

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

In compliance with Jackson Township Ordinance 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 the following, as applicable:
  - a. Tax map page 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 or 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) 462-7400. 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, trees have not been marked or if perhaps you cannot 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.

Thank you for your cooperation.

Ronald Dollman, CTE 473  
Jackson Township Tree Specialist 732.462.7400 office 732.409.0756 fax