



TOWNSHIP OF JACKSON
SHADE TREE COMMISSION
MUNICIPAL BUILDING
95 WEST VETERANS HIGHWAY
JACKSON, NJ 08527
TELEPHONE 732-928-1200 EXT 241 FAX 732-928-1397
planningzoning@jacksontwpnj.net

INSTRUCTIONS FOR OBTAINING A DEVELOPMENT PERMIT FOR THE REMOVAL OR DESTRUCTION OF TREES AND SHRUBS

In compliance with Township Ordinance Chapter 100, 21-09, you are required to complete the attached application with the following information.

Please complete and submit the following:

1. Fill in all applicable information and be as precise as possible in the work description.
2. Sign form.
3. Pay application fee and inspection fee (if applicable)
4. Attach one or more of the following:
 - a. Map or tax map of property with location showing cross streets or landmarks.
 - b. One copy of site plan, plot plan, or survey of property.
 - c. For new construction:
Detail of area where tree removal is to occur and locate trees on plan, to include existing tree line, proposed tree line, and on certain application a tree locater number.
 - d. For existing residential lots:
Sketch location of trees to be removed on site plan, plot plan, survey of property or a hand drawn map.
5. For new construction:
Stake, paint, or flag all limits of clearing, including driveway, septic, centerline of roads, accessory structures, etc. and post Block/Lot **PRIOR TO SUBMITTING APPLICATION.**
6. For existing lots:
Stake, paint, or flag all trees to be removed on property. Failure to attach and perform the above information will delay the permit process. **Please allow at least 2 weeks for processing.**

The Tree Specialist will perform a site visit on your property to inspect all trees to be removed. If you need to be present, please arrange with the Tree Specialist at (732) 525-5656. You do not have to be present for the site visit and appointments may extend time for review. An additional fee of \$25.00 will be required if your application is deemed incomplete, tree have not been marked, or perhaps you can not keep your appointment.

Tree replacement and fees will be noted on the permit and you will be notified by Planning and Zoning Office when permit is ready for pickup. Only after the fee is paid and the permit has been returned to you can any tree removal work be done. The permit is valid for 12 months from issue date and only for the trees indicated on the application.

Replacement trees - If your tree removal request requires replacement trees to be provided, the following specifications and or options are available:

- All replacement deciduous trees must be at 2 - 2 ½ " at 6" above root flare,
- All evergreen plants must be at least 6 – 8' in height
- In applicable circumstances, landscaping may pay for or reduce replacement totals
- All replacements must be planted on site unless you can not physically accommodate them, then
- Pay the calculated replacement amount or
- Plant replacements off-site on municipally owned property pursuant to the **municipal tree planting plan**

Thank you for your cooperation.

Gary Lovallo CTE273, CA, CF
Jackson Twsp Tree Specialist

732-525-5656 office

732-525-3202 Fax

Chestnutafs@optonline.net