CITY OF SEMINOLE

TREE CITY U.S.A.

TREE REMOVAL PERMIT APPLICATION INSTRUCTIONS

INSTRUCTIONS (Contact the Community Development Department for questions (727) 398-3108)
A Tree Removal Permit is required pursuant to Chapter 62, Article II. Tree Protection (see Exhibit A) for any tree(s) 4-inch diameter at breast height (DBH) or greater, except exempt trees. Please complete the attached application and return it, in person, to the Community Development Department, City of Seminole, 9199 – 113th Street N., Seminole, FL 33772, or submit signed application via e-mail to Renee Reid (rreid@myseminole.com) along with:

1. Plot Plan or survey or approved landscape plan that shows the following:
   a. Location of existing buildings, driveways and accessory structures, power lines.
   b. The species, size and condition of trees to be removed, with accurate dimensions showing the location of the trees. "Size" means the diameter (dbh) of a tree measured at a point 4½ feet in height from the base of the tree at grade level.
   c. Any other trees on the property that are to remain.
   d. Any palms to be removed that are shown on an approved landscape plan. Provide clear trunk measurement and species of palms to be removed.
2. Tree(s) to be removed must be depicted on a location map and clearly marked or otherwise easily identifiable for inspection (i.e., ribbon, tape, paint, etc.). City staff may conduct an inspection to verify the information provided in the application.

In addition to the submittal items required above, when a protected specimen tree species (Mangrove, Live Oak or Laurel Oak) 4-inch DBH or greater, or any other protected tree (such as Magnolia, Bald Cypress, Sycamore, Sweetgum, Red Maple, Elm or Pine) that is 20-inch DBH or greater, is proposed to be removed, the Applicant must also attach to the permit application, a signed report prepared by a private Certified Arborist regarding the current condition of the tree(s) along with photographs. Justification for protected tree removal must identify if tree is suspected of being dead, dying or in declining health to the point where the tree cannot otherwise be preserved; and/or, in those cases where a tree is proposed to be removed because of damage being caused to an adjacent structure by a tree and there is no practical way to preserve the tree.

PROCESSING SCHEDULE

- Staff reviews the application for completeness.
- Staff may conduct a site inspection to examine proposed tree(s) to be removed. **Staff does not provide arborist services.**
- Community Development Director or designee approves, approves with conditions or denies the permit application.
- Permit Technician will notify the Property Owner/Contractor of the Director's determination by telephone.
- Applicant or representative picks-up permit at the City.

The permit fee for removing a tree(s) is $25.00. Make check payable to the City of Seminole.
A permit is required for tree/palm removal related to an approved landscape plan; however, no fee will be required.

TREE REMOVAL APPLICATION
TO BE COMPETED BY APPLICANT
PLEASE PRINT CLEARLY

DATE_____

SITE ADDRESS OR PIN NUMBER _____

OWNER NAME, PHONE NUMBER & E-Mail_____

CONTRACTOR NAME, PHONE NUMBER & E-Mail_____

NUMBER OF TREES TO BE REMOVED_____

SPECIES AND SIZE (DBH) OF EACH TREE TO BE REMOVED_____

_____

REASON(S) TO BE REMOVED:

_____

_____

TREE LOCATION: ¤ PRIVATE LOT ¤ IN COMMON AREA [PROVIDE LOCATION MAP]

LAND USE: ¤ RESIDENTIAL ¤ COMMERCIAL ¤ INDUSTRIAL

PLEASE CHECK ONE OF THE FOLLOWING THAT APPLIES TO THE SUBJECT TREE(S):

¤ HEALTHY ¤ DYING (DISEASED) ¤ DEAD

When the property owner is proposing removal of a protected specimen tree (Mangrove, Live Oak or Laurel Oak) 4-inch DBH or greater, or any other protected tree (such as Magnolia, Bald Cypress, Sycamore, Red Maple, Sweetgum, Elm or Pine) that is 20-inch DBH or greater, the City requires that a certified arborist will attest in writing that the tree should be removed, or is otherwise incapable of being preserved in any other manner. Additionally, the City may require a second arborist's report, to be paid for by the property owner. Contact the City for a list of protected trees.

When the property owner is proposing the removal of a protected specimen tree(s), or any tree(s) 4-inch diameter at breast height or greater, or tree(s) and/or palm(s) shown an approved landscape plan, the City may require the property owner to replace the palm(s) and/or effective trunk diameter at breast height of the tree(s), with an equivalent cumulative diameter of approved trees on owner's property. Examples of protected specimen trees and approved replacement trees are listed in Article II (see Exhibit B). If there is no practical way that this replacement can occur on the owner's property, then the property owner may be required to contribute the cost, as established by the City, of an equivalent number of dbh inches of trees into the City's Street Scape program for canopy tree replacement.

Exempt trees: The following invasive tree species may be removed without a permit: Malelueca (Punk tree), Ear Tree, Cuban Laurel, Australian Pine, Chinaberry, Jacaranda, Brazilian Pepper tree, Camphor and Australian Pine, also refer to Exhibit A.

Hiring an unlicensed contractor, in addition to being against the law, may result in you paying twice for the work or paying civil judgments against the homeowner should the worker be injured on your property.

Removal of a tree without a permit is a violation of City Code which may result in fines and penalties as provided for in the Code of Florida Law.

AFFIDAVIT

Application is hereby made to obtain a permit to remove the tree(s) as indicated. I understand that the City of Seminole protects trees as a natural resource and when the proposed trees to be removed are protected specimen and/or protected trees, the City requires an arborist's report be submitted with the Permit Application. I further understand that that City can require that I provide tree replacement on-site or the City may accept a financial contribution to the equivalent amount of trunk diameter by payment of mitigation fees as established by the City. I also grant permission to the City staff to enter my property to inspect the tree(s) to be removed.

I also understand that I am responsible for payment to the City for repair of any damage to city infrastructure caused by the removal of the tree by the Contractor or myself, or as approved by the City, to make such repairs at my own expense and subject to a City issued permit.

Hiring an unlicensed construction worker or Contractor is in violation of Florida Law and may result in penalties and fines.

I certify that I have read and understand the information and requirements for this permit, that all the foregoing information is accurate, that no work or installation has commenced prior to the issuance of a permit, and that all work will be performed to meet the standards and laws in this jurisdiction.

Property Owner Signature_____ Date _____

*****THE PROPERTY OWNER IS RESPONSIBLE TO ENSURE THAT A PERMIT IS APPLIED FOR, PICKED UP AND PAID FOR, AND IS RESPONSIBLE FOR REVIEWING THE APPROVED PERMIT FOR ANY REQUIRED TREE REPLACEMENT*****

Contractor Signature_____ Date _____

*****THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT THE PROPERTY OWNER RECEIVES A COPY OF THE APPROVED PERMIT AND ANY REQUIRED TREE REPLACEMENT*****

Application Approved by_____ Date _____

☐ ***With conditions for tree replacement (see attached staff report).***

☐ ***Without conditions (see attached staff report).***

PLEASE READ THE FOLLOWING PAGES CAREFULLY BEFORE FILLING OUT THE APPLICATION. EXHIBIT A IS A COPY OF THE CITY'S CODE REGARDING TREE PROTECTION AND EXHIBIT B PROVIDES A LIST OF REPLACEMENT TREES THAT MUST BE APPROVED FOR TREE REPLACEMENT BY CITY STAFF.

If you have any further question please contact the Community Development Department at 727-398-3108.

EXHIBIT A

CHAPTER 62- ARTICLE II. TREE PROTECTION

Sec. 62-33. Permit required -Small tracts.

(a) On platted lots or tracts of less than one acre in area, it shall be unlawful for any person to remove or cause to be removed any protected tree, except exempt trees, with a trunk dbh of four inches or more without first having a tree removal permit to do so as provided in this article.

(b) On approved nonresidential or multi-family development landscape plans, no tree or palm shown on the approved landscape plan shall be removed without first obtaining a tree removal permit.

Sec. 62-34. Permit required Large tracts.

(a) On any platted or unplatted tract of one acre or more in area, it shall be unlawful for any person to remove or cause to be removed any protected tree, except exempt trees, with a trunk dbh of four inches or more, without first having obtained a tree removal permit to do so as provided in this article.

(b) On approved nonresidential, multi-family or single-family subdivision development landscape plans, no tree or palm shown on the approved landscape plan shall be removed without first obtaining a tree removal permit.

Sec. 62-35. Protected and exempt trees.

(a) *Protected species.* All species commonly known as mangroves (Avicennia germinans, black mangrove; Laguncularia racemosa, white mangrove; Rhizophora mangle, red mangrove; Conocarpus erectus, buttonwood) of whatever size, as well as the species Quercus Virginiana (live oak) and Quercus laurifolia (laurel oak), of four (4)_inch dbh or greater, and any other protected tree species, except exempt trees, 20-inch dbh or greater are recognized to be of special ecological value. No mangrove tree, live oak or laurel oak or any other protected tree species 20-inch dbh or greater shall be removed without a tree removal permit and a report prepared by a certified arborist, provided by the permittee, regarding the current condition of the tree(s) and specific reasons for removal. Where, in the opinion of the city manager or designee, a large numbers of protected trees less than 20-inch dbh are proposed to be removed, a report prepared by a certified arborist regarding the current condition of the tree(s) and specific reasons for removal may be required to be submitted with the permit application.

(b) *Mangroves exempt from survey.* Due to the vegetative characteristics of mangroves, they will be exempt from the tree survey requirement; but no other permitting procedures will nullify the requirements of this article, including site plan review.

(c) *Commercial nursery/tree farm.* The terms and provisions of this article shall not apply to a commercial nursery or tree farm.

(d) *Exempt trees.* Specifically exempt from the terms and provisions of this article are the following species of nuisance trees:

(1) Melaleuca quinquen ervia (punk).
(2) Enterolobiom cyclo carpum (ear).
(3) Melia azedarach (chinaberry tree).
(4) Jacaranda mimosaefolia (jacaranda tree).
(5) Schinus terebinthifolius (Brazilian pepper).
(6) Casuarina equisetifolia (Australian pine).
(7) Cinnamomum camphora (Camphor)
(8) Sapium sebiferum (Chinese tallow tree)

The above list shall be supplemented by exotic and/or invasive plant species that are determined to be noxious, invasive, cause environmental degradation to native habitats, or to be detrimental to human health, safety or the public welfare by the city manager or designee and/or as identified by the University of Florida Center for Aquatic and Invasive Plants.

Sec. 62-36. Reforestation.

(a) *Reforestation required.* As a condition for the issuance of a permit under the provisions of this land development code, the city manager or designee may require that the owner of the property either relocate or replace any trees with comparable substitutes within designated areas of the property. The permittee may be required to replace the tree(s) based on a minimum dbh or caliper size and height and/or pay a mitigation fee on the tree(s) proposed to be removed on a per dbh inch basis. The City shall establish the basis for the per dbh inch mitigation fee to compute the total cost of mitigation for each protected tree species proposed to be removed. No tree which has been planted as a replacement under the provisions of this section may be removed without a tree removal permit, regardless of size. No mitigation fee will be assessed where a report prepared by a certified arborist has determined the protected tree is diseased, dead, in a sever state of decline or poses a public safety threat. However, tree replacement may be required.

(b) *Replacement species.* A list of suggested tree replacement species is available upon request; the trees on this list were selected from the viewpoint of hardiness, disease and pest resistance, availability, and size. It is not intended to limit acceptable species, but rather to provide adequate guidelines. However, in no case shall single-trunk palms or cluster palms (at a replacement ratio of 3:1) and/or accent trees (at a replacement ratio of 2:1) constitute more than 20 percent of the total number of required replacement trees.

Sec. 62-37. Protection during construction.

(a) *Area of protection.* It shall be unlawful for any person in the construction of any structures or improvements to place material, machinery or temporary soil deposits within six feet or two-thirds of the drip line, whichever distance is greater, of any tree having a dbh of four-inch or greater.

(b) *Barriers required.* Before development, demolition, excavation, land clearing or any other land alterations that may affect the health of existing trees, the developer shall be required to erect suitable protective barriers; further, these barriers shall remain until such time as they are authorized to be removed. During construction, no wires or attachments of any kind shall be affixed to any of these trees.
(Code 1991, § 5.01.07)

Sec. 62-38. Emergencies.

In the case of emergencies such as hurricane, windstorm, flood, freeze or other disasters or hazards, the requirements of this division may be waived by the city manager or designee upon a finding that such waiver is necessary so that public or private work to restore order in the community will not be impeded.

Sec. 62-39. Public right-of-way.

No trees shall be removed from the public right-of-way except under the direction of the city manager or designee.

EXHIBIT B

THE TREE REMOVAL PERMIT APPROVAL MAY REQUIRE SPECIFIC TREE REPLACEMENT SPECIES. THE FOLOWING IS A LIST OF REPLACEMENT TREES THAT MUST BE APPROVED BY CITY STAFF FOR ALTERNATIVE TREE REPLACEMENT.

CANOPY TREES [Replacement for a Canopy tree at a 1:1 ratio. Minimum size of 2”-3” DBH or Caliper, 8’-10’ high]:

Live Oak
Laurel Oak
Weeping Elm
Winged Elm
Magnolia
Red Maple
Sycamore
Sweetgum

ACCENT TREES [Replacement for a Canopy tree at a 2:1 ratio. Minimum size of 2”-3” DBH or Caliper, 8’-10’ high]:

Crape Myrtle (Single-Trunk)
Ligustrum Tree-form
Weeping Yaupon Holly
Weeping Bottlebrush
Silver Buttonwood

PALM TREES [Replacement for a Canopy tree at a 3:1 ratio. Minimum size of 10’ clear trunk]

Washingtonia
Sabal
Medjool
Queen
Foxtail

All replacement trees/palms shall be Florida Grade #1.