



BUILDING DEPARTMENT TREE APPLICATION

2 Site Plans Required for Residential Homes

4 Site Plans Required for Commercial Buildings

Application Number _____

Tree Protection Ordinance

16-5173

Unless otherwise noted, complete every field. Write "N/A" if a section is not applicable to your property/project.

(Please use blue or black ink)

A permit is required to remove or relocate any tree (other than citrus) greater than four and one-half inches in diameter at breast height and most palms. While there is no fee to remove "nuisance" species of trees such as Melaleuca (punk trees), Australian Pine, and certain others, you must obtain a permit prior to their removal. Only citrus trees do not require permits.

"TREES REQUESTED TO BE REMOVED MUST BE TAGGED WITH ORANGE RIBBON"

Primary Contact's Name: _____ Phone No.: (____) _____
Address _____ Fax No.: (____) _____
City: _____ State: _____ Zip Code: _____ E-mail: _____

Parcel ID: _____
Site Address: _____

Is tree removal/relocation associated with a separate permit for construction or other building? ☐ Yes ☐ No

If associated with one or more separate building permit(s), enter the application number(s) here: _____

Description of Work: _____

Number of trees / palms to be removed: _____ Number of trees / palms to be relocated: _____

On the reverse of this sheet, you must list all trees and palms that you intend to relocate or remove. With this application, include a site plan showing all trees listed. Number of pages per site plan: _____ Number of sets submitted: _____

IT IS THE OWNERS RESPONSIBILITY TO HIRE A LICENSED TREE REMOVAL CONTRACTOR ON PROPERTY NOT OWNER OCCUPIED. IT IS THE CONTRACTOR'S RESPONSIBILITY TO APPLY AND SECURE THE PERMIT.

Contractor's Name: _____ City Registration No.: _____
Company's Address: _____ State Cert./Reg No.: _____
City: _____ State: _____ Zip Code: _____ Phone No.: (____) _____
E-mail: _____ Fax No.: (____) _____

Property Owner's Name: _____ Phone No.: (____) _____
Owner's Address: _____ Fax No.: (____) _____
City: _____ State: _____ Zip Code: _____ E-mail: _____

Certified Arborist's Name: _____ Phone No.: (____) _____
Certified Arborist's Address: _____ E-mail: _____
City: _____ State: _____ Zip Code: _____ Certification Number: _____

Please Note: All items from Certified Arborists must be on letterhead and include the Arborist's seal and certification number.

Application for permit by homeowner:

I, _____, am the owner of the aforementioned property and hereby apply for a permit to perform the work described herein. I attest that the information contained in this application is correct; that I will obey all applicable laws and ordinances; and that I understand that City Ordinance 16-5173 contains significant fines and penalties for violations.

Signature of Owner _____ Date _____

Application for permit by contractor:

I, _____, hereby apply for a permit to perform the work described herein under contract from the owner of the aforementioned property. By my signature below, I attest that the information contained in this application is correct and complete to the best of my knowledge; that the work will be performed as stated in this application as it may be amended; that I have and shall maintain all required liability and workers compensation insurance coverage; and that I will obey all applicable laws and ordinances.

Signature of Contractor _____ Date _____

When your tree permit is issued you must post the permit card and plans in a conspicuous place.

Please list only trees with a diameter greater than 4.5 inches at breast height and palms protected by ordinance. Identify each tree by species. You may use either the common or the scientific name, but you may not list a tree as "other" or "unknown"; Each tree must be listed separately. Under "Diam Cir", enter "Diam" if you are supplying the size as a diameter (through) or "Cir" for circumference (around). For size, please enter the number of inches at breast height. Under Action, enter "Add", "Relocate" or "Remove", then enter the reason in the space provided, or on a separate sheet if needed. Use one line per tree, and use as many separate sheets as you may need. Please make sure that each tree on this or separate sheets is numbered. Whenever possible, please use that number to identify each tree on the site plan that you submit.

#	Species	Diam Cir	Size (in.)	Action	Reason	Fee Office Use Only
0	(example) Laurel Oak	Cir	16	Remove	Diseased	
0	(example) Serone Reopens / Saw Palmetto	Diam	4.75	Relocate	New Landscape plan	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
					Tree Removal Fee	
					Less Prepay	
					Balance on Tree/Removal Fee	
					Tree Removal Surcharge	
					Tree Removal Mitigation Fee	
					Tree Removal Fines	
					Train & Cert Fee	
					Reinspection Fee	
					Permit Total	
					Balance Due	
					Credit Card Fee	
					Total Fees Due	

NOTE: IF ANY WORK WILL TAKE PLACE IN PUBLIC RIGHT-OF-WAY, A RIGHT-OF-WAY PERMIT WILL BE REQUIRED.

Please note that all trees must be protected by a tree barrier during all phases of construction.

Please see the Building Department for a copy of the Tree Protective Barrier specifications.

This section reserved for office use only:	Approved <input type="checkbox"/> Declined <input type="checkbox"/>
	Arborist:
	Date: