



**TREE REMOVAL OR PRUNE REQUEST  
Of Tree (s) within Borough Easement**

Request Date: \_\_\_\_\_

Property Owner Name (s): \_\_\_\_\_

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

Email: \_\_\_\_\_

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

*Type of Request:*

**Tree Removal:** If approved, stump must be removed and area replanted in accordance with Borough Guidelines, as determined by our Certified Tree Expert, with a tree (s) from the “Approved Replacement Trees for Eatontown Homeowners.”

**Tree Pruning/Trim:** Approval not required for minor pruning to maintain required clearance over streets/sidewalks or to maintain visibility for vehicular traffic. (Topping is harmful and strictly prohibited.)

**Property owner’s comments/concerns:**

\_\_\_\_\_  
\_\_\_\_\_

*Diagram: Clearly label the house, street, and which tree you are looking for removal/pruning/trim:*

After your request has been received, the members of the STC will do an on site visit and bring their findings to the next shade tree meeting. When a decision has been made, you will be sent written notice of their decision.

*Please be aware that there may be associated costs with the requested tree. All the work will be performed by a fully insured tree service.*

I/We \_\_\_\_\_ agree to abide and comply with all the rules and guidelines as stated.  
*Please Print*

Property Owner signature (s): \_\_\_\_\_ Date: \_\_\_\_\_

# Tree Removal Guidelines

The Borough of Eatontown does not allow removal of a tree solely because of the leaf, flower, berry debris or personal preference.

Valid reasons for tree removal:

- Tree is dead, dying, critically diseased or damaged beyond repair.
- Tree is in danger of falling or uprooting.
- Tree is damaging vital infrastructure such as sewer line, water line, gas or electrical conduit.

## PRUNING GUIDELINES

Reasons for pruning:

- Safety – remove branches that are in danger of falling and causing injury/property damage.
- Health – remove diseased or insect-infected wood; crossing/rubbing branches; or broken damaged limbs.
- Aesthetics – prune when tree is young to enhance the natural form.

If you need to speak with someone immediately, please call the Department of Public Works, 732-389-7651.

The Shade Tree Commission meets the 3rd Thursday of every month at 7:30 p.m. in the Eatontown Municipal Building, 47 Broad Street, 2nd floor. No appointment is required.

**Article 307.21. VIOLATIONS and PENALTIES Any person found guilty of violating any of the provisions of this article shall be subject to a fine not exceeding \$2,000 or imprisonment for a term of 90 days, or both. Each and every day that such violation continues shall be considered a separate violation. Each tree or shrub removed or destroyed in violation of this article shall be considered a separate violation.**

*Shade Tree Commission Use Only*

The above information was received by: \_\_\_\_\_ on the date of \_\_\_\_\_.

The above information was verified by: \_\_\_\_\_

Date (s) tree (s) checked: \_\_\_\_\_

Date notification sent to property owner (s): \_\_\_\_\_