



PLEASE NOTE: ALL APPLICATIONS ARE TO BE SENT DIRECTLY TO THE ARBORIST BY THE APPLICANT. DO NOT SUBMIT TO BOROUGH HALL. THANK YOU.

Need to remove a tree(s)?

- ❖ Please complete the "Shade Tree Permit" application which can be found under "Forms and Applications" (main page of website), "Shade Tree/Beautification Committee," and email to the Borough Arborist at STC@ho-ho-kusboro.com (the email address can be found on the top of the permit application as well)
- ❖ Please send pictures of the tree(s) along with your permit application.
- ❖ Do not submit the permit application without the NJLTE# (Licensed Tree Expert). Failure to do so will hold up the processing of the application.
- ❖ The Borough Arborist will determine if a permit is required and any fees due.
- ❖ If there are fees due, please submit a check to JoAnn in the Zoning Office.

Need to prune a Borough tree(s)?

- ❖ You can email the Borough Arborist to request placement on the Borough's tree pruning list. There is no fee associated with this request.
- ❖ If you would like to prune a tree(s) in the immediate future by your Licensed Tree Expert, please complete the "Shade Tree Permit" application which can be found under "Forms and Applications" (main page of website), "Shade Tree/Beautification Committee," and email to the Borough Arborist at STC@ho-ho-kusboro.com (the email address can be found on the top of the permit application as well)
- ❖ Please send pictures of the tree(s) along with your permit application.
- ❖ Do not submit the permit application without the NJLTE# (Licensed Tree Expert). Failure to do so will hold up the processing of the application.
- ❖ The Borough Arborist will determine if a permit is required and any fees due.
- ❖ If there are fees due, please submit a check to JoAnn in the Zoning Office.

Need to prune a tree which is solely on your property?

- ❖ A permit is not required.

Utilities

- ❖ Please complete the "Street Tree Pruning Permit" (HHK Utility Pruning Permit) application which can be found under "Forms and Applications" (main page of website), "Shade Tree/Beautification Committee," and email to the Borough Arborist at STC@ho-ho-kusboro.com (the email address can be found on the top of the permit application as well)
- ❖ Please review all requirements for utilities on the permit application form itself.
- ❖ No permit fee is charged for tree work conducted by utilities

HO-HO-KUS SHADE TREE PERMIT

333 Warren Avenue
Ho-Ho-Kus, New Jersey 07423
201-652-4400 ex 221
stc@ho-ho-kusboro.com

PERMIT APPLICATION FOR ☐ TREE REMOVAL ☐ TREE PRUNING



☐ PRIVATE TREE(S)

☐ PUBLIC TREE(S)

Date _____

1. Applicant Name _____ ☐ Owner ☐ Agent

Address _____ EMAIL: _____

Home Phone # _____ cell # _____

2. Name of Accredited Tree Expert _____

Company _____

Address _____

Phone # _____ NJ LTE OR LTCO License No. _____

3. LOCATION AND NUMBER OF TREES

No. of Trees _____ Location _____

4. General description of Trees: Species / Type, Size, etc.

5. Copy of Site Plan showing pertinent trees (*please attach*). Please attach photos of site to application as applicable

6. Reason for Request _____

7. Application Fee (Ordinance 992) ☐ PAID ☐ CHECK NO. _____

8. Applicant Signature _____

An Inspection was conducted at the above location by The Borough Arborist and the request is:

☐ Approved ☐ Denied Date _____ Arborist or authorized official _____

Comments _____

Final Inspection Date _____

☐ Pass ☐ Fail

FEES Referencing Ordinance 2023-84

Planting 1 – 5 Trees	\$50.00 each
Planting 6 or more	\$25.00 each
Pruning 1 – 5 Trees	\$100.00 each
Pruning 6 or more	\$50.00 each
Tree Removal 1-5 trees	\$250.00 each
Tree Removal 6 or more	\$150.00 each
General Tree Inspections	\$125.00 per hour
Excavation Inspections	\$125.00 per hour
Tree Permit Fee	\$100