



GARWOOD SHADE TREE WORK REQUEST FORM

E-Mail Form to: Shadetree@garwood.org or drop off at Borough Clerk's Office

DATE _____ RECEIVED BY _____

NAME _____ PHONE NUMBER _____

HOME ADDRESS _____

EMAIL ADDRESS: _____

TREE ADDRESS (if different from home address) _____

LOCATION OF TREE: (if on corner – which yard, street; by driveway, by walkway, etc.)

TYPE OF TREE (*if known*) _____

SIZE OF TREE (height/trunk diameter) _____

WORK REQUESTED/REMARKS _____

A NEW TREE WILL BE PLANTED THE FOLLOWING YEAR IF A TREE MUST BE REMOVED.

The Borough Shade Tree Officer (STO) or Shade Tree Advisory Board member will contact you within 5 business days to schedule a tree inspection. The STO will coordinate scheduled work day with the Department of Public Works if the work can be completed by them, or schedule it in the next Borough Tree Contract if the Department cannot complete the work. The STO will coordinate pruning work with PSEG if pruning is near overhead electric wires. Emergency work will be coordinated and undertaken as necessary. Please do not try to maintain Borough street trees without STO written approval.