



## FAQs

# Shade Tree Preservation and Protection Ordinance

### Why do we need this?

To comply with New Jersey state law.

### Why do trees matter?

- Trees reduce air pollution, soil erosion, and pollutant runoff & promote infiltration of rain water and reduce flooding.
- Trees provide screening from sight and noise.
- Trees are known to reduce stress, promote physical activity, and improve mental wellbeing.
- Trees are vital to the fight against climate change.

### Why does this apply to my property?

All New Jersey Tier A MS4 Municipal Stormwater municipalities such as Dover must adopt a tree ordinance that sets forth regulations for:

1. The removal and replacement of trees within the municipality on private or public property;
2. Tree removal permit requirements;
3. Ordinance enforcement, including violations and/or penalties for non-compliance.

### Is a tree removal permit required?

Yes. Tree removal permits are required to be obtained by the property owner or the company or service that is retained to cut down trees.

### Is a Tree Removal & Replanting Plan required?

Yes. A Tree Removal & Replanting Plan or sketch must be filed with:

1. Every building and construction application.
2. Every application before the Planning Board, Zoning Board of Adjustment.

### Where do I apply for a tree removal permit?

Property owners and any third-party tree service doing tree removal activities on behalf of others can get a tree removal application and permit from Dover's Code Enforcement Office, 100 Princeton Avenue (Waterworks Park Office Building).

### How do I know if I have a hazardous or diseased tree?

Should Dover's Enforcement Officer determine that your tree should be cut down because of a hazardous or diseased condition, a tree removal permit still must be obtained.

### Do I need to plant replacement trees?

Yes. If your property cannot accommodate replacement tree(s) on the site, the replacement tree(s) can be donated to the town or a fee for each tree removed is charged. The Tree Replacement Fee will be charged based on the *Replacement Tree Value* chart in the ordinance.

A variety of recommended tree species to plant is included in the ordinance.

### How many replacement trees must be planted?

Any tree cut down must be replaced in accordance with the *Tree Replacement Table* in the ordinance or pay a fee based on the *Replacement Tree Value Calculation*.

The ordinance applies to the property owner(s) and any third-party tree entity engaged in tree removal activities on behalf of others.

The ordinance provides for enforcement, violations and penalties for failure to comply.

### What is the Reforestation Trust Fund?

Fees, fines and/or penalties that may be collected under the ordinance are deposited into a *Reforestation Trust Fund* administered by the Shade Tree Commission for tree planting beautification projects and/or for the continued maintenance of trees in our parks, streets and public rights-of-way.





## TOWN OF DOVER

Office: 100 Princeton Ave., Dover N.J. 07801  
Mailing Address: 37 North Sussex Street, Dover N.J. 07801  
(973) 366-2200

### TREE REMOVAL PERMIT In Accordance with Ordinance 01-2025

#### FOR TOWN USE ONLY

Date Filed: \_\_\_\_\_ Application Fee: \_\_\_\_\_  
Paid By: ☐ Cash ☐ Check No. \_\_\_\_\_ Receipt No. \_\_\_\_\_  
Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Permit Issued By: \_\_\_\_\_ Date: \_\_\_\_\_ Permit No. \_\_\_\_\_  
Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_ Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

#### REASON FOR APPLICATION

Explain in Detail the reason for the removal of tree(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### DETAILS OF TREE(S) TO BE REMOVED AND REPLACEMENT TREE(S)

- What is the diameter of the tree(s) to be removed? Diameter to be measured at a point 4-1/2' above the ground.  
Tree #1 \_\_\_\_\_ Tree #2 \_\_\_\_\_ Tree #3 \_\_\_\_\_ Tree #4 \_\_\_\_\_
- Required number of new trees to be installed. \_\_\_\_\_ (See Section 236-94 Tree Replacement Table).
- How many new trees will you be installing? \_\_\_\_\_
- What is the size of the new trees to be installed? (as required by Section 236-94 Tree Replacement Table).  
1-1/2" Diameter ☐ 2" Diameter ☐
- Type of Tree(s) to be installed as per Section 236-95 \_\_\_\_\_
- Is the property owner occupied? Yes ☐ No ☐
- Payment in Lieu of installation of new trees. \_\_\_\_\_
- Has a Tree Removal and Planting Plan been approved by the Planning or Zoning Board?  
Yes ☐ No ☐ Application # \_\_\_\_\_ Date of Approval \_\_\_\_\_
- Is the proposed tree removal permitted under Section 236-93 of ordinance? Yes ☐ No ☐ If no, a Tree Removal and Planting Plan may be required as per Section 236-92. Required? Yes ☐ No ☐
- Has a survey of the property been submitted? Yes ☐ No ☐
- Has a letter been provided by a licensed tree contractor? Yes ☐ No ☐

#### APPLICANT

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
\_\_\_\_\_

Applicant is:  
☐ Property Owner ☐ Other \_\_\_\_\_

**TREE REMOVAL PERMIT APPLICATION (cont.)**

**PROPERTY OWNER**

Property Owner is: Same as Applicant ☐ Other Than Applicant ☐

*If the property owner is other than the applicant, provide the following information on the property owner(s):*

Property Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**SUBJECT PROPERTY**

Location/Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Zone: \_\_\_\_\_

Existing Property Use(s) are:

☐ Single Family Dwelling ☐ Two Family Dwelling ☐ Multi-Family Dwelling with \_\_\_ units

☐ Commercial with \_\_\_\_\_ units ☐ Industrial with \_\_\_\_\_ units

**LICENSED TREE CONTRACTOR:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**CERTIFICATIONS**

*I certify that the statements and the information submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate applicant and that I am authorized to sign the application for the corporation or that I am a general partner of the partnership applicant. I also certify that if I am not the property owner, that I have the consent of the property owner to make this application, and that the property owner has full knowledge of the details of the application herewith being submitted.*

**NOTE:** (If the applicant is a corporation this must be signed by an authorized corporate officer. If the applicant is a partnership, this must be signed by a general partner.)

*I understand that I must call for inspections after the tree is removed and the new tree has been installed (973-366-2200 Ext 2152 or 2164) Failure to call for an inspection is a violation of the Code of the Town of Dover and may subject me to a fine.*

**APPLICANT:**

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)