



FLORHAM PARK CONSTRUCTION DEPARTMENT
111 RIDGEDALE AVENUE
FLORHAM PARK, NJ 07932
973-410-5346 (FAX) 973-410-5490

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 _____

<u>SETBACKS</u>	<u>EXISTING</u>	<u>PROPOSED:</u>	<u>REQUIRED:</u>
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 _____

WORKSHEET

Description	Existing(SF)	Proposed(SF)	Required	Comments/Notes
Main Dwelling including ALL roofed area WITH overhangs	_____	_____	_____	_____
Accessory Buildings including ALL roofed area with overhangs (sheds less than 100 SF excluded)	_____	_____	_____	_____
*TOTAL BUILDING AREA	_____	_____	_____ (SF)	_____
Accessory Structure POOL including coping	_____	_____	_____ (SF)	_____
Accessory Structure DECK	_____	_____	_____ (SF)	_____
Accessory Structure PATIO	_____	_____	_____ (SF)	_____
Driveway	_____	_____	_____ (SF)	_____
Walkways	_____	_____	_____ (SF)	_____
Equipment i.e AC/Generator/pool equipment etc.	_____	_____	_____ (SF)	_____
Sheds (all) _____	_____	_____	_____ (SF)	_____
Other _____	_____	_____	_____ (SF)	_____
Other _____	_____	_____	_____ (SF)	_____
**TOTAL IMPROVED AREA including building area above	_____	_____	_____ (SF)	_____

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. 18-21; 2-15-18 by Ord. 18-2; 5-17-2018 by Ord. No. 18-11; 5-17-2018 by Ord. No. 18-12

Zone	Principal Building Setbacks										Side Yard Combined				Detached Accessory Building Setbacks							
	Interior Lots					Corner Lot					Percentage of Lot Width or Feet	Maximum Building Height (feet)	Maximum Building Height (stories)	Minimum Habitable Floor Space (square feet)	Minimum Lot Requirements (square feet/acre)			Maximum Building Coverage (%)	Maximum Improved Lot Coverage (%)	Maximum Height, 15 Feet, 1 Story ^{1D}		
	Front (feet)	Side (feet)	Rear (feet)	40% of lot depth	40% of lot depth	Front (feet)	Street Side (feet)	Inside (feet)	Rear (feet)	40% of lot depth					Area (Sq.Ft./acres)	Width (feet)	Depth (feet)			Front (feet)	Corner Lot Street Side (feet)	Side (feet)
R-7	40	10	30	40	40	40	40	10	30	40	20%	35	2	1,200	7000	60 ¹	115	50	50	10	10	Note 7
R-15	40	10	40	40	40	20%	35	2	1,200	15,000	100 ¹	150	Notes 8 & 9	30 ³	50	50	10	10	10	10	Note 7	
R-25	50	15	40	50	50	24%	35	2	1,500	25,000	125 ¹	150	Notes 8 & 9	30 ³	60	60	15	20	20	20	Note 7	
R-44	50	20	50	50	50	28%	35	2	1,800	43,560	140 ¹	160	10 ⁴	25 ³	60	60	20	20	20	20	Note 7	
R-88	50	50	50	50	50	100 feet	35	2	1,800	87,120	140 ¹	160	5 ³	20 ³	50	50	20	20	20	20	Note 7	
B-1	20	10	20	20	20	10	35 ¹	-	-	-	-	150	15 (1 story) 30 (2 story)	-	-	-	-	-	-	-	-	
PB-1	40	20	40	40	40	40	30 ³	-	-	1 acre	150	-	-	60	-	-	-	-	-	-	-	
PB-2	30	15	30	30	30	15	35 ¹	-	-	15,000	100	120	20 ⁴	60	-	-	-	-	-	-	-	
C-1 MF Multifamily Option	100	50	50	100	50	-	35	-	800	40 acres	300	300	15	30	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	-	
C-1 and C-2	150 ³	50	50	150 ³	100	50	40 ⁴	-	-	5 acres	300	-	35	60	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	-	
C-3	100	75	75	100	100	75	45	-	-	15 acres	300	200	25	50	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	-	
C-4	100	75	75	100	100	50	45	-	-	15 acres	300	200	25	50	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	-	
MF-1 and MF-3	135	25	25	135	135	25	35	-	1,400	5 acres	300	300	25	-	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	-	
MF-2	100	25	25	100	100	25	35	-	850	5 acres	100	300	25	-	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	-	
MF-4	100	20	20	50	50	20	40	-	600	5 acres	100	300	30	-	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	-	
MF-6 ¹¹							55	3		5 acres			30	60								
MF-8 ¹¹							55	3		2 acres			30	60								
MF-9 ¹¹							45	3		5 acres			30	50								
OSR	50	15	40	50	40	15	35	-	-	5 acres	200	200	30	-	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	-	
OSM	50	15	40	50	40	15	35	-	-	1 acre	200	200	30	-	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	Same as for principal building	-	

NOTES: ¹ In residence zones R-15, R-25 and R-44, the minimum lot width specified above shall be increased by 25 FT in the case of corner lots
² An office building may be erected to no more than 50 feet in height upon the condition that for each five-foot increase above 35, there shall be an additional three feet of front yard setback
³ In the PB Zone, no building shall have more than two stories.
⁴ In the PB-2 Zone, the maximum building coverage shall be 10% for two-story buildings.
⁵ All lots having frontage on and along both sides of Vreeland Road and Fernwood Road shall have a front yard setback of 100 feet.
⁶ See Borough Ord. No 6-99A.
⁷ 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. To the extent that this provision conflicts with the minimum front yard setback, the minimum front yard setback requirements shall prevail. For the purposes of this regulation, the front yard setback shall be measured to the facade of the structure that contains the principal entrance or front door to the dwelling
⁸ Per Ord. No 18-2, Section 5-250-14Amended: Sheds less than 100SF do NOT count towards the Building Coverage. However, they DO count towards Total Improved Lot Coverage.
⁹ Per Ord. 17-05 All other references to accessory Bldg. height is repealed.
¹⁰ See Sec. 250-144 for additional provisions
¹¹ See Sec. 250-140 for additional provisions
¹² See Sec. 250-148 for additional provisions
 NOTE: The complete Florham Park Zoning Code can be found at WWW.ECODE.com

Lot Area SF	% Bldg. Coverage	Lot Area SF	% Bldg. Coverage	Maximum Building Coverage for the R-7, R-15 & R-25 Zones	
				Lot Area SF	% Bldg. Coverage
Less than 7,000	20	20,000 to 22,499	14.0		
7,000 to 7,999	19.5	22,500 to 24,999	13.5		
8,000 to 8,999	19	25,000 to 27,499	13.0		
9,000 to 9,999	18.5	27,500 to 29,999	12.5		
10,000 to 10,999	18	30,000 to 32,499	12.0		
11,000 to 11,999	17.5	32,500 to 34,999	11.5		
12,000 to 12,999	17	35,000 to 37,499	11.0		
13,000 to 13,999	16.5	37,500 to 39,999	10.5		
14,000 to 14,999	16	40,000 to 42,499	10.0		
15,000 to 17,499	15.0	42,500 to 44,999	9.5		
17,500 to 19,999	14.5	45,000 or greater	9.0		



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



Florham Park Construction Department
111 Ridgedale Ave.
Florham Park, NJ 07932
Ph. - 973-410-5346 Fax - 973 -410-5490
Kevin Guilfoyle, Construction Code Official
Building Subcode Official

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



BUILDING SUBCODE TECHNICAL SECTION



A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____

Work Site Location _____

Owner In Fee: _____

Tel. (____) _____ e-mail _____

Address _____ street _____ municipality _____ Tel. (____) _____ zip code _____

Contractor: _____ e-mail _____

Contractor License No. or Builder Registration No. _____ Exp. Date _____

Home Improvement Contractor Registration No. or Exemption Reason (if applicable): _____

Federal Emp. ID No. _____ FAX: (____) _____

JOB SUMMARY (Office Use Only)		INSPECTIONS		Dates (Month/Day)	
PLAN REVIEW	Date	Initial	Type:	Failure	Approval
<input type="checkbox"/> No Plans Required			Footings		
<input type="checkbox"/> All			Footings/Bonding		
<input type="checkbox"/> Footings/Foundations			Foundation		
<input type="checkbox"/> Structural/Framework			Slab		
<input type="checkbox"/> Exterior			Truss Sys./Bracing		
<input type="checkbox"/> Interior			Barrier-Free		
<input type="checkbox"/> Joint Plan Review Required:			Insulation		
<input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elevator			Finishes - Base Layer		
<input type="checkbox"/> SUBCODE APPROVAL for PERMIT			Finishes - Final		
Date: _____			Energy		
Approved by: _____			Mechanical		
<input type="checkbox"/> CO <input type="checkbox"/> CCO <input type="checkbox"/> CA			TCO		
Date: _____			Other		
Approved by: _____			Final		
			Barrier-Free		

B. BUILDING CHARACTERISTICS

Use Group Present _____ Proposed _____

No. of Stories _____

Height of Structure _____ ft.

Area — Largest Floor _____ sq. ft.

New Bldg. Area/All Floors _____ sq. ft.

Volume of New Structure _____ cu. ft.

Max. Live Load _____

Max. Occupancy Load _____

Constr. Class Present _____ Proposed _____

If Industrialized Building: State Approved _____ HUD _____

Est. Cost of Bldg. Work:

1. New Bldg. \$ _____

2. Rehabilitation \$ _____

3. Total (1+ 2) \$ _____

Date Received _____

Control # _____

Date Issued _____

Permit # _____

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Sign here: _____

Print name here: _____

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

TYPE OF WORK:	Height (exceeds 6')	Sq. Ft.	FEE (Office Use Only)
<input type="checkbox"/> New Building			\$ _____
<input type="checkbox"/> Addition			\$ _____
<input type="checkbox"/> Rehabilitation			\$ _____
<input type="checkbox"/> Roofing			\$ _____
<input type="checkbox"/> Siding			\$ _____
<input type="checkbox"/> Fence _____			\$ _____
<input type="checkbox"/> Sign _____			\$ _____
<input type="checkbox"/> Pool			\$ _____
<input type="checkbox"/> Retaining Wall _____			\$ _____
<input type="checkbox"/> Asbestos Abatement Subchapter 8			\$ _____
<input type="checkbox"/> Lead Haz. Abatement NJAC 5:17			\$ _____
<input type="checkbox"/> Radon Remediation			\$ _____
<input type="checkbox"/> Other _____			\$ _____
<input type="checkbox"/> Demolition			\$ _____

Administrative Surcharge \$ _____

Minimum Fee \$ _____

State Permit Surcharge Fee \$ _____

TOTAL FEE \$ _____

U.C.C. F110 (rev. 11/09)
Internal version

Applicant When submitting this form to your Local Construction Code Enforcement Office, please provide one original plus three photocopies.

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:

Approved _____
Disapproved _____
Returned for Revisions _____

BOROUGH ENGINEER

FINAL INSPECTION OF SURFACE GRADING:

Approved _____
Disapproved _____
Returned for Revisions _____
Notified _____

BOROUGH ENGINEER

EXCERPT FROM ORDINANCE # 08-41

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 includes 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 (1000) 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.florhamparkboro.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

Approved Denied
Permit No. _____

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

Fax: 973-410-5490

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

Diameter & Species	Reason for Removal	Replacement Requirement		Quantity and Species of Tree Replacement
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	
		Yes- On-site, Off-site, Bank	No	

The replacement of trees shall occur as prescribed in the following table:

Tree Replacement & Reforestation Schedule	
DBH Caliper of Existing Tree Removed <i>(DBH measured 4'-6" above ground)</i>	Number of Replacement Trees (3" DBH Caliper)
Between 10 & 12 inches	3
Between 12 & 18 inches	4
Between 18 & 24 inches	5
Between 24 & 30 inches	7
Between 30 & 36 inches	10
36 inches or greater	The equivalent of 3" caliper trees or greater needed to equal the DBH of the removed tree

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, balled and bur lapped 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.