Dear Applicant:

Please note that all permits for sheds exceeding 200 sq. ft. require the following:

Copy of Home Improvement Contractor's License.

Building Sub-Code Technical Section completed and signed.

Zoning permit application completed and signed with a copy of the survey (less than 10 years old) depicting the size and location of the proposed shed including setbacks.

Surface grading application completed and signed with two copies of the survey depicting surface water management before placement of proposed shed and after proposed shed.

Tree removal permit completed depicting tree removal on survey OR statement that no trees are to be removed.

Two sets of drawings reflecting footing and foundation of proposed shed.

Construction permit application folder completed and signed.
ZONING APPLICATION

Control # __________________ Date Submitted __________________

Work Site Address: ___________________________ Blk. __________ Lot ________________

Property Owner: ______________________________ Phone #: ______________________

Owner’s Email: ______________________________ Owner’s Address ______________________

Agent/Contractor ___________________________ Agent/Ctr. Address ______________________

Agent/Contractor Email ______________________ Agent/Ctr. Phone # ______________________

Existing Use ______ Proposed Use ________

Brief Description of Work: ______________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

I hereby certify that the proposed work is authorized by the owner of record and that I am the owner or have been authorized by the owner, to make this application as his/her agent and we agree to conform to all applicable laws of this jurisdiction. I certify that the answers on this Zoning Application are true and complete to the best of my knowledge.

Signature __________________________ Name (Print) __________________________ Address ______________________

My Lot is on a: Corner Parcel ______ Interior Parcel ______ Sq. Footage of Lot is __________ Zone __________

SETBACKS EXISTING PROPOSED: REQUIRED:

Front Yard _________________________ ______________________ ______________________

Second Front Yard _________________________ (If corner parcel) ______________________ ______________________

Rear Yard _________________________ ______________________ ______________________

Smallest Side Yard _________________________ ______________________ ______________________

Side Yard Aggregate _________________________ ______________________ ______________________

Principal Structure: Building Height _________________________ ______________________

Ground Floor: Existing: __________ Sq. ft. Proposed __________ Sq. Ft. Total of Both __________ Sq. Ft.

*% of Lot Covered by Building Structures (Including roof overhangs, sheds & detached Bldgs) ______________%

(SEE PAGE 2 for calculation worksheet)

**% of Improved Lot Coverage ______________ % (Includes Building Structures and everything else i.e. driveways, walkways, decks, patios etc.) (SEE PAGE 2 for calculation worksheet)

A sealed survey, less than 10 years old, MUST be submitted with all applications

NOTE: FOUNDATION LOCATION SURVEY AND ELEVATION HEIGHT MUST BE SUBMITTED PRIOR TO FRAMING
**Fencing:** Type: ___________________________ Height __________________

Proposed Setbacks: Side Yard__________ Rear Yard__________ Front Yard__________

(Minimum six inches inside property line for side & rear yard)

**Patio:** __________ Sq. Ft.  **Swimming Pool:** In Ground ______ Above Ground ______

Proposed Setbacks: Left Side Yard ________ Right Side Yard ________ Rear Yard ________


<table>
<thead>
<tr>
<th>Description</th>
<th>Existing(SF)</th>
<th>Proposed(SF)</th>
<th>Required</th>
<th>Comments/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Dwelling including ALL roofed area WITH overhangs</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>________________</td>
</tr>
<tr>
<td>Accessory Buildings including ALL roofed area with overhangs (sheds less than 100 SF excluded)</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>________________</td>
</tr>
<tr>
<td>*TOTAL BUILDING AREA</td>
<td>______</td>
<td>______</td>
<td>(SF)</td>
<td>________________</td>
</tr>
<tr>
<td>Accessory Structure POOL including coping</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>(SF)</td>
</tr>
<tr>
<td>Accessory Structure DECK</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>(SF)</td>
</tr>
<tr>
<td>Accessory Structure PATIO</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>(SF)</td>
</tr>
<tr>
<td>Driveway</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>(SF)</td>
</tr>
<tr>
<td>Walkways</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>(SF)</td>
</tr>
<tr>
<td>Equipment i.e AC/Generator/pool equipment etc.</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>(SF)</td>
</tr>
<tr>
<td>Sheds (all)</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>(SF)</td>
</tr>
<tr>
<td>Other</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>(SF)</td>
</tr>
<tr>
<td>Other</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>(SF)</td>
</tr>
</tbody>
</table>

**TOTAL IMPROVED AREA including building area above** 

This application is Approved ____________ DENIED ____________ Control # ______________________

Application Fee $________ Received Date ___________ Check# __________ Cash __________

Zoning Officer: _______________ Date _______________

Janet L. Doherty,  Zoning Officer
## ZONING Attachment 1 - Borough of Florham Park - 250.9. Schedule of Area, Yard and Building Requirements

Amended 5-15-2001 by Ord. No. 7-01; 4-23-2002 by Ord. 7-02; 4-26-2005 by Ord. 17-05; 6-17-08 by Ord. 08-21; 2-15-18 by Ord. 18-2; 5-17-2018 by Ord. No.18-9; 5-17-2018 by Ord. No. 18-10; 5-17-2018 by Ord. No. 18-11; 5-17-2018 by Ord. No. 18-12

### Principal Building Setbacks

<table>
<thead>
<tr>
<th>Zone</th>
<th>Front (feet)</th>
<th>Side (feet)</th>
<th>Rear (feet)</th>
<th>Street Side (feet)</th>
<th>Inside (feet)</th>
<th>Rear (feet)</th>
<th>Percentage of Lot Width or Foot</th>
<th>Maximum Building Height (feet)</th>
<th>Maximum Building Height (stories)</th>
<th>Minimum Lot Requirements (square feet/acre)</th>
<th>Maximum Lot Coverage (%)</th>
<th>Maximum Improved Lot Coverage (%)</th>
<th>Detached Accessory Building Setbacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-7</td>
<td>40</td>
<td>10</td>
<td>30</td>
<td>40</td>
<td>40</td>
<td>10</td>
<td>20%</td>
<td>35</td>
<td>2</td>
<td>1,200</td>
<td>700</td>
<td>60</td>
<td>150</td>
</tr>
<tr>
<td>R-15</td>
<td>40</td>
<td>10</td>
<td>40% of lot depth</td>
<td>40</td>
<td>40</td>
<td>10</td>
<td>20%</td>
<td>35</td>
<td>2</td>
<td>1,200</td>
<td>15,000</td>
<td>100 ^8</td>
<td>150</td>
</tr>
<tr>
<td>R-25</td>
<td>50</td>
<td>15</td>
<td>40</td>
<td>50</td>
<td>50</td>
<td>15</td>
<td>40% of lot depth</td>
<td>35</td>
<td>2</td>
<td>1,500</td>
<td>15,000</td>
<td>125 ^7</td>
<td>150</td>
</tr>
<tr>
<td>R-44</td>
<td>50</td>
<td>20</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>20</td>
<td>28%</td>
<td>35</td>
<td>2</td>
<td>1,800</td>
<td>43,560</td>
<td>140 ^6</td>
<td>160</td>
</tr>
<tr>
<td>R-88</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>50</td>
<td>100 feet</td>
<td>35</td>
<td>2</td>
<td>1,800</td>
<td>87,120</td>
<td>140 ^5</td>
<td>160</td>
</tr>
<tr>
<td>R-1</td>
<td>30</td>
<td>15</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>10</td>
<td>20%</td>
<td>35 ^1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>150</td>
<td>20</td>
</tr>
<tr>
<td>PB-1</td>
<td>40</td>
<td>20</td>
<td>40</td>
<td>20</td>
<td>20</td>
<td>40</td>
<td>1 acre</td>
<td>35 ^2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1 acre</td>
<td>150</td>
</tr>
<tr>
<td>PB-2</td>
<td>30</td>
<td>15</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>15</td>
<td>20%</td>
<td>35 ^2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>15,000</td>
<td>100</td>
</tr>
<tr>
<td>C-1 MF Multifamily Option</td>
<td>100</td>
<td>50</td>
<td>50</td>
<td>100</td>
<td>50</td>
<td>50</td>
<td>35</td>
<td>800</td>
<td>40 acres</td>
<td>300</td>
<td>300</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>C-1 and C-2</td>
<td>150</td>
<td>50</td>
<td>50</td>
<td>150</td>
<td>50</td>
<td>50</td>
<td>35</td>
<td>40</td>
<td>5 acres</td>
<td>300</td>
<td>25</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>C-3</td>
<td>100</td>
<td>75</td>
<td>75</td>
<td>100</td>
<td>75</td>
<td>75</td>
<td>35</td>
<td>15 acres</td>
<td>300</td>
<td>200</td>
<td>25</td>
<td>50</td>
<td>Same as for principal building</td>
</tr>
<tr>
<td>C-4</td>
<td>100</td>
<td>75</td>
<td>75</td>
<td>100</td>
<td>100</td>
<td>50</td>
<td>15</td>
<td>35</td>
<td>15 acres</td>
<td>300</td>
<td>200</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>MF-1 and MF-2</td>
<td>125</td>
<td>25</td>
<td>25</td>
<td>125</td>
<td>25</td>
<td>25</td>
<td>35</td>
<td>1,400</td>
<td>5 acres</td>
<td>300</td>
<td>200</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>MF-2</td>
<td>100</td>
<td>25</td>
<td>25</td>
<td>100</td>
<td>100</td>
<td>25</td>
<td>25</td>
<td>35</td>
<td>850</td>
<td>5 acres</td>
<td>300</td>
<td>200</td>
<td>25</td>
</tr>
<tr>
<td>MF-3</td>
<td>100</td>
<td>20</td>
<td>20</td>
<td>50</td>
<td>50</td>
<td>20</td>
<td>20</td>
<td>35</td>
<td>600</td>
<td>5 acres</td>
<td>300</td>
<td>200</td>
<td>25</td>
</tr>
<tr>
<td>MF-4</td>
<td>100</td>
<td>20</td>
<td>20</td>
<td>50</td>
<td>50</td>
<td>20</td>
<td>20</td>
<td>35</td>
<td>600</td>
<td>5 acres</td>
<td>300</td>
<td>200</td>
<td>25</td>
</tr>
<tr>
<td>MF-5</td>
<td>55</td>
<td>3</td>
<td>5</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5 acres</td>
<td>30</td>
<td>60</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MF-6</td>
<td>55</td>
<td>3</td>
<td>5</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2 acres</td>
<td>30</td>
<td>60</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MF-7</td>
<td>45</td>
<td>3</td>
<td>5</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5 acres</td>
<td>30</td>
<td>50</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>OSM</td>
<td>50</td>
<td>15</td>
<td>40</td>
<td>50</td>
<td>40</td>
<td>15</td>
<td>40</td>
<td>35</td>
<td>-</td>
<td>1 acre</td>
<td>200</td>
<td>200</td>
<td>30</td>
</tr>
<tr>
<td>DSM</td>
<td>50</td>
<td>15</td>
<td>40</td>
<td>50</td>
<td>40</td>
<td>15</td>
<td>40</td>
<td>35</td>
<td>-</td>
<td>1 acre</td>
<td>200</td>
<td>200</td>
<td>30</td>
</tr>
</tbody>
</table>

### Notes:
1. In residential zones R-15, R-25 and R-44, the minimum lot width specified above shall be increased by 25 feet in the case of corner lots.
2. In the PB Zone, no building shall have more than two stories.
3. In the PB-2 Zone, the maximum building coverage shall be 10% for two-story buildings.
4. All lots having frontage on and along both sides of Westwood Road and Fernwood Road shall have a front yard setback of 100 feet.
5. See Borough Ord. No. 06-19A.
6. The maximum front yard setback shall be within 10 feet of the average front yard setback of all lots or portions of lots within 200 feet of the subject property on the same side of the block. In the event that this provision conflicts with the minimum front yard setback, the maximum front yard setback requirement shall prevail. For the purposes of this regulation, the front yard setback shall be measured from the facade of the structure that contains the principal entrance or front door to the dwelling.
7. Per Ord. No 18-7, Section 5-250.14: Amended: Sheds less than 100SF do NOT count towards the Building Coverage. However, they DO count towards Total Improved Lot Coverage.
8. Per Ord. 17-05 All other references to accessory Bldg. height is repealed.
9. See Sec. 250-144 for additional provisions.
10. See Sec. 250-144 for additional provisions.
11. See Sec. 150-148 for additional provisions.

### Maximum Building Coverage for the R-7, R-15 & R-25 Zones

<table>
<thead>
<tr>
<th>Lot Area SF</th>
<th>% Bldg. Coverage</th>
<th>Lot Area SF</th>
<th>% Bldg. Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than 7,000</td>
<td>20</td>
<td>20,000 to 22,499</td>
<td>14.0</td>
</tr>
<tr>
<td>7,000 to 7,999</td>
<td>19.5</td>
<td>22,500 to 24,999</td>
<td>13.5</td>
</tr>
<tr>
<td>8,000 to 8,999</td>
<td>19</td>
<td>25,000 to 27,499</td>
<td>13.0</td>
</tr>
<tr>
<td>0,000 to 9,999</td>
<td>18.5</td>
<td>27,500 to 29,999</td>
<td>12.5</td>
</tr>
<tr>
<td>10,000 to 10,999</td>
<td>18</td>
<td>30,000 to 32,499</td>
<td>12.0</td>
</tr>
<tr>
<td>11,000 to 11,999</td>
<td>17.5</td>
<td>32,500 to 34,999</td>
<td>11.5</td>
</tr>
<tr>
<td>12,000 to 12,999</td>
<td>17</td>
<td>35,000 to 37,499</td>
<td>11.0</td>
</tr>
<tr>
<td>13,000 to 13,999</td>
<td>16.5</td>
<td>37,500 to 39,999</td>
<td>10.5</td>
</tr>
<tr>
<td>14,000 to 14,999</td>
<td>16</td>
<td>40,000 to 42,499</td>
<td>10.0</td>
</tr>
<tr>
<td>15,000 to 17,499</td>
<td>15.0</td>
<td>42,500 to 44,999</td>
<td>9.5</td>
</tr>
<tr>
<td>17,500 to 19,999</td>
<td>14.5</td>
<td>45,000 or greater</td>
<td>9.0</td>
</tr>
</tbody>
</table>

### Note:
The complete Florham Park Zoning Code can be found at WWW.ECODIE.com
Florham Park Construction Office
Phone 973-410-5346 Fax 973-410-5490

Kevin Guilfoyle, Construction Official
KGuilfoyle@fpboro.net or 973-410-5352

The Construction Department operates weekdays from 9:00 am until 4:30 pm.
Janet Doherty (JDoherty@fpboro.net) is the Technical Assistant to the Construction Official
and Florham Park Zoning Official.

Permit applications accepted daily from 9:00 am until 1:30 pm and from 3:00 until 4:00 pm.

Inspection requests require the following information:
1) Permit number
2) Type of inspection requested (Building, Electrical, Plumbing, Fire)
3) Day of the requested inspection.
4) Telephone number for contact purposes if your request cannot be accommodated.

Minimum of 24 hour notice for all inspection requests, ALL TIMES ARE APPROXIMATE:
Building inspections are Monday thru Friday 8:30 am to 4 pm.
Fire inspections are Monday 9am-1pm Tuesday 8am-12 Thursday 12-5 pm Friday 9am-1pm.
Electrical inspections are Monday thru Friday, 11:00 am to 3 pm.
Plumbing inspections are Monday thru Thursday, 11:30 am to 4:30 pm.

Please be aware that due to the volume of Construction jobs, we cannot give exact times for these inspections.

Contractors MUST INSTALL 6 ft. chain link fence, per Ordinance NO. 13-15 around perimeter
of excavation site prior to any work. Do NOT remove fence until Construction Official grants
approval of removal.

Required inspections pursuant to N.J.A.C. 5:23-2.18 for all new buildings, additions, renovation, alterations:
1) Footing inspection-bottom of the trench PRIOR to pouring of concrete (MUST provide soil
   compaction report at inspection)
2) Foundation inspection PRIOR to the placement of backfill.
   2 a) Foundation Location Survey REQUIRED for new construction PRIOR to framing
3) Slab inspection PRIOR to placement of concrete
4) Electrical rough wiring
5) Plumbing rough installations
6) Fire Rough inspection
7) Framing inspections AFTER rough electric/plumbing/Fire passed-PRIOR to insulation
8) Insulation inspection PRIOR to sheetrock
9) Final electric, final plumbing, final fire inspections
10) Final building inspections
11) No Certificates of Occupancy shall be issued PRIOR to submittal & Approval of Final As Built
    Survey and final surface grading inspection approvals by Borough Engineer M. Sgaramella
    (973-410-5473) & Morris County Soil District, Sheila Hall (973-285-2953).

Failure to comply with the above required inspections as indicated in N.J.A.C. 5:23-2.18 will result in
administrative penalties of not more than $2000.00 as permitted in N.J.A.C. 5:23-2.3 lb
The following is a list of certifications that you may be required to submit to the Building Department during the course of your project.

All information must be forwarded to the Building Inspector shortly after being requested in order to avoid any project delays.

1. List of Special Inspectors with copy of DCA License
2. All soil compaction reports, footing, slab, etc. BEFORE footing inspection
3. Report from engineer re footing & foundation re-bar installation (Commercial & Multi unit residential)
4. Report from engineer re slab design to include reinforcing (Commercial only)
5. Foundation location survey (ALL new buildings and any BOA Approved Additions (Residential AND Commercial) MUST be received at framing inspection
6. Concrete compressive strength 7 to 28 day report (Commercial and multi-unit residential)
7. Wooden truss report to include installation as per design and any and all repairs made (Commercial and multi-unit residential)
8. Steel report to include all welds, bolting and decking (Commercial)
9. Fire Stopping, Fire proofing and draft stopping depending on magnitude of project, certified by architect (Commercial and Condo)
10. Any modular units or pre-fabricated panels (i.e. superior walls, modular) Certifications by Engineer & Manufacturer (Residential, Commercial & Condos)
11. Copies of any warranties for certain types of roof covering systems (New Commercial)
12. HVAC balancing report (New Commercial)
13. Energy Efficiency Certificate (Residential)
14. Home Warranty (Residential)
15. Height certification included on final as-built survey

Additional information may be necessary prior to the issuance of a Certificate of Occupancy

Kevin Guilfoyle
Construction Official
APPLICATION FOR
APPROVAL OF SURFACE GRADING PLAN

To be filed in triplicate with the Borough Engineer two weeks prior to obtaining a Building Permit. Include with this application three copies of the surface grading plan.

NOTE: A revised Surface Grading Plan must be submitted for approval should it be necessary to change the lot grading during construction.

APPLICATION NO. DATE SUBMITTED: DATE RESUBMITTED:

TO: ENGINEERING DEPARTMENT OF THE BOROUGH OF FLORHAM PARK

Application is hereby made for the Approval of Surface Grading Plan as set forth in Chapter 250-Zoning of the Florham Park Borough Code and summarized on back of application.

1. APPLICANT'S NAME

ADDRESS

PHONE NUMBER

2. LOCATION OF PROPOSED DWELLING

(Street)

(Tax Map Block) (Lot No.)

3. NAME AND ADDRESS OF PERSON PREPARING PLAN:

NAME

ADDRESS

PHONE NUMBER

SIGNATURE OF APPLICANT

(Do not write below this line)

REMARKS:

TREE REMOVAL PERMIT REQUIRED? YES (SEE ATTACHED PERMIT) NO

HEIGHT OF BUILDING (PER 250-2.2.) PROVIDED YES NO

TOTAL IMPROVED LOT COVERAGE (PER 250-2.2) PROVIDED YES NO

FEES: $400 $150 $50

(Greater Disturbance) (Smaller Project) (Additional Inspection)

REVIEW OF SURFACE GRADING PLAN:

BOROUGH ENGINEER

Approved Disapproved Returned for Revisions

FINAL INSPECTION OF SURFACE GRADING:

BOROUGH ENGINEER

Approved Disapproved Returned for Revisions Notified
SURFACE GRADING PERMIT REQUIREMENTS FOR ALL RESIDENTIAL ZONES

In order to protect against adverse consequences from surface water runoff, a Surface Grading Plan is required for any proposed residential lot improvements that include land disturbance, excavation, placement of fill, or changes to the existing surface grades. The Surface Grading Permit shall be considered a “prior approval” under the Uniform Construction Code, and no construction permit shall be issued unless the Applicant has obtained a Surface Grading Permit. The Surface Grading Plan shall be prepared by a Professional Engineer and/or Architect licensed in the State of N.J. unless land disturbance is less than one thousand (1,000) sq. ft., and land disturbance for the purpose of constructing a building addition to an existing residential dwelling is less than 600 sq. ft., then the plan may be prepared and submitted by a homeowner; provided sufficient technical information is included. In addition to the conditions listed above, any Surface Grading Plan that proposes land disturbance greater than 5,000 sq. ft. shall be submitted with an approved Soil Erosion and Control Plan issued and approved by the Morris County Soil Conservation District. Any Surface Grading Plan proposing construction of a new residential dwelling shall be submitted with an approved Soil Erosion and Control Plan or a Letter of Exemption from the Morris County Soil Conservation District. Every application for a building permit involving excavation or change in grades for a single-family dwelling shall be accompanied by a Surface Grading Plan which has been submitted to and approved by the Engineering Department.

Three copies of a signed Surface Grading Application and Plan shall be submitted. For Surface Grading Plan requirements, please go to www.northpomptonboro.net, click “Borough Code” Tab, and open Chapter 250-7.1.

Surface grading permit fee.

(a) A fee of $400 shall be imposed for each permit for any proposed land disturbance of greater than 1,000 square feet and any proposed land disturbance for the purpose of constructing a building addition to an existing residential dwelling greater than 600 square feet; otherwise, a fee of $150 shall be imposed for smaller projects.

(b) The fee shall cover the cost of a preliminary site visit, review of initial submission and one revision, issuance of surface grading plan approval, two random site inspections in addition to required inspections, and final approval of surface grading prior to issuance of a certificate of occupancy, temporary certificate of occupancy, or the release of any performance guarantee that may have been posted for incomplete site work.

(c) An additional fee of $50 for each review of plans with substantial revisions and each additional inspection other than those noted above shall be charged to the applicant. Fees shall be paid prior to issuance of a certificate of occupancy or a temporary certificate of occupancy.

Liability of applicant.
The applicant is responsible for the prevention of damage to other properties, and personal injury, which may result from the activity requiring the surface grading permit.

Violations.

(a) Any person who erects, constructs, alters, repairs, converts, maintains, or uses any building, structure, or land in violation of the requirements of this chapter or an approved surface grading permit shall, upon conviction thereof by any court authorized by law to hear and determine the matter, be liable for a fine of not less than $400 nor more than $2,000 or to imprisonment for a term of not more than 90 days, or both, as such court in its discretion may impose. Each day during or on which a violation occurs or continues shall be deemed a separate offense.

(b) If a certificate of occupancy or temporary certificate of occupancy is issued for a property prior to full compliance with a surface grading permit, and full compliance is not effected by a date set forth by the Borough Engineer, then continued occupancy of such property after such date shall constitute a use of such property in violation of this section.

NOTE: PLEASE BE ADVISED THAT AN INSPECTION OF THE SURFACE GRADING MUST BE MADE BY THE ENGINEERING DEPARTMENT PRIOR TO ISSUANCE OF AN OCCUPANCY PERMIT. THE BUILDING DEPARTMENT SHALL BE NOTIFIED OF APPROVAL OF THE FINAL SURFACE GRADING BY THE ENGINEERING DEPARTMENT PRIOR TO THE ISSUANCE OF AN OCCUPANCY PERMIT. REQUEST FOR FINAL INSPECTION MUST BE MADE AT LEAST 24 HOURS IN ADVANCE.
Tree Removal Permit Application
Engineering Department

111 Ridgedale Avenue
Florham Park, N.J. 07932

Telephone: 973-410-5335
Fax: 973-410-5490
Email: jdepalma@fpboro.net

Approved □ Denied □ Permit No. ________________

Date __________ Block # __________ Lot # __________ Address: ________________________________

Lot Owner Name __________________________ Zone: _______________

Lot Owner Address __________________________

Lot Owner Telephone __________________________ Lot Owner Email: _________________________

Tree Removal Service Company: Name __________________________
Address __________________________
Telephone __________________________

**TREE REMOVAL SCHEDULE**

<table>
<thead>
<tr>
<th>Diameter &amp; Species</th>
<th>Reason for Removal</th>
<th>Replacement Requirement</th>
<th>Quantity and Species of Tree Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes- On-site, Off-site, Bank</td>
<td>No</td>
</tr>
</tbody>
</table>
The replacement of trees shall occur as prescribed in the following table:

<table>
<thead>
<tr>
<th>DBH Caliper of Existing Tree Removed</th>
<th>Number of Replacement Trees (3” DBH Caliper)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(DBH measured 4’-6” above ground)</td>
<td></td>
</tr>
<tr>
<td>Between 10 &amp; 12 inches</td>
<td>3</td>
</tr>
<tr>
<td>Between 12 &amp; 18 inches</td>
<td>4</td>
</tr>
<tr>
<td>Between 18 &amp; 24 inches</td>
<td>5</td>
</tr>
<tr>
<td>Between 24 &amp; 30 inches</td>
<td>7</td>
</tr>
<tr>
<td>Between 30 &amp; 36 inches</td>
<td>10</td>
</tr>
<tr>
<td>36 inches or greater</td>
<td>The equivalent of 3” caliper trees or greater needed to equal the DBH of the removed tree</td>
</tr>
</tbody>
</table>

Approximate Tree Removal Start Date: ________________________
Total Number of Trees to be removed: __________ Tree Removal Permit Required? YES NO
Total Number of Replacement Trees Required: __________
Total Number of Proposed Trees: __________ On-Site: __________ Off-Site: __________ Tree Fund: __________

**SKETCH DATA**

Sketch data shall be provided on a clear property survey showing the location of the tree(s) to be removed with a DBH of ten (10) inches or greater. Trees to be removed shall be only those trees necessary to permit the construction of buildings or building additions, structures, driveways, septic fields, decks and lawn areas. The trees removed shall not constitute more than one half acre or shall be no more than 50 percent of the lot size, whichever is less. Please mark trees to be removed with X and show replacement trees with O or boldface. Attach survey. Note manner of off-site tree disposal.

Application checklist:
- $25.00 application fee. (Fee waived if no permit required).
- Mark trees on site to be removed with ribbon or tape for inspection by Borough personnel.
- Sketch Data on Property Survey

**Engineering Department**

Permit Date: _______ Permit Expiration Date: _______ Permit Fee: _______ Cash _______ Check#__________

Application Reviewed by: ____________________________ Date:

Field Inspection By: __________________________ Date:

Field Notes: __________________________________________

Application Approval/Denial Date: _______ Reasons: ____________________________

Replacement Tree Inspection Date: _______ Final Inspection By: ____________________________

Applicants Signature (I have read and understand the attached Permit Requirements) _______ Date: _______

Final Close Out of Permit: Borough Authorization Signature _______ Date: _______

CC: Environmental Commission (if Tree Fund), Tree Removal File, Project/Surface Grading Plan File
Permit Requirements

Applicability

On any residential lot that is located in the R-15 zone with a tree removal rate of more than three (3) trees with a ten (10) inch DBH or greater in a two (2) year period; or, any residential lot that is located in all other residential zones with a tree removal rate of more than six (6) trees with a ten (10) inch DBH or greater in a two (2) year period, the property owner shall submit an application for a tree removal permit to the Department of Community Services. The application and development proposal shall conform to the provisions contained herein.

The provisions of this section shall apply to all commercial, industrial and business zoned lots excluding major and minor subdivisions and site plans. Permits are valid for one year from date of issue if no building permit is required, otherwise see ordinance for duration of permits. Permits granted for the removal of trees under the terms and conditions of this ordinance shall run with the land. Once the permit has expired, a new application must be submitted for review and a new permit issued.

For complete text refer to Ordinance #14-14, Chapter 299 Trees

General Guidelines

Prior to taking final action upon any application for tree removal, an inspection of the site shall be made by the Borough Engineer or his or her designee.

Prior to any tree removal, all trees planned for removal must be marked and areas to be cleared identified for inspection by a municipal representative.

The Borough Engineer or his or her designee shall periodically inspect the site throughout the duration of construction in order to ensure compliance with this ordinance. Such inspection shall be made of the site referred to in the application, and of contiguous and adjoining lands, as well as of lands in the vicinity of the application, for the purpose of determining drainage conditions and physical conditions existing thereon.

The Borough official reserves the right to make onsite inspections without prior notification. Permits may be denied if inspections cannot be made.

A plan for tree replacements should be developed before any trees are removed. Please consider the impact of tree removal on privacy screening and erosion in your yard.

A list of all trees to be removed with a DBH equal to or greater than ten (10) inches identified by size and species, including total number of each species to be removed should be shown on the application. No more than ten (10) percent of existing trees with a DBH equal to or greater than ten (10) inches within the area of development/limit of disturbance shall be removed unless the applicant shall replant trees removed in accordance with Section 7 of the Ordinance.

Purpose for tree removal (construction, building addition, street or roadway, driveway, utility easement, recreation area, patio, parking lot, etc.) should be given by the Applicant.

Other information should be submitted as may be deemed necessary in order to effectively process the application.

Design Requirements

Trees to be removed shall be only those trees necessary to permit the construction of buildings or building additions, structures, driveways, septic fields, decks and lawn areas. The trees removed shall
not constitute more than one half acre or shall be no more than 50 percent of the lot size, whichever is
less.

Tree Removal Criteria

In addition to the design requirements noted above, the Engineering Department may grant a tree
removal permit based upon one or more of the following circumstances:

- Where the location of an existing tree provides no other alternative but to place a structure
  outside the permitted building setbacks.
- Where the location of an existing tree negatively impacts on an existing septic field.
- Where no other alternative exists for the placement of a building, building addition, structure,
  septic field, driveway, deck, patio or lawn area, for the recreational use by the inhabitants of the
  building or dwelling, or any other authorized improvements, but in the vicinity of an existing
  tree.
- Where the location or growth of a tree inhibits the enjoyment of any outdoor pool, patio or
  deck.
- Where the location, angle or growth of an existing tree makes it a hazard to structures or human
  life.

The holder of a tree removal permit shall notify the Engineering Department in writing, by telephone or
a personal visit, of the intent to remove trees before cutting them down. This shall be done at least four
(4) business days in advance of when the tree removal activity will commence. The notice shall also
include information as to the manner of disposal of the removed trees.

Penalties

When regulated trees are removed without a tree removal permit, the affected areas shall be replanted to
the satisfaction of the Borough Engineer. A $250.00 fine will be imposed for failure to notify the
Borough Engineer of tree cutting within exception limits. Further a fine per tree for exceeding the limits
of cutting within the exception limits for up to and including the allowed number of trees in any and all
zones in the Borough will be subject to the following fines: $1000.00 per tree for anything beyond that
number or for any tree cutting without a permit when a permit is required. The removal of trees without
a permit would also require replanting trees in accordance with Section 7 of the ordinance.

Replacement Trees and Tree Fund

Replacement tree(s) shall be of nursery grade quality, bailed and burred and located on site.
Where replacement trees are required but not suitable for the particular site prescribed due to the size of
the site, the Applicant may plant tree replacements off-site on Borough owned property or Right-Of-
Way pursuant to the Borough's Tree Planting Plan and upon the direction and supervision of the
Department of Public Works and/or Borough Engineer; or shall make payment to the Tree Fund in
accordance with the Tree Replacement Schedule; or any approved combination thereof. Payments to
the Tree Fund are $325 per replacement tree. The Tree Fund shall be utilized for planting on public
lands, as determined by the environmental commission in accordance with standards developed by the
Environmental Commission or the Borough's Tree Planting Plan.

The type of replacement tree(s) shall be the same as the species removed from the site or other as
approved by the Engineering Department in accordance with standards developed by the Environmental
Commission. The planting of all replacement trees shall be done by or supervised by a person with
horticultural training in tree care and planting methods.

Newly planted replacement trees shall be monitored for a period of one year to ensure the health of the
trees. If the replacement trees die within the one year period, the developer/applicant shall replace the
dead tree.