



Township of Randolph General Instructions for Fillable Forms

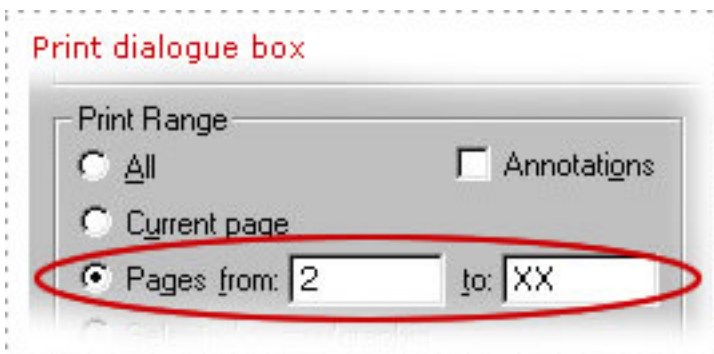
Please note that a fillable form is **NOT** the same as electronic filing and it is not possible to electronically submit a form—you must print it out after entering the information. If the form requires a signature, Randolph must receive the form with an original signature.

IMPORTANT: The free Adobe Reader software cannot save the form with the fill-in data for use at a later time. You can, however, save a blank fillable form for future use. To do this, return to the page containing the link to this form. Instead of clicking on it as you would normally do, right-click and select Save Target As/Save Link As from the pop-up menu which appears. See the “Helpful Hints” section on our [Online Forms](#) page for more information.

- After reading through these instructions, proceed to the first page of this form. Once it’s displayed in your browser window, position the hand pointer inside a form field and click. The hand pointer changes to an I-beam in fields where entering text is permitted.
- Enter your information and then press Tab on your keyboard to go to the next field. You may also use your cursor to move from field to field. Place your cursor in the field you want to fill in and click.
- Once you have filled out the entire form and are ready to print it out, be sure to make note of how many copies you will need. Some forms must be submitted to more than one department and it is recommended you print an additional copy for your records.
- Make sure the cursor is not inside a form field before printing the form. To do this, use the mouse to click in an area of the form where there are no fields (i.e., click your mouse on the Randolph logo).
- Do **NOT** use your web browser’s print function. Instead, use the print button at the left of the Adobe Reader tool bar, which appears immediately above the viewing window.



- Clicking on the print button launches a print dialogue box which gives you several options, including the option to print the entire document or specify a range of pages to print.



Since there is no need to include this instruction page when you print out or submit the form to the Township, we suggest you specify a print range beginning with Page 2 through to the last page of this form.

Caveat: In situations where you need more room than provided for entering information into a field, you will have to attach your

own supplemental information to the printed form. If you can’t see what you’ve entered into a field in its entirety, that means it won’t be visible when printed either.



**Township of Randolph
 Planning & Zoning
 502 Millbrook Avenue
 Randolph, NJ 07869-3799
 Tel: (973) 989-7080**

Application for Tree Protection Permit

Major Site Plan/Major Subdivision Fee: \$300.00
 (\$65.00 due at issuance of Building Permit)
 Minor Subdivision/Minor Site Plan/Residential Lot Fee: \$80.00

Tree Preservation Plan Required for Subdivisions & Site Plans
 Sketch Required for Residential Lots on back of application form or on copy of survey

Applicant Information	
Name	Filing As (Indiv., Partnership, Corporation, etc)
Legal Address	
Status of Applicant to Property	Telephone

Property Information		
Street Address		
Block	Lot	Lot Size (Sq. Ft.)

Tree Information		
Purpose of Tree Removal (i.e., septic field, driveway, deck, patio, swimming pool, etc.)		
Proof That There Are No Delinquent Property Taxes or Assessments on Subject Property		
Exemptions (If applicant claims trees are exempt per #15-48, specify details)		
List of trees to be removed identified by size and species, including total number of each to be removed (use additional sheets as required)		
Between 8" and 12"	Between 12" and 18"	Greater than 18"

Other information may be required in order to effectively process and decide application.

Signature of Applicant

Print Name of Applicant

Date

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS

FOR OFFICIAL USE ONLY	
Date Approved:	Fee Paid:
_____	_____
Signature of Planning Division	Date

Prior to any cutting/removal:

1. Identify and flag trees.
2. The trees to be preserved shall be fenced with high visibility fencing at drip line.
3. Contractor to call Planning Division (973-989-7080) after tree preservation measures are installed.
4. Cutting/clearance may start within 48 hours of notification to Planning Division and receipt of an approved permit.