

## **Phase 1: Initial submission**

Fill in Section 1 of the Application form and submit application with:

1. Copy of deed or lease.
2. Letter from property owner approving proposed project if building is leased.
3. Two (2) recent color photos of front of property with residential structure in the background.
4. Drawings / renderings that adequately show how the proposed project will improve the appearance of the landscape of the property or streetscape of the neighborhood.
5. Listing of trees to be purchased under the program.

Wait for the Neptune Township Shade Tree Committee approval of the proposed scope of work prior to beginning work as the Committee may require or recommend changes to the scope of work.

## **Phase 2: Shade Tree Committee approval**

Shade Tree Committee approval is based upon the following criteria:

1. Proposed Tree Planting design makes a significant improvement in the overall appearance and blends in well with the surrounding structures and landscape design.
2. Adequate consideration has been given to maintaining existing trees that reinforce the existing neighborhood landscape pattern.
3. Proposed improvement complies with Land Development and other Ordinances.
4. Property taxes and other fees owed to the Township for the property to be improved have been paid, up to and including the current period. Property owners with delinquent taxes or fees will not be given grants.
5. It is not necessary for the applicant to attend the Shade Tree Committee meeting, however, attendance could create a more expeditious process.

When the Shade Tree Committee approves the concept and scope of work, the applicant will be asked to choose a Township approved vendor for the acquisition of the tree(s) and sign the final approval agreement. The applicant will then be provided with a municipal Purchase Order which should be delivered to the vendor at the time of purchase. The applicant will sign the Purchase Order where indicated and submit the purchase order to the vendor who will sign where indicated and submit same, with an appropriate invoice, to the Township for payment.

This agreement does not grant any waivers from regularly required municipal approvals (ie. - Building permits, Planning Board, Board of Adjustment, Board of Architectural Review, etc.).