



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.