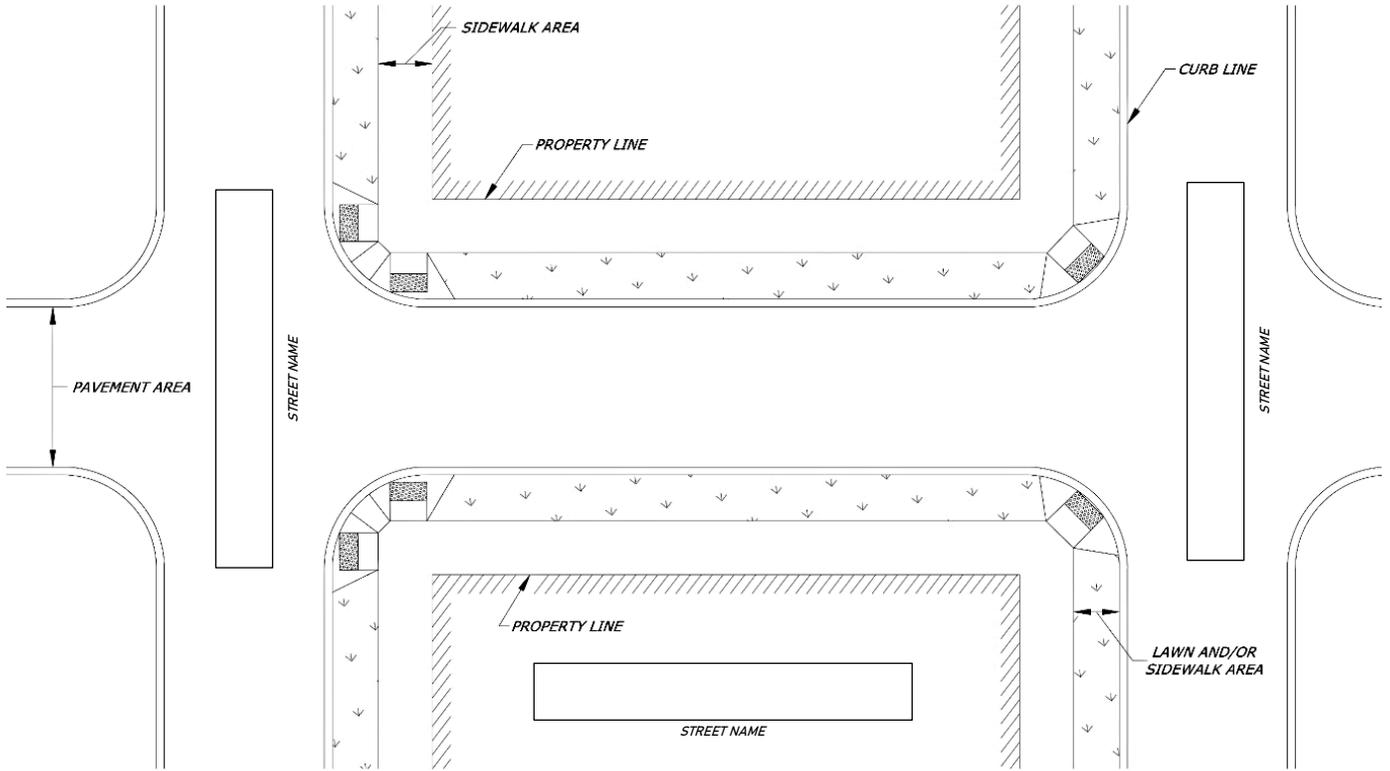
APPLICANT/COMPANY NAME: _____

ADDRESS: _____
Street Address Apartment / Unit / Suite

_____ City State Zip Code

PHONE/CELL: _____ 24-HR EMERGENCY CONTACT NAME/PHONE: _____

WORK SITE LOCATION SKETCH AND HAZARD ASSESSMENT



INDICATE ON THE SAMPLE SKETCH BELOW, OR PREPARE AND ATTACH A PROPERTY SKETCH OR SITE PLAN SHOWING PROPOSED WORK AND THE REQUIRED INFORMATION:

- ☞ PROPERTY LINES AND NEARBY INFRASTRUCTURE (HYDRANTS, GAS/WATER LINE VALVES, DRIVEWAYS, PEDESTRIAN SIGNALS, ETC.).
- ☞ LOCATION OF THE TREE(S) TO BE REMOVED. IF MULTIPLE TREES ARE PRESENT, TREES TO BE REMOVED MUST BE MARKED WITH AN "X".
- ☞ DESCRIPTION OF THE TREE REMOVAL METHOD (E.G., THINNING, SELECTIVE CUTTING, CLEAR-CUTTING, AESTHETIC PRUNING, ETC.).
- ☞ PROPOSED TREE REPLACEMENT LOCATIONS.
- ☞ IDENTIFICATION OF ALL TREE PROTECTION MEASURES TO TAKE (E.G., ERECTION OF SILT FENCING, CONSTRUCTION FENCING, TREE PRESERVATION FENCING, ETC.).

IS THE TREE VISIBLY DEAD, DYING, OR DISEASED? YES NO

DO THE TREES PROPOSED FOR REMOVAL PRESENT AN IMMEDIATE THREAT, LIFE HAZARD OR OBVIOUS DAMAGE TO STRUCTURES? (E.G. LEANING, CRACKING, ROOT LIFT, PROPERTY STRUCTURE, ETC.) YES NO

HAS A CERTIFIED ARBORIST EVALUATED THE TREE? YES NO
IF YES, ATTACH THE REPORT AND SUBMIT IT WITH THIS APPLICATION FORM

ARE THE UTILITY WIRES OVERHEAD OR ADJACENT TO THE PROPOSED SITE? YES NO

HAVE THE TREES PROPOSED FOR REMOVAL BEEN CLEARLY MARKED WITH SPRAY PAINT OR FLAGGING? YES NO

IS WORK WITHIN 100 FT. OF A SIGNALIZED INTERSECTION? YES NO

WILL THIS WORK AFFECT AN EXISTING NJ TRANSIT BUS STOP? YES NO

WILL THIS WORK REQUIRE A STREET/SIDEWALK CLOSURE OR DETOURS? YES NO

IF YES, THIS WORK REQUIRES: LANE SHIFT ALTERNATING TRAFFIC PEDESTRIAN DIVERSION/DETOUR DETOUR

FOR TRAFFIC CONTROL MEASURES AND REQUIREMENTS, CONTRACTOR MUST NOTIFY AND OBTAIN APPROVAL FROM THE DIVISION OF TRAFFIC OF THE PASSAIC POLICE DEPARTMENT AT LEAST 48-HOURS PRIOR TO COMMENCING WORK. IF REQUIRED, A TRAFFIC CONTROL PLAN MUST BE SUBMITTED FOR REVIEW. TRAFFIC DIVISION MAY BE CONTACTED AT (973) 365-3920 OR IN PERSON AT 41 MYRTLE AVENUE, PASSAIC, NJ 07055. "NO PARKING" SIGNS WILL BE PROVIDED BY THE TRAFFIC DIVISION AS NECESSARY.

NJ STATE LICENSED TREE COMPANY INFORMATION

IN ACCORDANCE WITH THE TREE EXPERTS AND TREE CARE OPERATORS LICENSING ACT (N.J.S.A. 45:15C-11), NO TREE WORK MAY BE PERFORMED WITHOUT THE APPROPRIATE STATE-ISSUED LICENSE OR CERTIFICATION. INDIVIDUALS CONDUCTING TREE CARE OPERATIONS MUST HOLD ONE OF THE FOLLOWING CREDENTIALS: LICENSED TREE EXPERT (LTE) OR LICENSED TREE CARE OPERATOR (LTCO)

TREE COMPANY NAME: _____

BUSINESS ADDRESS: _____
Street Address Apartment / Unit / Suite

_____ City State Zip Code

NJTC REGISTRATION #: _____ PHONE: _____

LTE/LTCO #: _____ EMAIL: _____

TREE REPLACEMENT SPECIFICATIONS

TREE REPLACEMENT REQUIREMENTS TABLE AS PER MUNICIPAL CODE §289-2B.(3)(d)		
CATEGORY	TREE(S) REMOVED (DBH)	TREE(S) REPLACEMENT REQUIREMENT
1	2.5" - 12.99" (STREET TREE) OR; 6" - 12.99" (OTHER)	REPLANT 1 TREE @ MIN. 1.5" TREE CALIPER PER TREE REMOVED
2	DBH OF 13 INCHES TO 22.99 INCHES	REPLANT 2 TREES @ MIN. 1.5" TREE CALIPER PER TREE REMOVED
3	DBH OF 23 INCHES TO 32.99 INCHES	REPLANT 3 TREES @ MIN. 1.5" TREE CALIPER PER TREE REMOVED
4	DBH OF 33 INCHES OR GREATER	REPLANT 4 TREES @ MIN. 1.5" TREE CALIPER PER TREE REMOVED

REPLACEMENT TREE TABLE (MUST MATCH MUNICIPAL CODE §289 - APPENDIX A. SEE ATTACHMENTS) ALL TREE(S) INTENDED FOR REMOVAL <u>MUST</u> BE LISTED IN THIS TABLE WITH THEIR IN-KIND REPLACEMENT DETAILS				
CATEGORY	DBH	EXISTING TREE SPECIES TO BE REMOVED	LOCATION ON PROPERTY <small>(FRONT, LEFT-SIDE, RIGHT-SIDE, REAR)</small>	REPLACEMENT TREE SPECIES
TOTAL NUMBER OF TREES MARKED FOR REMOVAL:			TOTAL NUMBER OF TREES WHICH POSE AN IMMEDIATE THREAT TO LIFE OR HAZARD:	

SPECIAL NOTES FOR CONTRACTOR

1. No work shall commence until the permit has been officially approved and issued by the Passaic Division of Engineering. Unauthorized work may result in enforcement actions, fines, or revocation of permit. The contractor **MUST** be in possession of the permit **BEFORE** commencing the work.
2. Call (800) 272-1000 at least 72 hours **PRIOR** to any sidewalk, roadway or soil excavation/disturbance for utility mark-outs.
3. All work must comply with ANSI A300 Pruning/Removal Standards and Z133 Safety Standards.
4. Posting of work zone and public safety is required. Tree protection zones must be clearly marked and maintained throughout the duration of the project.
5. Tree replacements **MUST** occur within 6 months from the date of removal of the original tree(s). Replacement trees must not be planted in temporary containers or pots. All disturbed "grass areas" shall be properly backfilled, top-soiled, fine-graded smooth, sodded/seeded, mulched, fertilized, and clean of debris. **NO EXCEPTIONS.**
6. The placement or maintenance of pavement, cement, or other materials must not obstruct air and water access to tree roots.
7. A minimum of six (6) square-feet of open ground is required at the base of street trees for every 3 inches of DBH, with one additional square-foot for every additional 2 inches of DBH. No exceptions may be granted except for proven hardship, and with written authorization of the Municipal Engineer.
8. The tree stump and roots must be ground out and all debris, branches, etc. must be removed. If altered, sidewalk must be repaired and restored to eliminate any hazards to pedestrians. Only whole sections of curb or sidewalk slabs shall be removed and replaced. **NO PATCHES ARE PERMITTED, NO EXCEPTIONS.** Property Owner/Applicant/Permittee must assume responsibility for the cost, labor and work site must be in good condition to the satisfaction of the Municipal Engineer.
9. The use or discharge of any harmful substances in a manner that could cause injury or death to tree life (e.g. gas, brine, oil, liquid dye, cement, etc.) into the soil surrounding tree roots or the tree itself is strictly prohibited. Remaining tree(s) **MUST** be protected at all times.
10. Construction work under this permit is prohibited on weekends, holidays, and outside the hours of 8:30 AM to 6:00 PM on regular working days, unless written approval is obtained from the Division of Traffic of the Police Department and the Municipal Engineer.
11. All excavations that are not backfilled to grade at the end of each work day shall be covered with steel plates or protected by barricades having self-powered flashers. In addition, site shall be cleared of debris and left in a safe condition for pedestrians and/or vehicles. Excavated material shall be removed from site.
12. No excavated material, construction material, or other items shall be placed or stored within any public street, roadway, or right-of-way unless such storage is expressly authorized by a written authorization issued by the Municipal Engineer. Any authorized storage shall be confined within the extended property lines of the premises for which the permit is granted and shall not occupy more than one-quarter (¼) of the total roadway width, as measured between curbs. In all cases, a minimum of twenty-two (22) feet of clear passage must be maintained for vehicular traffic on streets that remain open during work, and a minimum of five (5) feet of unobstructed access must be preserved within any pedestrian right-of-way, including sidewalks and walkways, to ensure public safety and accessibility. Materials must be stored in such a manner as not to interfere with or divert the natural flow of water along any street, roadway, or gutter. Any materials or equipment placed within the public right-of-way shall be adequately protected, secured, and continuously illuminated to ensure public safety. The permittee shall bear full responsibility for the installation, maintenance, and removal of all necessary safety measures, including barricades, warning signs, and any other devices required to safeguard the materials or equipment and to properly warn the general public of their presence.

STATEMENT OF UNDERSTANDING

The applicant/permittee/contractor hereby acknowledges and agree to fully comply with the following terms and conditions:

1. Permits issued are valid only for the period specified on the permit and that work must commence and be completed within this timeframe unless a written extension is granted by the Municipal Engineer.
2. The permit issued shall apply only to the scope of work described in the approved application and sketch. Any deviations or expansions of scope require prior written approval from the Passaic Division of Engineering and may require additional permits.
3. Violation of the provisions outlined in Municipal Code §289 – **Trees and Shrubbery**, including unauthorized tree removal, damage to public trees, or failure to comply with permit conditions, shall be subject to a penalty of \$1,000 per tree.
4. The applicant/permittee/contractor is responsible for the health and survival of all replacement tree(s) for a minimum period of 2 years ensure their survival. Any dead or declining trees must be replaced as needed.
5. Comply with all applicable local, county, and state laws, ordinances, regulations, engineering, and construction standards and requirements governing excavation, road access, utility connections, and trenching activities within the City of Passaic.
6. Assume all responsibility for any injuries or damages to the right-of-way, public or private property, including adjacent areas and structures, resulting from activities carried out under this permit, and will bear all associated labor and materials costs required to repair or restore disturbed areas (including pavement, sidewalks, and curbing) to a condition satisfactory to the Municipal Engineer.

7. Assume full responsibility for the maintenance and repair of the opening for a minimum period of two (2) years following the acceptance of the final restoration by the Passaic Division of Engineering.
8. City officials and authorized personnel have the right to inspect tree work at any time. Interference with city officials during tree-related work is prohibited.
9. Indemnify and hold harmless the City of Passaic and its agents from and against any and all losses, liabilities, claims, demands, payments, suits, actions, recoveries and judgements whatsoever in connection with the loss of life, personal injury, and/or damage to property arising out of or resulting in whole or in part from the activity as aforesaid.
10. Seek clarification directly from the Municipal Engineer or an authorized representative of the Passaic Division of Engineering for any unclear or ambiguous provisions within the permit requirements or related policies before proceeding with any work.

BY SIGNING BELOW, I AFFIRM THAT I HAVE READ, UNDERSTOOD, AND AGREE TO ABIDE BY ALL THE TERMS OUTLINED IN THIS STATEMENT OF UNDERSTANDING, AS WELL AS ANY ADDITIONAL CONDITIONS SET FORTH BY THE CITY OF PASSAIC IN THE ISSUANCE OF APPLICABLE PERMITS.

Signature of the Applicant/Permittee/Contractor

Date of the Application

Name of the Applicant/Permittee/Contractor

TREES AND SHRUBBERY

289 Attachment 1

City of Passaic

Appendix A

Approved list of replacement tree species and planting standards for City of Passaic

Tree Species	Cultivars	Planting Season	Planting Procedure (soil type, watering, pruning, staking, wrapping, exposure, depth, mulching, etc)
Acer Rubrum Red Maple		Spring/Fall	Full Sun to Part Shade, Soil Moisture - average to wet, Soil Type wide range (clay to sandy loam)
Acaer x Freemanii Freeman Maple	Armstrong, Fairfall, Marmo, scarlet Sentinel	Spring/Fall	Full Sun, Soil Moisture - average to dry, Soil Type wide range (clay to sandy loam)
Amelanchier laevis Shadblow Serviceberry		Spring/Fall	Full Sun to Part Shade, Soil Moisture - average to wet, Soil Type wide range (prefers well-drained loams)
Betula Nigra River Birch		Spring/Fall	Full Sun, Soil Moisture - average to wet, Soil Type- Prefers moist, acidic, fertile soils
Carpinus Caroliniana American Hornbeam	Native Flame	Spring	Part Shade, Soil Moisture - average to wet, Soil Type - Prefers moist, organically rich soils
Celtis Occidentalis Hackberry		Spring	Full Sun to Part Shade, Soil Moisture - average to dry, Soil Type wide range (clay to sandy loam)
Cercis Canadensis Eastern Red Bud		Fall	Full Sun to Part Shade, Soil Moisture - average to wet, Soil Type - Performs best in moderately fertile soils
Cercis Chinensis Chinese Redbud		Late Spring/Early Summer	Full Sun to Part Shade, Soil Moisture - average to wet, Soil Type - Performs best in moderately fertile soils
Cladrastis Kentukea Yellowwood	Sweetshade, Perkins Pink	Spring	Full Sun, Soil Moisture - average, Soil Type - Prefers moist well drained, organically rich soils.
Crataegus Crus-galli Cockspur Hawthorn	Thornless varieties only	Spring/Fall	Full Sun, Soil Moisture - average to medium moisture, Soil Type wide range (clay to sandy loam)
Ginkgo Bilobra Ginkgo, Maidenhair Tree		Spring/Fall	Full Sun, Soil Moisture - average to medium moisture, Soil Type wide range (clay to sandy loam)

PASSAIC CODE

Tree Species	Cultivars	Planting Season	Planting Procedure (soil type, watering, pruning, staking, wrapping, exposure, depth, mulching, etc)
Gladitsia Triacanthos Honey Locust	Moraine, Shademaster, Sunburst, Imperial	Spring/Fall	Full Sun, Thornless, Soil Moisture - average to medium moisture, Soil Type wide range (clay to sandy loam)
Gymnocladus Dioicus Kentucky Coffeetree		Early Winter/Early Spring	Full Sun, Soil Moisture - Medium moisture, Soil Type organically rich, well-drained soils
Liquidambar Styraciflua American Sweetgum	Cherokee, Rotundiloba, Slender Silhouette, Worplesdon	Early Winter/Early Spring	Full Sun to Part Shade, Soil Moisture - average to wet, Soil Type wide range (clay to sandy loam)
Liriodendron Tulipifera Tulip Tree	Ardis, Arnold, Emerald City, Fastigiatum	Spring/Fall	Full Sun, Soil Moisture - average, Soil Type - organically rich, well-drained loams
Metasequoia Glyptostrobooides Dawn Redwood		Fall	Full Sun to Part Shade, Soil Moisture - average to wet, Soil Type - well-drained loam
Nyssa Sylvatica Black Gum		Spring/Fall	Full Sun, Soil Moisture - average to wet, Soil Type sandy loam
Ostrya Virginiana Eastern Hop Hornbeam		Spring/Fall	Full Sun to Part Shade, Soil Moisture - Medium moisture, Soil Type organically rich, well- drained soils
Platanus x Acerifolia London Planetree		Spring/Fall	Full Sun to Part Shade, Soil Moisture - average to wet, Soil Type wide range (clay to sandy loam)
Prunus Cistena Purple-leaf Sand Cherry		Early Spring	Full Sun, Soil Moisture - average, Soil Type - organically rich, well-drained loams
Prunus Sargentii Sargent Cherry		Early Spring	Full Sun, Soil Moisture - Medium moisture, Soil Type organically rich, well-drained soils
Prunus Virginiana Chokecherry		Spring/Early Summer	Full Sun to Part Shade, Soil Moisture - average to dry, Soil Type wide range (clay to sandy loam)
Quercus Bicolor Swamp White Oak	Hightower	Spring	Full Sun, Soil Moisture - average to wet, Soil Type wide range (clay to sandy loam) Prefers acidic soil
Quercus Coccinea Scarlet Oak	Kindred Spirit, Fastrigiata, Skyrocket	Spring	Full Sun, Soil Moisture - average to dry, Soil Type wide range (clay to sandy loam)
Quercus Macrocarpa Bur Oak		Spring	Full Sun, Soil Moisture - average to dry, Soil Type wide range

TREES AND SHRUBBERY

Tree Species	Cultivars	Planting Season	Planting Procedure (soil type, watering, pruning, staking, wrapping, exposure, depth, mulching, etc)
			(clay to sandy loam) Prefers moist well-drained loams
Quercus Muehlenbergii Chinkapin Oak		Spring	Full Sun, Soil Moisture - average to dry, Soil Type wide range (clay to sandy loam) Prefer moist fertile loams
Quercus Michauxii Chestnut Oak		Spring	Full Sun, Soil Moisture - average to wet, Soil Type wide range (clay to sandy loam) Prefer moist fertile loams
Quercus Palustris Pin Oak		Spring	Full Sun, Soil Moisture - average to wet, Soil Type wide range (clay to sandy loam) Prefer moist fertile loams
Quercus Phellos Willow Oak		Spring	Full Sun, Soil Moisture - average to medium moisture, Soil Type wide range (clay to sandy loam) Prefer moist well-drained loams
Quercus Robur English Oak		Spring	Full Sun, Soil Moisture - average to medium moisture, Soil Type wide range (clay to sandy loam) Prefer moist well-drained loams
Quercus Rubra Northern Red Oak		Spring	Full Sun, Soil Moisture - average to medium moisture, Soil Type wide range (clay to sandy loam) Prefers acidic soil
Tilia Americana American Linden		Spring/Fall	Full Sun to Part Shade, Soil Moisture - average to medium moisture, Soil Type wide range (clay to sandy loam) Prefers moist, fertile, well-drained loams
Ulmus Americana American Elm	Accolade, Frontier	Spring/Fall	Full Sun to Part Shade, Soil Moisture - average to medium moisture, Soil Type - Prefers moist, fertile, well-drained loams
Ulmus Parvifolia Lacebark Elm		Spring/Fall	Full Sun, Soil Moisture - average to medium moisture, Soil Type - Prefers rich, moist loams
Zelkova Serrata Zelkova		Spring	Full Sun, Soil Moisture - average to medium moisture, Soil Type - Prefers rich, moist loams