

SOIL MOVEMENT PERMIT APPLICATION GUIDELINES

SUMMARY

The Soil Movement Permit Application is required to be submitted for any Soil (see definition below) and/or any increase of impervious areas.

Application fees are determined by the description of the work being done. The Application and appropriate application fee are submitted together. We accept cash, check (made out to the Township of Mahwah) or credit card (plus a small credit card processing fee). A W-9 Form must be filled out and signed for the deposit of escrow and/or guarantees.

As defined in Chapter 28 of the Code:

IMPERVIOUS SURFACE – Page 1, #3b of the Application

Shall mean any structure, surface, or improvement that reduces or prevents absorption of stormwater into land, including, but not limited to, porous paving, paver blocks, gravel, crushed stone, decks, patios, elevated structures, and other similar structures, surfaces, or improvements.

SOIL – Page 1, #4 of the Application

Shall mean any earth, sand, clay, loam, gravel, humus, tree stumps, minerals, mud, silt, ore, muck, stone, rock or dirt, without regard to the presence or absence therein of organic matter, and any debris whether organic or construction debris including but not limited to asphalt, concrete and macadam.

IMPORTANT ITEMS

Signatures on Pages 3 and 5 of the Application are to be notarized.

Page 4 of the Application must be completed to be routed accordingly by the Township prior to the Soil Movement Permit being issued. For Professional Review or Public Hearing Applications, submission of a Certificate of Insurance is required.

***** BE ADVISED THAT EFFECTIVE JULY 15, 2024: ALL APPLICATIONS MUST CONSIDER ORDINANCE 2033 OF THE MUNICIPAL CODE FOR THE REVISED TREE PRESERVATION REQUIREMENTS.**

NUMBER OF SIGNED AND SEALED PLANS TO BE SUBMITTED (BY CATEGORY)

- Administrative Review – 1
- Professional Review – 3
- When Septic or a Well is involved – 4

* PDF of plans submitted can be email to: csiniscalchi@mahwahtwp.org

SUMMARY OF APPLICATION CATEGORIES

EXEMPT SOIL MOVEMENT ACTIVITIES

ACTIVITIES: New Septic Systems (Tanks and Disposal Systems)
Utility excavations by Licensed Utility Co. (ex. gas, water, electric, cable, telephone)
Soil Borings
Test Pits
Hazardous Waste Cleanups
Landscaping / Gardening, up to 20 Cubic Yards of Soil

APPLICATION: None Required

APPLICATION FEE: None

ESCROW FEE: None

PLANS BY ENGINEER: No

CERTIFICATE OF INS.: No

GUARANTEES: No

AS-BUILT SURVEY: No

ADMINISTRATIVE REVIEW SOIL MOVEMENT APPLICATION

ACTIVITIES: Filling of abandoned wells, septic systems, cisterns, swimming pools or residential “non-leaking”
fuel oil tanks
Pools, 1 – 199 Cubic Yards of Soil
Additions, 1 to 999 square feet or less than 10% of Lot Area
Increase in Impervious Area, 1 to 999 square feet or less than 10% of Lot Area
*Impervious Area Includes patios, pools, decks, driveways, accessory structures, additions, etc.
Landscaping / Site Work, 21 to 100 Cubic Yards of Soil

APPLICATION: Fill out Applicable Information on Form (N/A – IF NOT APPLICABLE)

APPLICATION FEE: \$50.00

ESCROW FEE: None

PLANS BY ENGINEER: No

CERTIFICATE OF INS.: No

GUARANTEES: No

AS-BUILT SURVEY: No

PROFESSIONAL REVIEW SOIL MOVEMENT APPLICATION

ACTIVITIES: Pools, ≥ 200 Cubic Yards of Soil
Additions, ≥ 1000 square feet or more than 10% of Lot Area
Increase in Impervious Area, ≥ 1000 square feet or more than 10% of Lot Area
*Impervious Area Includes patios, pools, decks, driveways, accessory structures, additions, etc.

Landscaping / Site Work, 101 to 999 Cubic Yards of Soil

APPLICATION: Full Application Form

APPLICATION FEE: \$100.00

ESCROW FEE: New Single Family Dwellings (or knockdowns) \$2,500.00

Others (Pools, Additions, Increase in Impervious Area, Landscaping) \$ 700.00

Site Plans and Subdivision Improvements \$1,800.00**

**Plus additional fees based on volume/number of units (see below)

PLANS BY ENGINEER: If Determined

CERTIFICATE OF INS.: Yes

GUARANTEES: Yes

AS-BUILT SURVEY: If Determined

PUBLIC HEARING SOIL MOVEMENT APPLICATION

ACTIVITIES: $\geq$ 1000 Cubic Yards of Soil, or
Where Variances and/or Waivers are required.
APPLICATION: Full Application Form
APPLICATION FEE: \$100.00
ESCROW FEE: Single Family Dwellings, Pools, Additions, Landscaping, etc. \$2,500.00
Site Plans and Subdivision Improvements \$1,800.00**
**Plus additional fees based on volume/number of units (see below)
PLANS BY ENGINEER : Yes
CERTIFICATE OF INS.: Yes
GUARANTEES: Yes
AS-BUILT SURVEY: Yes

****ADDITIONAL FEES FOR SITE PLANS AND SUBDIVISIONS**

\$.40/cy. for first 3,000 c.y.
\$.25/c.y. for next 2,000 c.y.
\$.15 for amount greater than 5,000 c.y.

FOR SUBDIVISIONS

Fee amount for major subdivisions is for the roadway, utility and drainage improvements.
Additional fees to be determined based on the number of dwelling lots proposed in accordance with the fee required for each dwelling unit, as noted above.

ADDITIONAL COMMENT

The administrative Officer has the discretion to require a Professional Review Soil Movement Application and/or Public Hearing Soil Movement Application and associated fees if it involves soil movement related to one or more of the following:

- a. Existing and/or proposed drainage facilities or improvements;
- b. Wetlands and/or flood plain concerns; or
- c. Contains unique engineering issues; or
- d. Unique topographic conditions.

(FOR TWP. USE ONLY)
SOIL APPLICATION NUMBER: _____

DISTRIBUTION LIST: TWP. ENG.: ____ BLD. DEPT. ____ ENV. COMM. ____ ORIG. ____

TWP. ENG.: ____ BLD. DEPT. ____ ENV. COMM. ____ AMENDED: ____

I. PRE-APPROVAL DATA REQUIREMENT

1. PROPERTY DESCRIPTION

- a. Block(s) _____ Lot(s) _____
b. Street Address _____

2. PROPERTY OWNER/PERMITEE

- a. Name(s) _____
b. Street Address(es) _____
c. Municipality(ies) _____
d. Telephone Number _____
e. E-mail Address _____

3. WORK PROPOSED/REASON FOR SOIL APPLICATION/PROJECT DESCRIPTION _____

- a. TOTAL LOT AREA _____ (SQ. FT.)
b. TOTAL IMPERVIOUS AREA (SQ. FT.) BEING CREATED IN CONNECTION WITH THIS APPLICATION _____

4. DESCRIPTION OF SOIL TO BE MOVED

	<u>Quantity</u>	<u>Type of Soil</u>
a. Volume of Cut	_____ c.y.	_____
b. Volume of Fill	_____ c.y.	_____
c. Volume to be Imported	_____ c.y.	_____
d. Volume to be Exported	_____ c.y.	_____
e. Volume of Soil to be Moved	_____ c.y.	_____

5. SOIL MOVEMENT TIME LIMITS: START _____ COMPLETION _____
(1 YEAR MAXIMUM, ONLY 1 APPLICATION PER YEAR)

6. WETLANDS DATA

- a. Has a wetlands investigation been done on the subject lot(s), and on the surrounding property(ies)? Yes ____ No ____
b. If yes, Date: _____ Yes ____ No ____
c. Are wetlands present on the site? Yes ____ No ____
d. Are wetlands present on the adjacent property(ies)? Yes ____ No ____
e. Has a wetlands delineation been done for on-site wetlands? Yes ____ No ____
f. If yes, Date: _____
g. Are on-site wetlands proposed to be disturbed? Yes ____ No ____
h. Is the site subject to buffer or transitions zone restrictions from wetlands on adjacent property(ies)? Yes ____ No ____
i. Has the wetlands permit been secured for the site? Yes ____ No ____
j. What agency issued said permit? _____
k. Has a copy of said approval/permit been submitted with this application? Yes ____ No ____

(1) _____
Administrative Officer Date

Comments

7. EROSION CONTROL PLAN

- a. Is Bergen County Soil Conservation District approval required? Yes ___ No ___
- b. Has this approval been secured? Yes ___ No ___
- c. Has a copy of the plan certification been submitted with this application? Yes ___ No ___
- d. The following is a written description of the plan to control soil erosion and sediment:
-

8. TOPOGRAPHIC MAP

- a. Has the topographical map been submitted with the application? Yes ___ No ___
- b. Is the scale of the map 1" = 50', or larger? Yes ___ No ___
- c. Is the map on sheets no longer than 42" x 36"? Yes ___ No ___
- d. Is the map referenced to the USGS datum? Yes ___ No ___
- e. Has the map been prepared, certified and sealed by a N.J. licensed professional engineer and land surveyor? Yes ___ No ___
- f. Does the map show the present grades of the lot(s) to, from or upon which it is intended to import, deposit, excavate, move or remove soil? Yes ___ No ___
- g. Has aerial topography been utilized to establish ground elevations? Yes ___ No ___
- h. Does the map show the present grades of all land within two hundred (200) feet of the boundaries of the subject lot(s)?
(If this application is for a single-family home site, circle N/A not applicable) Yes ___ No ___
- i. Does the map show the present grades of all abutting streets, and rights-of-way, for the full width of the rights-of-way and full frontage(s) of the subject parcel(s)? Yes ___ No ___
- j. Does the map contain the proposed final grades shown by contour lines over the entire parcel when the work has been completed, at intervals no greater than two (2) feet)? Yes ___ No ___
- k. Does the map show the quantity, in cubic yards, of soil involved
- l. in the work of cutting, filling, importing, exporting, and/or stockpiling, together with the location(s) and base area(s) of any proposed stockpile(s). Yes ___ No ___
- m. Does the map show proposed slopes and lateral supports, which shall be not more than one (1) foot vertical to six (6) feet horizontal, to adjacent properties and on the lot upon which the work is to be done? Yes ___ No ___
- n. Does the map show present and proposed surface water drainage, and the means of control of same? Yes ___ No ___
- o. Does the map contain spot grades showing the proposed elevations at all building corners, at edges of all paved areas and at all bend points in retaining walls? Yes ___ No ___
- p. Does the map show the location and limits of all on-site wetlands and wetlands buffer and transition areas? Yes ___ No ___
- q. Does the map show the boundaries of the lot(s) in question and of all lots with area within two hundred (200) feet of the perimeter(s) of the subject lot(s)? Yes ___ No ___
- r. Does the map show the location(s), length(s), types(s), size(s), and detail of all soil erosion and sediment control measures proposed for use on the site? Yes ___ No ___

9. APPLICATION FEE

- a. Does the application include the requisite fees as noted in Ordinance 1581? Yes ___ No ___
- b. What is the amount of the fee submitted? _____

10. WAIVERS REQUESTED FROM PRE-APPROVAL DATA REQUIREMENTS

- a. The total number of waivers being requested from pre-approval data requirements is _____
- b. A listing of the nonconformities, and the reason(s) for the waiver request(s), is as follows:

<u>Nonconformity</u>	<u>Reason</u>
_____	_____
_____	_____

11. SIGNATURE AND NOTARIZATION

I certify that the statements set forth in this application are true to the best of my knowledge, information and belief, and I consent to the filing of this application with the Township of Mahwah. I further acknowledge that I will be responsible for payment of any fees and charges (including professional fee escrow account charges) pertaining to this application which are not paid by the applicant and that all such unpaid fees and charges shall become liens on the subject property.

Sworn and subscribed to
Before me this day
of 20

Signature of Property Owner

Notary Public of New Jersey

Print Signer's Name

My Commission Expires:

Signer's Title (Corporate Title if a Firm or Corporation)

II. POST-APPROVAL/PRE-ISSUANCE DATA REQUIREMENTS

1. LOCATION(S) TO WHICH EXCESS SOIL WILL WE EXPORTED

Street Address _____
Municipality _____ State _____

2. LOCATION OF SOURCE OF SOIL TO BE IMPORTED

Street Address _____
Municipality _____ State _____
Owner _____
Owner's Telephone Number, Area Code () _____

3. PERSON(S) IN CHARGE OF SOIL MOVEMENT OPERATIONS

Name _____
Street Address _____
Municipality _____ State _____
Telephone Number, Area Code () _____

4. PERSON(S) IN CHARGE OF SOIL TRANSPORTATION

Name _____
Street Address _____
Municipality _____ State _____
Telephone Number, Area Code () _____
Type of Vehicle for Import/Export _____

5. ROUTE OF TRAVEL

The route to be used by vehicles to access the site for soil, material and equipment pick up, and/or for delivery of soil, material and equipment, shall as be follows (roads in Mahwah).

To Site: _____
From Site: _____

6. LIABILITY INSURANCE

- | | |
|---|--------------|
| a. Has a certificate of insurance been submitted with the application? | Yes___ No___ |
| b. Is the insurance held by or for the benefit of the Township of Mahwah? | Yes___ No___ |
| c. Is the insurance coverage in amounts equal to the minimum figures stipulated in the Code? | Yes___ No___ |
| d. Does the insurance cover the full term (i.e.: date of commencement to date of completion) of the permit? | Yes___ No___ |

7. GUARANTEES

- | | |
|---|--------------|
| a. Is a developer's agreement required in conjunction with this project? | Yes___ No___ |
| b. Will an overall performance guaranty be posted in connection with the developer's agreement? | Yes___ No___ |
| c. If an overall performance guaranty is not to be posted, have you posted
*- a separate performance guaranty? | Yes___ No___ |
| *- a separate revegetation guaranty? | Yes___ No___ |
| d. Amounts of Separate guarantee circle N/A if not applicable
- Performance guarantee | \$ _____ |
| - Revegetation guarantee | \$ _____ |

e. Guarantee Submission Verification

Performance Guarantee Received	\$ _____
Revegetation Guaranty Received	\$ _____
Date Received	_____
Signature of Planning Board Administrative Officer or Designee	_____

8. WAIVERS REQUESTED FROM POST – APPROVAL/PRE-ISSUANCE DATA REQUIREMENTS

- a) The total number of waiver being requesting from post-approval/pre-issuance data requirements is _____
- b) A listing of the nonconformities, and the reason(s) for the waiver request(s), is as follows:

Nonconformity	Reason
_____	_____
_____	_____

9. SIGNATURE AND NOTARIZATION

I certify that the statements set forth in this application are true to the best of my knowledge, information and belief, and I consent to the filing of this application with the Township of Mahwah. I further acknowledge that I will be responsible for payment of any fees and charges (including professional fee escrow account charges) pertaining to this application which are not paid by the applicant and that all such unpaid fees and charges shall become liens on the subject property.

Sworn and subscribed to
Before me this day
of 20

Signature of Property Owner

Notary Public Of New Jersey

Print Signer's Name

My Commission Expires:

Signer's Title (Corporate Title if a Firm or Corporation)

****EMAIL ADDRESS REQUIRED:**

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-			-		
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

GUIDELINES

TREE PRESERVATION, REMOVAL AND REPLACEMENT PERMIT APPLICATION

SUMMARY

Tree removal in the Township of Mahwah is to be performed in accordance with Ordinance No. 2033, effective July 15, 2024. A copy of this Ordinance can be found at:

<https://www.mahwahtwp.org/DocumentCenter/View/7130/Ordinance-Amending-Chapter-14-Tree-Preservation-to-Revise-Requirements--Conform-with-the-NJDEP-Model-Tree-Removal--Replacement-Ordinance>

Applicant must complete Sections 1 through 6 of the Application.

KEY DEFINITIONS

TREE

Shall mean any woody perennial plant having a diameter or width 12 inches or greater and/or a circumference greater than 38 inches measured at ground level. If a plant has multiple stems, then the aggregate of the stem diameters and/or the aggregate of the circumferences shall be used in determining whether the plant is a “tree.”

DIAMETER AT BREAST HEIGHT (DBH)

Shall mean the diameter of the trunk of a mature tree generally measured at a point four and a half feet above ground level from the uphill side of the tree. For species of trees where the main trunk divides below the 4 ½ foot height, the DBH shall be measured at the highest point before any division.

HAZARD TREE

Shall mean a tree or limbs thereof that meet one or more of the criteria below. Trees that do not meet any of the criteria below and are proposed to be removed solely for development purposes are not hazard trees.

At the discretion of the Township, Applicants for removal of Hazard Trees may be required to provide a certification from a Licensed Tree Expert (LTE) that the trees in question meet the definition of a Hazard Tree as per this Ordinance. The Township reserves the right to have an Arborist of the Township review the Applicant’s Application and Certification.

- a. Has an infectious disease or insect infestation;
- b. Is dead or dying;
- c. Obstructs the view of traffic signs or the free passage of pedestrians or vehicles, where pruning attempts have not been effective;
- d. Is causing obvious damage to structures (such as building foundations, sidewalks, etc.); or
- e. Is determined to be a threat to public health, safety, and/or welfare by a certified arborist or LTE.

REPLACEMENT TREE

Shall mean a tree to be planted as a replacement for the removal of a tree as described in Section 14-4 of this Chapter. The Township shall develop and maintain a list of desirable replacement trees.

TREE REMOVAL

Shall mean to kill or to cause irreparable damage that leads to the decline and/or death of a tree. This includes, but is not limited to, excessive pruning, application of substances that are toxic to the tree, over-mulching or improper mulching, and improper grading and/or soil compaction within the critical root radius around the base of the tree that leads to the decline and/or death of a tree. Removal does not include responsible pruning and maintenance of a tree, or the application of treatments intended to manage invasive species.

ITEMS OF NOTE

For Single Family Residential Properties, the cutting or removal of not more than two (2) trees per lot during any calendar year (for example, if the Applicant removed 2 trees in July, 2024, the “count” resets to zero on January 1, 2025). **A Property Owner is still responsible for submitting a Tree Preservation, Removal and Replacement Permit Application for the removal of exempt trees and/or hazard trees.**

The cutting, removal or destruction shall not commence until all governmental approvals required by the Mahwah Land Use Department, Planning Board or Board of Adjustment have been obtained and a Soil Movement Permit has been issued by the Township.

Any person, firm, corporation or individual violating any provision of this Chapter shall upon conviction thereof be punishable by a fine not exceeding \$2,000 per offense and other penalties in accordance Section 1-5

of the Township Code. The party responsible is ultimately the owner of the property. The cutting, destruction or removal of each tree shall constitute a separate offense.

TREE REPLACEMENT REQUIREMENTS

Replacement trees must be provided in accordance with the table below.

Tree Replacement Requirements Table:

Category	Tree Removed (DBH)	Tree Replacement Criteria (See Appendix A)	
1	DBH of 2.5" to 17.99" (for street trees) or 12" (for non-street trees) to 17.99"	Replant 1 tree with a minimum tree caliper of 2.5" for each tree removed	
2	DBH of 18" to 23.99"	Replant 2 trees with minimum tree calipers of 2.5" for each tree removed	
3	DBH of 24" to 29.99"	Replant 3 trees with minimum tree calipers of 2.5" for each tree removed	
4	DBH of 30" or greater	Replant 4 trees with minimum tree calipers of 2.5" for each tree removed	

Replacement tree(s) shall:

1. Be replaced in kind with a tree that has an equal or greater DBH than tree removed **or** meet the Tree Replacement Criteria noted above.
2. Be planted within twelve (12) months of the date of removal of the original tree(s) or at an alternative date specified by the Township.
3. Be monitored by the Applicant for a period of two (2) years to ensure their survival and shall be replaced as needed within twelve (12) months.

Prior to the removal of any trees, as per this Ordinance, a pre-Tree Removal Inspection is to be performed by the Township's Department of Land Use. At a minimum, those required to attend this meeting are a representative of the property owner, a representative of the tree removal company and a representative of the Township's Department of Land Use.

It is the Applicant's responsibility to have the trees to be removed clearly delineated in field prior to the required Inspection.

FEES

Tree Removal Category	Application Fee
Exempt	\$50
Board Application and/or removal of up to 5 trees	\$100
Removal of 6 to 10 trees	\$150
Removal of 11 or more trees	\$200

TIMEFRAME TO REVIEW

The enforcement officer shall within 15 business days of receipt of the completed application:

1. Visit and inspect the location and inspect the land and trees that are the subject of the application;
2. If necessary, meet with the applicant to discuss the application; and
3. Grant or deny the requested permit in whole or in part, or make recommendations that would make the application acceptable to the enforcement officer.

Township Of Mahwah

LAND USE DEPARTMENT

475 Corporate Drive

Mahwah, New Jersey 07430



Doug Burns, Property Maintenance Inspector
CEnforcer@mahwahtwp.org
(201) 529-5757 x 246

TREE PRESERVATION, REMOVAL AND REPLACEMENT PERMIT APPLICATION

(MAHWAH USE ONLY)

PERMIT NO: _____

DATE RECEIVED: _____

1. Property Information

Owner: _____

Address: _____

Block: _____ Lot: _____

Phone: _____

Email: _____

Applicant Information (if different than owner)

Applicant: _____

Address: _____

City: _____ State / Zip: _____

Phone: _____

Email: _____

2. Licensed Tree Company Information (if property owner, please note same below)

Name: _____

Is Vendor Registered with Township: YES NO

Address: _____

Vendor Registration No.: _____

City: _____ State / Zip: _____

Is Vendor a Licensed Tree Expert (LTE) YES NO

Phone: _____

LTE Number: _____

Email: _____

3. Property Owners/Applicant Certification

By signing below, I certify:

That I have read and understand Ordinance 2033 (add link to Ordinance) governing this work and hereby agree to comply fully with same.

I consent to the submission of the application if it is submitted by someone other than the Property Owner.

Property Owner's Name (Print)

Property Owner (Signature)

Date

TREE REMOVAL DETAILS

4. Trees to be Removed (12" DBH or greater)

Tree #	Species	DBH (diam at breast height)	Removal Location (front, rear, left side, right side)	Reason for Removal	Exempt from Tree Replacement Requirement (up to 2 trees per residential lot, hazard trees are exempt)	
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO

* add additional sheet, if needed.

5. Trees Replacement Schedule

<i>B</i> Diameter of Tree(s) TBR	<i>A</i> Number of Trees TBR	<i>C</i> # of Replacement Trees Required	<i>D</i> Total # of Replacement Trees (Column <i>A</i> x Column <i>C</i>)
Hazard Trees		0	
Residential Exempt Trees (up to 2)		0	
Condo or Commercial Prop (up to 2 per acre)		0	
12" to 17.99"		1	
18" to 23.99"		2	
24" to 29.99"		3	
30" or greater		4	

TOTAL**6. Provide Sketch, Plot Plan or Markup of Property Survey**

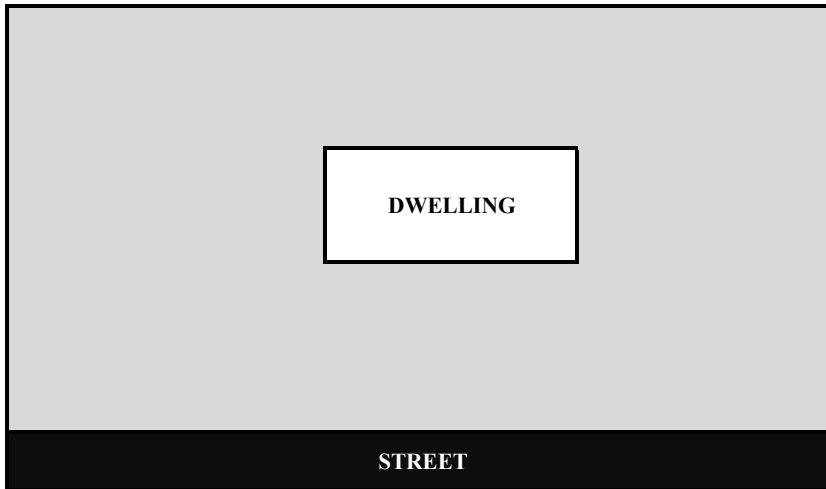
Sketch or plan must depict road, house location, driveway and location and size of proposed trees to be removed.

Has sketch or plan depicting trees proposed to be removed been provided:

YES NO

Have trees proposed to be removed been marked in the field with tape or ribbon:

YES NO



1. Please mark location of tree to be removed with an (x) along with size.

Permit applications must be submitted to the Township at least 15 business days prior to proposed tree removal.

Anticipated date of tree removal: _____

Is the tree removal associated with any of the following: (check all that apply)

____ Township Soil Movement Permit Application	Has Soil Permit been issued? _____	(YES/NO) Date: _____
____ Township Planning Board Application	Approval been received? _____	Date: _____
____ Township Board of Adjustment Application	Approval been received? _____	Date: _____
____ Township Building Department Application	Permits been received? _____	Date: _____

7. Application Fees

Please make checks payable to the Township of Mahwah.

Tree Removal Category Greater than 12" DBH	Application Fee	Check No or Cash
Exempt (up to 2 per residential lot & all hazard trees)	\$50	
Removal of 3 to 5 trees or Board Application	\$100	
Removal of 6 to 10 Trees	\$150	
Removal of 11 or more Trees	\$200	

8. Tree Removal Inspection (to be filled out by Township)

As per Section 14-11d of the Township Code:

Prior to the removal of any trees, a Tree Removal Inspection must be performed by the Twp's Dept. of Land Use

Inspection Date: _____

Those Present: _____

Comments: _____

9. For Review by Mahwah Land Use Department

Review of application by Township Land Use Department

Approved _____

Denied _____

Comments: _____

Signature: _____

Doug Burns, Property Maintenance Inspector

Date