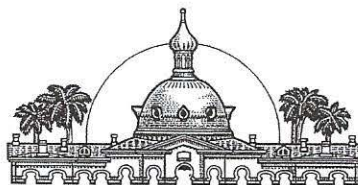


Tree Removal Application Packet



Hillsborough County
Florida

Guidelines and Procedures for Tree Removal

Permits, unless exempted otherwise by the Land Development Code, are required for the removal of trees on residential and non-residential properties for all tree species, with the exception of exempted trees as defined by the Land Development Code. A list of exempted species is included with this packet. Also, dead trees do not require a permit unless the tree occupies a property undergoing new construction or development. In these situations a site evaluation is necessary to evaluate the dead tree and proceed with the pertinent code compliance action.

NON-RESIDENTIAL PROPERTIES

All trees on non-residential property, developed or vacant, with tree trunks measuring 5" DBH ¹ (Diameter at Breast Height, 4.5 feet above ground) or larger **require** a permit before being removed. **Removal of trees less than 5" DBH do not require a permit unless their removal results in Land Development Code Section 6.06 (Off-Street Vehicular Use Area & Buffering and Screening) requirements becoming noncompliant***

RESIDENTIAL PROPERTIES

All trees on residential property, vacant or under construction, with tree trunks measuring 5" DBH or larger **require** a permit before removal.

All trees on developed residential lots (principal dwelling structure exists) with tree trunks measuring 12" DBH or larger **require** a permit before being removed. **Removal of trees less than 12" DBH do not require a permit unless their removal results in Land Development Code Section 6.06.03.B (Minimum Trees per Lot) or, as applicable, Section 6.06.05 (Street Trees) becoming noncompliant.***

Within 15 working days of receiving the application, Natural Resources staff will inspect the tree to determine if it meets the criteria outlined in the Land Development Code for issuance of a permit. A written determination for the application will be left at the property unless specified otherwise. Tree Removal Permits are valid for a two (2) year period from the date of issuance unless otherwise specified on the Permit.

An alternative to a Natural Resources staff site visit would be consulting with an International Society of Arboriculture (ISA) Certified Arborist or a Registered Consulting Arborist with the American Society of Consulting Arborists (ASCA). The submittal of the Affidavit on page 8 by the Arborist with the Tree Removal Application will not require staff to visit the property but utilize the Affidavit to expedite the Tree Removal Permit Application review process to **5 working days** from the application's receipt. Grand Oaks as defined in Section 12.01 of the Hillsborough County LDC, are excluded from this alternative process. The Tree Condition Evaluation form on page 9, however, must be completed and returned with the Affidavit for oak species requested for removal measuring 34" DBH and larger.

*Please contact Natural Resources staff at 272-5600 for clarification or questions.

¹ Determining the diameter of a tree: Measure around the tree (circumference) at DBH and divide by 3.14. Example: If you measure around the tree and its circumference is 38 inches, divide 38" by 3.14 = 12" diameter.

Tree Removal Application Instructions

It is the responsibility of the applicant to know the governmental jurisdiction of the property where the tree(s) exist. Only unincorporated Hillsborough County applications can be processed by the County and not for those jurisdictions of Tampa, Plant City or Temple Terrace.

The folio number asked for on the application is very important in identifying your property. Applications without folio numbers may create delays in processing the application. The folio number can be obtained by calling the Property Appraiser's Customer Service Department at 272-6100. Once you choose your language, follow the options to Customer Service. If you prefer you can access the Property Appraiser's web page at <http://www.hcpafl.org/> and select the *Search Our Real Estate or Tangible Personal Property Database* or the *Geographical Information System* links. Follow the directions on those web pages to locate your folio number. Also, to avoid unnecessary delays, please indicate directions to the property as accurately as possible.

1. Property owners filing the tree removal application must complete pages 6 and 7 only.

or

2. An ISA Certified Arborist or an ASCA Registered Consulting Arborist filing the tree removal application must complete pages 6, 7 and 10 and can complete pages 8 and 9 subject to the directions on page 2.

or

3. An individual who is not the property owner and not an ISA Certified Arborist or ASCA Registered Consulting Arborist but filing an application on behalf of the property owner must complete pages 6, 7 and 10 only.

Return only the application, site plan, other forms contained in this packet as applicable and a non-refundable check for \$35.00 * made out to Hillsborough County Board of County Commissioners or HCBOCC.

Mail this to:

DEVELOPMENT SERVICES DEPARTMENT
ATTN: NATURAL RESOURCE SECTION
P.O. BOX 1110
TAMPA FL 33601-1110

* Web Page addresses and fees are subject to change without notice. For parcels over 5 acres there is a \$10 per acre additional fee.

Tree Species NOT Requiring a Permit for Removal

Exempted Trees: Trees which have undesirable growth characteristics, are highly susceptible to freeze damage, or are detrimental to the survival of native plants or animals. Following is the list of trees that shall be exempted:

<i>Scientific Name</i>	<i>Common Name</i>
<i>Acacia auriculiformis</i>	earleaf acacia
<i>Albizia lebbek</i>	woman's tongue
<i>Auracaria araucana</i>	monkey puzzle
<i>Bauhinia variegata</i>	orchid tree
<i>Broussonetia papyrifera</i>	paper mulberry
<i>Casuarina spp.</i>	Australian pine
<i>Citrus spp.</i>	citrus tree
<i>Dalbergia sissoo</i>	Indian rosewood
<i>Enterolobium contortisiliquum</i>	earpod tree
<i>Eucalyptus spp.</i>	eucalyptus
<i>Eugenia uniflora</i>	surinam cherry
<i>Grevillea robusta</i>	silk oak
<i>Jacaranda acutifolia</i>	jacaranda
<i>Leucaena leucocephala</i>	lead tree
<i>Melaleuca quinquenervia</i>	punk tree
<i>Melia azedarach</i>	chinaberry
<i>Mimosa pigra</i>	catclaw mimosa
<i>Prunus caroliniana</i>	cherry laurel
<i>Sapium sebiferum</i>	Chinese tallow
<i>Schinus terebinthifolius</i>	Brazilian pepper
<i>Syagrus romanzoffiana</i>	queen palm

Suggested Tree Replacement Species

Satisfying a tree replacement condition of the Natural Resources Tree Removal Permit.
The following list of trees represent acceptable shade tree species ranging from 25-70 feet:

<i>Scientific Name</i>	Common Name	Characteristics
<i>Fraxinus pennsylvanica</i>	ash, green	N, D
<i>Ulmus americana</i>	elm, American	N, D
<i>Ulmus alata</i>	elm, winged	N, D
<i>Carya glabra</i>	hickory, pignut	N, D
<i>Acer rubrum</i>	maple, red	N, F, D
<i>Magnolia grandiflora</i>	magnolia, southern	N, F, E
<i>Quercus laurifolia</i>	oak, laurel	N, D
<i>Quercus virginiana</i>	oak, live	N, E
<i>Quercus stellata</i>	oak, post	N, E
<i>Quercus geminata</i>	oak, sand live	N, E
<i>Quercus shumardii</i>	oak, shumard	N, D
<i>Quercus laevis</i>	oak, turkey	N, D
<i>Pinus palustris</i>	pine, longleaf	N, E
<i>Pinus clausa</i>	pine, sand	N, E
<i>Pinus elliottii</i>	pine, slash	N, E
<i>Celtis laevigata</i>	sugarberry	N, D
<i>Liquidambar styraciflua</i>	sweetgum	N, D
<i>Platanus occidentalis</i>	sycamore	N, D
<i>Taxodiun distichum</i>	cypress, bald	N, D

Characteristics: N - Native, F - Flowering, E - Evergreen, D - Deciduous

HILLSBOROUGH COUNTY

TREE REMOVAL APPLICATION

OFFICE USE ONLY
Tree Removal Permit (TR) # _____
Check # _____
Process # _____

TO BE COMPLETED BY APPLICANT:

Fee: \$35.00 DATE: _____
 The Owner or Authorized Agent hereby applies for a Permit for the purpose of removing the following tree(s):

Type of tree	Trunk Diameter at DBH	Number of trees

Reason(s) for the removal(s): check the boxes that apply;

- Non-residential Construction Project** (including churches, mobile home parks, offices, etc.)
- Addition to a Single-Family House or Duplex** (must include scaled site plan depicting location of proposed addition and tree(s) to be removed)
- Pool** (must include scaled site plan depicting location of pool/pool deck on property and tree(s) to be removed)
- Septic Tank and/or Well** (must include Public Health Dept. Permit and approved site plan)
- Tree Transplanting** (on a separate sheet, indicate transplanting methods)
- Unhealthy or Damaged Tree(s)**
- Other** (specify) _____

Indicate property access restrictions, if any, (i.e. gates, dogs) _____

Number of existing trees 1" DBH & larger on this property (residential only) _____

Property Size: _____ Year Home Built: _____

Property Address: _____ Folio Number: _____

Directions to Property: _____

Owner's Name (Please Print)	Telephone Number	Fax Number
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Address	City	State	Zip
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Applicant's Name, if other than owner (Please Print)	Telephone Number	Fax Number	E-mail Address
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Address	City	State	Zip
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Person, Firm, or Corporation to conduct tree removal (if known)	Telephone Number	Fax Number	E-mail Address
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Address	City	State	Zip
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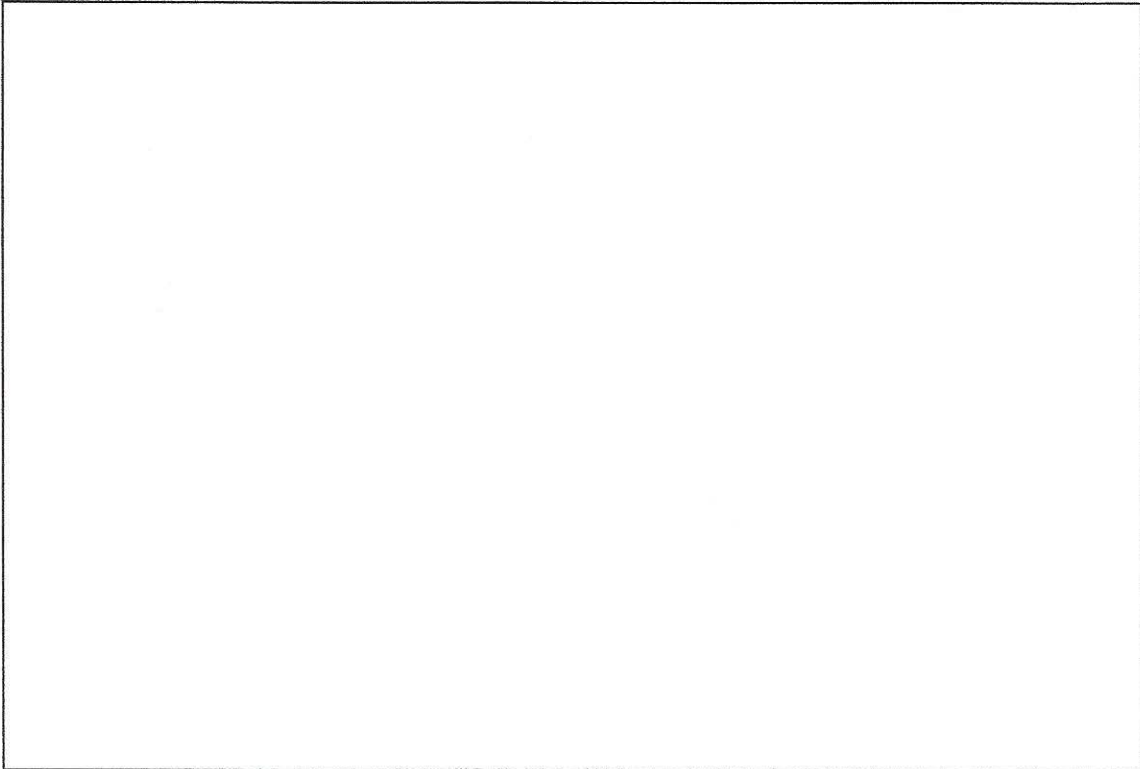
I HEREBY CERTIFY that this application, as well as the site plan and tree survey, is a true representation of all facts concerning the proposed tree removal activity. This application is made with my approval as Owner or Authorized Agent for the Owner, as evidenced by my signature below. FOR THE DURATION OF THE TREE REMOVAL PERMIT, IF ISSUED, I ASSUME LEGAL RESPONSIBILITY FOR ANY AND ALL VIOLATIONS OF THE HILLSBOROUGH COUNTY LAND DEVELOPMENT CODE AND PERMIT CONDITIONS ON THE PROPERTY DESCRIBED ABOVE.

 Name of Owner or Authorized Agent (Please print)

 Signature of Owner or Authorized Agent

 Date

SITE PLAN



Top Down View of Property

Include tree(s) to be removed, existing structures, fence, gates, driveway and frontage street

Home and pool additions **MUST** attach a scaled site plan depicting location of proposed addition and tree(s) to be removed

Submitting a minimum 3 photographs with this site plan may expedite Tree Removal Permitting. Photos must include an overall picture of the subject tree and its relationship with a building structure. Also, several close- up photos of the tree's perceived problem(s) must be provided.

AFFIDAVIT OF CODE COMPLIANCE

**Hillsborough County
Land Development Code, Natural Resources Regulations**

I, _____ am Certified as an Arborist by the International Society of Arboriculture (ISA) or am a Registered Consulting Arborist with the American Society of Consulting Arborists (ASCA). I understand that Section 4.01.14.A.4 of the Land Development Code (LDC) identifies reasons substantiating issuance of a Tree Removal Permit. Based on my knowledge of this Section, I attest the trees identified on the accompanying Tree Removal Application fulfill one or more of the criteria of Section 4.01.14.A.4 identified below. **I also attest the tree(s) on the attached application are not a Grand Oak as defined by the LDC.**

The issuance of a Permit for the tree(s) identified on the attached application is supported by the following reasons:

_____ **the tree is unhealthy or damaged for which there is no practical remedy to assist with its preservation (explain)** _____

_____ **the tree is causing damage to public or private property for which there is no other remedy to resolve (explain)** _____

_____ **the tree is interfering with the installation or function of solar energy equipment**

_____ **the tree is unsightly or of an undesirable condition as a result of a previous site disturbance (explain)** _____

I realize my responsibility to include this notarized Affidavit with submittal of the Tree Removal Application. Once receiving the issued Tree Removal Permit, I assume legal responsibility for any and all violations of Section 4.01 of the Hillsborough County LDC and Permit conditions as identified for the property described below.

Print Name

ISA Certified Arborist or ASCA
Consulting Arborist #

Signature

Property Address for Tree Removal

Notary Signature: _____

Print Name: _____

Notary Stamp: _____

TREE CONDITION EVALUATION FORM

A tree's condition is determined from the sum of the condition points established from the rating of a tree's roots, trunk, limb/branch structure, twigs and foliage. The condition ratings range from excellent to poor and are determined by a condition point system that weights problems identified on each component of the tree. The condition point system is structured as follows: **no apparent problems (4 points), minor problems (3 points), major problems (2 points) and extreme problems (1 point).**

ROOTS

- Root anchorage
- Restricted root system relative to canopy
- Mechanical injury
- Girdling roots
- Compaction or water-logged roots
- Presence of insects or diseases

Condition points _____

TRUNK

- Sound bark and wood, no cavities
- Upright trunk (well tapered)
- Included bark between co-dominant stems
- Mechanical or fire injury
- Cracks
- Swollen or sunken area
- Presence of insects and diseases

Condition points _____

LIMB AND BRANCH STRUCTURE

- Strong attachments, no included bark
- Free of decay and cavities
- Well proportioned, good form
- Wound closure
- Dead limbs/epicormic sprouting
- Presence of decay, insects and diseases

Condition points _____

TWIGS

- Shoot vigor compared to past 3-year growth
- Presence of weak or dead twigs
- Presence of insects and diseases

Condition points _____

FOLIAGE

- Normal appearance (size, color, density)
- Nutrient deficiencies
- Herbicidal, chemical injury symptoms
- Wilted or dead leaves
- Presence of insect or disease

Condition points _____

Total Condition Points _____

TREE CONDITION RANKING The ranking does not incorporate a wood density evaluation of the root collar and includes an evaluation of the tree's canopy from the ground surface only.

Total Points
18-20
15-17
12-14
11 or less

Condition
Excellent
Good
Fair
Poor

Evaluated by: _____

Date: _____

File #: _____

Tree Species: _____

Application Number: _____

AUTHORIZE AGENT CONSENT

(PRINT NAME OF ALL PROPERTY OWNERS)

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property to wit:

ADDRESS OR GENERAL LOCATIONS: _____ Folio No: _____

2. That this property constitutes the property for which a request for a: _____ (NATURE OF REQUEST) is being applied to the Board of County Commissioners, Hillsborough County.

3. That the undersigned (has/have) appointed _____ as (his/their) agent(s) to execute any permits or other documents necessary to affect such permit.

4. That this Consent has been executed to allow Hillsborough County, Florida, to consider and act on the above described property;

5. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

Signature (Property Owner)

Signature (Property Owner)



AUTHORIZATION FOR PAYMENT BY CREDIT CARD
Planning and Growth Management Department, Building Services Division

OFFICE USE ONLY	Permit No. _____	Total \$ _____
	License No. _____	Fee \$ _____

PERMITS

Complete the following:

Job Site Address _____
City _____, Florida Zip Code _____

Type of Payment: ___ VISA ___ MasterCard ___ Discover

Card Number: _____ Expiration Date _____

V Code: _____ (Last three digits on the back of the card)

Name (print or type) _____
(Name as it appears on the Credit Card)

Card Billing Address _____
(Address used by Credit Card Company to mail billing statements)

City _____ State _____ Zip Code _____

Cardholder Signature _____

All information, including zip code, **must** be completed or your request will not be processed. A completed form and signature authorizes Hillsborough County staff to charge fees and/or payments for services or permits as applicable to the cardholder's credit card.

FOR YOUR CREDIT CARD SECURITY
FAX YOUR CREDIT CARD INFORMATION TO THE FOLLOWING
NUMBERS ONLY

PERMITTING FAX NUMBERS

Natural Resources Section 813-272-5149

CONTRACTOR LICENSING FAX NUMBER

License No. _____
(If licensed, include license number)

813-635-7367 (this number is only for faxing forms to Contractor Licensing)