

Borough of Woodbury Heights

TREE REMOVAL FORM

Tree Removal & Replacement Requirements

Local Ordinance Chapter 100B

For **all** street or non-street tree removal, of trees with a DBH of 8" or more, this form **MUST** be submitted to the Municipal Clerk for review and approval. **No tree shall be removed until municipal officials have reviewed and approved the removal to ensure compliance.**

To Be Submitted Directly to Borough of Woodbury Heights (Municipal Clerk):

1. Completed & Signed Tree Removal Form
2. Completed Exemption Checklist
3. Tree Location & Replacement Plan (If Applicable)
4. All Applicable Fees (See Form)
 - a. Cash or Check (Made to "The Borough of Woodbury Heights")

The Municipal Clerk will then forward to the following Borough Officials for review and approval:

1. Public Works Department
2. Zoning/Code Official

Any questions may be submitted to:

Municipal Clerk-	500 Elm Ave Woodbury Heights, NJ 08097 856.848.2832 ext. 10 Email: rmc@bwhnj.com
Public Works Manager-	500 Elm Ave Woodbury Heights, NJ 08097 856.848.2832 ext. 35 Email: ppwm@bwhnj.com

Note: The Applicant must receive a signed and approved copy of this application before any trees may be removed.



Borough of
**WOODBURY
HEIGHTS**



Tree Removal Form

To Be Filled Out By the Applicant:

Name of Applicant:

Block /Lot:

Address:

Phone Number:

Email:

Name of Contractor (if Applicable):

Address:

Phone Number:

Email:

TREE REMOVAL DETAIL:

Number of Trees Being Removed: _____

Description of Trees (Type, Location, Diameter (DBH), etc.):

I believe the tree(s) being removed is/are Hazardous: YES NO

I have reviewed and understand the Borough's ordinance regarding tree removal and replacement (attached). Initial:_____

If replacement trees are required, as determined by the Borough, I will submit a Tree Location & Replacement Plan and/or the required Fees. Initial: _____

Signature: _____ **Date:** _____

Borough of Woodbury Heights

TREE EXEMPTION CHECKLIST

Please review and check all of the following that apply:

- Resident has removed less than five (5) "non-exempt" trees per property or acre within a five-year period
- Property is a tree farm in active operation, nursery, fruit orchard, and/or garden center
- Property is used for the practice of silviculture under an approved forest stewardship or woodland management plan that is active and on file with the municipality
- Tree(s) being removed as part of a municipal or state decommissioning plan. This exemption only includes trees planted as part of the construction and predetermined to be removed in the decommissioning plan.
- Tree(s) being removed pursuant to a New Jersey Department of Environmental Protection (NJDEP) or U.S. Environmental Protection Agency (EPA) approved environmental clean-up, or NJDEP approved habitat enhancement plan
- Approved game management practices, as recommended by the State of New Jersey Department of Environmental Protection, Division of Fish, Game and Wildlife
- Tree (s) is/are a Hazard Tree(s)* and may be removed with no fee or replacement requirement but should still be documented with a Tree Removal Form to the Borough Clerk (*to be approved by Borough Public Works Department*)

**Hazard Tree as defined in Borough Ord. No.4-2024- §100B-2*



Borough of
**WOODBURY
HEIGHTS**



Tree Removal Form

To Be Filled Out By the Public Works Department:

Date of Inspection: _____ Block /Lot: _____
Address: _____

Address: _____

Exempt/Hazard Trees Found:

<p>Trees Being Removed:</p> <ul style="list-style-type: none"> • DBH of 8"-12.99" : _____ • DBH of 13'-22.99": _____ • DBH of 23"-32.99": _____ • DBH of 33' & > : _____ 	<p>Replacement Trees Required:</p> <ul style="list-style-type: none"> • 1 Tree w/ Min 1.5" Per Tree Removed : _____ • 1 Tree w/ Min 1.5" Per Tree Removed : _____ • 2 Trees w/ Min 1.5" Per Tree Removed : _____ • 2 Trees w/ Min 1.5" Per Tree Removed : _____
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A "Tree Location & Replacement Plan" or Fee is required: YES or NO

Authorized By: _____ Title: _____

Signature: _____ Date: _____

To Be Filled Out By the Zoning/Code Official:

Comments: _____

Authorized By: _____ Title: _____

Signature: _____ Date: _____

To Be Filled Out By the Borough Clerk's Office:

[Seal]

Approved: All the required paperwork & fees have been recieved & reviewed.

Fees Due: _____ Paid: _____

Denied: Reason for Denial _____

Signature/Title: _____ Date: _____

Chapter 100B

TREE REMOVAL AND REPLACEMENT

§ 100B-1.	Purpose.	§ 100B-4.	Exemptions.
§ 100B-2.	Definitions.	§ 100B-5.	Enforcement.
§ 100B-3.	Regulated activities.	§ 100B-6.	Violations and penalties.

[HISTORY: Adopted by the Mayor and Council of the Borough of Woodbury Heights 4-17-2024 by Ord. No. 4-2024 . Amendments noted where applicable.]

§ 100B-1. Purpose.

A chapter to establish requirements for tree removal and replacement in the Borough of Woodbury Heights, Gloucester County, NJ, to reduce soil erosion and pollutant runoff, promote infiltration of rainwater into the soil, and protect the environment, public health, safety, and welfare.

§ 100B-2. Definitions.

For the purpose of this chapter, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this chapter clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The use of the word "shall" means the requirement is always mandatory and not merely directory.

APPLICANT — Any "person," as defined below, who applies for approval to remove trees regulated under this chapter.

CRITICAL ROOT RADIUS (CRR) — The zone around the base of a tree where the majority of the root system is found. This zone is calculated by multiplying the diameter at breast height (DBH) of the tree by 1.5 feet. For example: a tree with a 6" DBH would have a CRR = 6"x1.5' = 9'.

DIAMETER AT BREAST HEIGHT (DBH) — The diameter of the trunk of a mature tree generally measured at a point 4 1/2 feet above ground level from the uphill side of the tree. For species of trees where the main trunk divides below the 4 1/2 foot height, the DBH shall be measured at the highest point before any division.

HAZARD TREE — A tree or limbs thereof that meets 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:

- 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.);

- E. Is determined to be a threat to public health, safety, and/or welfare by a certified arborist, a Licensed Tree Expert (LTE), or the Borough Zoning Official or their designee; or
- F. Has been damaged by a storm.

PERSON — Any individual, resident, corporation, utility, company, partnership, firm, or association.

PLANTING STRIP — The part of a street right-of-way between the public right-of-way and the portion of the street reserved for vehicular traffic or between the abutting property line and the curb or traveled portion of the street, exclusive of any sidewalk.

RESIDENT — An individual who resides on the residential property or contractor hired by the individual who resides on the residential property where a tree(s) regulated by this chapter is removed or proposed to be removed.

STREET TREE — A tree planted in the sidewalk, planting strip, and/or in the public right-of-way adjacent to the portion of the street reserved for vehicular traffic. This also includes trees planted in planting strips within the roadway right-of-way, i.e., islands, medians, pedestrian refuges.

TREE — A woody perennial plant, typically having a single stem or trunk growing to a considerable height and bearing lateral branches at some distance from the ground.

TREE CALIPER — The diameter of the trunk of a young tree, measured six (6) inches from the soil line. For young trees whose caliper exceeds four (4) inches, the measurement is taken twelve (12) inches above the soil line.

TREE REMOVAL — 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.

§ 100B-3. Regulated activities.

A. Application process.

- (1) Any person planning to remove a street tree, as defined as tree removal, with DBH of 8" or more or any non-street tree with DBH of 8" or more on their property shall submit a tree removal form to the Borough Clerk. No tree shall be removed until municipal officials have reviewed and approved the removal to ensure compliance. A tree removal form along with a tree location and replacement plan shall be submitted with preliminary site plan or preliminary major subdivision applications that propose the removal of more than five (5) trees of 8" diameter or more. Site plan and subdivision plan applicants will be subject to the tree replacement requirements below.

B. Tree replacement requirements.

- (1) Any person who removes one or more street tree(s) with a DBH of 8" or more, unless exempt under § 100B-4, shall be subject to the requirements of the Tree Replacement Requirements Table below.
- (2) Any person, who removes one or more tree(s), as defined as tree removal, with a DBH of 6" or more per property or acre, unless otherwise detailed under § 100B-4, shall be subject to the requirements of the Tree Replacement Requirements Table.

- (3) The species type and diversity of replacement trees shall be in accordance with Appendix A.¹
- (4) Replacement tree(s) shall:
 - (a) Be replaced in kind with a tree that meets the tree replacement criteria in the table below;
 - (b) Be planted within two planting seasons of the date of removal of the original tree(s) or at an alternative date specified by the municipality;
 - (c) Be monitored by the applicant for a period of two planting seasons to ensure their survival and shall be replaced as needed within that time; and
 - (d) Shall not be planted in temporary containers or pots, as these do not count towards tree replacement requirements.
 - (e) The Borough does not encourage the planting of street trees in the public planting strip between the curblineline or sidewalk. Trees should be planted at least 10 feet away from sidewalks.

Tree Replacement Requirements Table		
Category	Tree Removed (DBH)	Tree Replacement Criteria (See Appendix A²)
1	DBH of 8" (for street trees) or 8" (for non-street trees) to 12.99"	Replant 1 tree with a minimum tree caliper of 1.5" for each tree removed
2	DBH of 13" to 22.99"	Replant 1 trees with minimum tree calipers of 1.5" for each tree removed
3	DBH of 23" to 32.99"	Replant 2 trees with minimum tree calipers of 1.5" for each tree removed
4	DBH of 33" or greater	Replant 2 trees with minimum tree calipers of 1.5" for each tree removed

C. Replacement alternatives.

- (1) If the municipality determines that some or all required replacement trees cannot be planted on the property where the tree removal activity occurred, then the applicant shall do one of the following:
 - (a) Plant replacement trees in a separate area(s) approved by the municipality (within two planting seasons).
 - (b) Pay a fee of \$200 per tree removed. This fee shall be placed into a fund dedicated to tree planting and continued maintenance of trees.

1. Editor's Note: Appendix A is included as an attachment to this chapter.
 2. Editor's Note: Appendix A is included as an attachment to this chapter.

§ 100B-4. Exemptions.

All persons shall comply with the tree replacement standard outlined above, except in the cases detailed below. Proper justification shall be provided, in writing, to the municipality by all persons claiming an exemption:

- A. Residents who remove less than five (5) trees per property or acre within a five-year period;
- B. Tree farms in active operation, nurseries, fruit orchards, and garden centers;
- C. Properties used for the practice of silviculture under an approved forest stewardship or woodland management plan that is active and on file with the municipality;
- D. Any trees removed as part of a municipal or state decommissioning plan. This exemption only includes trees planted as part of the construction and predetermined to be removed in the decommissioning plan;
- E. Any trees removed pursuant to a New Jersey Department of Environmental Protection (NJDEP) or U.S. Environmental Protection Agency (EPA) approved environmental clean-up, or NJDEP approved habitat enhancement plan;
- F. Approved game management practices, as recommended by the State of New Jersey Department of Environmental Protection, Division of Fish, Game and Wildlife;
- G. Hazard trees may be removed with no fee or replacement requirement but should be documented with a tree removal form to the Borough Clerk.

§ 100B-5. Enforcement.

This chapter shall be enforced by the Borough Zoning/Code Official and/or Borough Public Works Department during the course of ordinary enforcement duties.

§ 100B-6. Violations and penalties.

Any person(s) who is found to be in violation of the provisions of this chapter shall be subject to a fine, as follows:

- A. For a first offense, a fine not exceeding \$500.
- B. For second or subsequent offenses, a fine not exceeding the sum of \$5,000, probation or incarceration.