



**PLANNING AND ZONING BOARD
MEETING AGENDA**

Janet Kortenhaus, Chairperson
Rick Ziegler, Vice Chair

Nina Lammert, Member
Mary Stanton, Member
Jerald Cohn, Member
Joan Bancroft Grody, Alternate
John Maffett, Alternate

Rob Rennebaum, Engineer
Josh Nichols, Zoning Official
Mitty Barnard, Attorney
Jim Parker, Building Official
Evyonne Browning, Town Clerk

1. **CALL TO ORDER**
 - a. Roll call
2. **APPROVAL OF MEETING AGENDA** (Additions, substitutions, deletions)
3. **CONSENT AGENDA**
Approval of the June 26, 2018 Regular Meeting Minutes.
4. **PUBLIC HEARING**
5. **MISCELLANEOUS BUSINESS**
 - a. Tree Removal Permit process, Application, and Fees (*Presented by Evyonne Browning, Town Clerk*)
6. **PUBLIC COMMENT**
7. **STAFF REPORTS**
 - b. Update on Marine Engineer (*Presented by Janet Kortenhaus, P & Z Chairman*)
 - c. Project Timeline update (*Presented by Jim Parker, Building Official*)
8. **ADJOURNMENT**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Planning & Zoning Board with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting.

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. **FOR HEARING ASSISTANCE:** If any person wishes to use a hearing device, please contact the Town Clerk.

**PLANNING AND ZONING BOARD
REGULAR MEETING MINUTES
June 26, 2018**

1. CALL TO ORDER

The regular meeting was called to order at 6:30 p.m. by Chairman Janet Kortenhaus. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Browning called the roll and those present were Chairman Janet Kortenhaus, Vice Chairman Rick Ziegler, Member Nina Lammert, Member Mary Stanton, Member Jerald Cohn. Alternate Members Joan Bancroft-Grody and John Maffett were not present.

2. APPROVAL OF MEETING AGENDA (Additions, substitutions, deletions)

MOTION: Vice Chairman Rick Ziegler moved to approve the meeting agenda.

SECOND AND VOTE: Member Nina Lammert seconded the motion, which passed unanimously.

3. CONSENT AGENDA

- a. Approval of the May 22, 2018 Meeting Minutes.

MOTION: Member Lammert moved to approve the Consent Agenda as printed.

SECOND AND VOTE: Member Cohn seconded the motion, which passed unanimously.

4. PUBLIC HEARING

- a. **SPR18-16/AAR18-16**, Mark and Donna Ward, Owners of 143 Linda Lane, request Site Plan Review and Architectural and Aesthetic Review to demolish part of the existing home, install a new roof, renovate the interior, and install new windows and garage doors.

MOTION: Vice Chairman Ziegler made a motion to approve the Site Plan Review, **SPR18-16** and Architectural and Aesthetic Review, **AAR18-16**.

SECOND: Member Jerald Cohn seconded the motion.

VOTE:	Chairman Kortenhaus	YES
	Vice Chair Ziegler	YES
	Member Stanton	YES
	Member Cohn	YES
	Member Lammert	YES

The motion passed unanimously.

- b. **SPR18-17/AAR18-17**, Carey and Matthew Krebs, Owners of 212 Sandal Lane, request Site Plan Review and Architectural and Aesthetic Review to demolish the existing residence and construct a new residence to include a new driveway, pool, and landscaping.

MOTION: Member Stanton made a motion to approve the Site Plan Review, **SPR18-17** and Architectural and Aesthetic Review, **AAR18-17**.

SECOND: Member Nina Lammert seconded the motion.

VOTE:	Chairman Kortenhaus	YES
	Vice Chair Ziegler	YES
	Member Stanton	YES
	Member Cohn	YES
	Member Lammert	YES

The motion passed unanimously.

- c. **SPM18-11/AAR18-11**, Tammy Gomes, Owner of 118 Cascade Lane, requests Site Plan Modification and Architectural and Aesthetic Review to modify the two-story addition and renovation of the existing single-family residence, with modifications to the kitchen, great room, dining room, cabana bath and relocated laundry room on the second floor, as well as changes to the second floor to remove open space to below and convert to a new bedroom and bath.

MOTION: Vice Chair Ziegler made a motion to approve Site Plan Modification, **SPM18-11** and Architectural and Aesthetic Review, **AAR18-11** with the condition the applicant shall ensure that the second-floor balcony is sufficiently screened with landscaping to meet the privacy screening requirements of Section 78-77.1 of the Town Code.

SECOND: Member Mary Stanton seconded the motion.

VOTE:	Chairman Kortenhaus	YES
	Vice Chair Ziegler	YES
	Member Stanton	YES
	Member Cohn	YES
	Member Lammert	YES

The motion passed unanimously.

- d. **SPR18-14/AAR18-14**, Brian Kennedy, Singer Island Developments, Inc., as Applicant, requests Site Plan Review and Architectural and Aesthetic Review to install a new roof and driveway, renovate and expand the existing garage, add two (2) bedrooms, two (2) bathrooms, a linen closet, laundry, and pool at 214 Bravado Lane.

MOTION: Vice Chair Ziegler made a motion to approve the Site Plan Review, **SPR18-14** and Architectural and Aesthetic Review, **AAR18-14** with the conditions the applicant shall correct all landscaping plan, site plan and other drawing/elevation, and development application deficiencies, errors and inconsistencies to the satisfaction of the Zoning Official.

SECOND: Member Nina Lammert seconded the motion.

VOTE:	Chairman Kortenhaus	YES
	Vice Chair Ziegler	YES
	Member Stanton	YES
	Member Cohn	YES
	Member Lammert	YES

The motion passed unanimously.

- e. **VAR18-4**, Miller Land Planning, Inc., Agent for the owner of 224 Inlet Way, requests two variances related to building height and modification to the building elevations. First, the applicant seeks a variance and relief from Appendix A. Zoning Ordinance., Section IV. Basic Restrictions for All Districts., Pf. 4.6. Grade Elevations. in order to allow a first-floor elevation of 16.42' (where the code allows a maximum of 15.25'). Second, the applicant seeks a variance and relief from Appendix A. Zoning Ordinance., Section VII. District C Regulations., Pf. 7.3. Building Height. in order to allow a total building height of 54.21' (where the code allows a maximum of 53.25') and a top of beam height of 49.81' (where the code allows a maximum of 48.25'). The address of the property is 224 Inlet Way, Palm Beach Shores, Florida 33404. The legal descriptions for the property are ADDISON AT SINGER ISLAND CONDO UNIT 1A, ADDISON AT SINGER ISLAND CONDO UNIT 1B, ADDISON AT SINGER ISLAND CONDO UNIT 2A, ADDISON AT SINGER ISLAND CONDO UNIT 2B, and ADDISON AT SINGER ISLAND CONDO UNIT 3. The property is located in Zoning District C.

MOTION: Member Stanton made a motion to recommend approval of Variance **VAR18-4** to the Town Commission.

SECOND: Member Jerald Cohn seconded the motion.

VOTE:	Chairman Kortenhaus	YES
	Vice Chair Ziegler	YES
	Member Stanton	YES
	Member Cohn	YES
	Member Lammert	YES

The motion passed unanimously.

- f. **AAR18-18**, Miller Land Planning, Inc., Agent for the owner of 224 Inlet Way, requests Architectural and Aesthetic Review to modify and enhance the balcony railings and change the faux coquina stone to a landscape vine on the side of the structure. The landscape plans have also been modified to increase the planting beds for additional landscape material in both the front and rear yards of the property.

MOTION: Vice Chair Ziegler made a motion to approve Architectural and Aesthetic Review, **AAR18-18**.

SECOND: Member Mary Stanton seconded the motion.

VOTE:	Chairman Kortenhaus	YES
	Vice Chair Ziegler	YES
	Member Stanton	YES
	Member Cohn	YES
	Member Lammert	YES

The motion passed unanimously.

- g. **VAR18-3**, Kimberly Waugh, Owner of 236 Cascade Lane, requests a variance and relief from Appendix A. Zoning Ordinance., Section V. District A Regulations., Pf. 5.2. Building Height in order to allow a total building height of 30.16' (where the code allows a maximum of 29.0') and a top of beam height of 23.50' (where the code allows a maximum of 22.0'). The address of the property is 236 Cascade Lane, Palm Beach

Shores, Florida 33404. The legal description for the property is PALM BEACH SHORES LT 241. The property is located in Zoning District A.

MOTION: Member Cohn made a motion to recommend denial of Variance **VAR18-3** to the Town Commission based on items 1 thru 6 do not address the need for a height variance.

SECOND: Vice Chair Ziegler seconded the motion.

VOTE:	Chairman Kortenhaus	YES
	Vice Chair Ziegler	YES
	Member Stanton	YES
	Member Cohn	YES
	Member Lammert	YES

The motion passed unanimously.

- h. **SPM18-10/AAR18-10**, Kimberly Waugh, Owner of 236 Cascade Lane, requests a Site Plan Modification and Architectural and Aesthetic review to demolish the existing house and build a new 2-story house, raising the finish floor elevation two (2) feet.

MOTION: Vice Chair Ziegler made a motion to approve the Site Plan Review, SPR18-10 and Architectural and Aesthetic Review, AAR18-10 on the condition the total roof height and beam height comply with current Town Code.

SECOND: Member Stanton seconded the motion.

VOTE:	Chairman Kortenhaus	YES
	Vice Chair Ziegler	YES
	Member Stanton	YES
	Member Cohn	YES
	Member Lammert	YES

The motion passed unanimously.

5. **MISCELLANEOUS BUSINESS**

- a. Ordinance O-3-18: Swimming Pools, Pool Decks, Screened Enclosures (*Presented by Town Attorney*)

MOTION: Vice Chair Ziegler made a motion to send Ordinance O-3-18 to the Town Commission as it is currently written for their review.

SECOND: Member Lammert seconded the motion.

VOTE:	Chairman Kortenhaus	YES
	Vice Chair Ziegler	YES
	Member Stanton	YES
	Member Cohn	YES
	Member Lammert	YES

The motion passed unanimously.

b. Ordinance O-2-18: Walls/Fences/Hedges Definitions *(Presented by Town Attorney)*

MOTION: Vice Chair Ziegler made a motion to send Ordinance O-2-18 to the Town Commission as it is currently written for their review.

SECOND: Member Lammert seconded the motion.

VOTE:	Chairman Kortenhaus	YES
	Vice Chair Ziegler	YES
	Member Stanton	YES
	Member Cohn	YES
	Member Lammert	YES

The motion passed unanimously.

6. **PUBLIC COMMENT:** There was none

7. **STAFF REPORTS**

- a. Project Timeline update: Building Official Jim Parker provided copies of the current project to the members of the board. There was no discussion.

8. **ADJOURNMENT**

MOTION: Member Cohn moved to adjourn and Chairman Kortenhaus adjourned the meeting at 9:03 pm.

Approved this 24th day of July 2018.

ATTEST:

Evyonne Browning, Town Clerk

Janet Kortenhaus

(Seal)

Town of Palm Beach Shores, Florida
Commission Agenda Memorandum
Mayor Koutzen

Subject: Tree Removal Process and Permitting

Request: To review the Town's codes and processes to incorporate the necessary steps and documents to ensure the protection of specimen trees, underground utilities, and other unknown factors during construction projects, dead or dying trees, invasive trees, etc.

Background: As a designated "Tree City" the Town has a responsibility to ensure the compliance with environmental regulations in the protection of certain specimen trees; to protect the property owner's right to have trees removed due to invasive situation, dying or dead trees, and other unknown situation.

Fiscal Impact: The cost factor will be minimal, as the permitting process and fees will be implemented to cover the actual costs involved to inspect to have Town staff or, if necessary, the hiring of a professional arborist, to determine the type of tree(s) to be removed and the safest way to have them removed. Sample documents from other Florida jurisdictions are attached herewith.

Staff Recommendation: To allow staff to work with the Town's attorney, Planning and Zoning Board, and other professionals to bring a process recommendation to the Commission for consideration.

CITY OF MIAMI

ENVIRONMENTAL RESOURCES

Tree Permit Process and Checklist

Tree Permit Process

Checklists have been designed to list the supporting documentation needed for compliance with tree permit applications. The Checklists are to be used for the following projects:

- New construction with the removal, relocation or root pruning of trees (A)
- New construction with no tree removals, relocations or root pruning (B)
- Stand Alone Tree Permit for trees being removed, relocated or pruned that's unrelated to construction (C)
- Tree plantings and removals in the City Right-of-Ways (Stand Alone) (D)

**A combination of checklists may be applicable depending on the scope of work*

**Master Building Plans must include the Tree Permit plans as it will be processed as a sub permit.*

Review:

1. Applications are reviewed for compliance in the order that they are received.
2. Corresponding comments are issued appropriately. Status of applications can be viewed using the City's iBuild system at <http://portal.miamigov.com/landmanagement>
3. Once the application is approved, the Department will issue a notice of Intended Decision. This notice is posted onto the subject property or adjacent to for ten (10) calendar days which provides all interested parties the opportunity to review and appeal the Intended Decision.

Issuance of Permit:

4. If no appeals are received within the appeal period, the applicant is notified to pick up the application and pay for the permit.
5. Once payment is made, the permit is issued accordingly.

Final Inspection:

6. The final inspection shall be completed no more than six (6) months from the approval date of the tree permit. This inspection shall be approved prior to requesting a Temporary Certificate of Occupancy (TCO) or Certificate of Occupancy (CO) from the Building Department.
7. To request the final inspection, the applicant shall call the number indicated on the permit card or the Environmental Resources Division at 305.416.1551.
8. The inspection is conducted within 24-48 hours of the requested date.
9. Upon approval of the final inspection, the permit is approved and finalized.

Checklist (A)

NEW CONSTRUCTION

- **Tree/Boundary survey** – drawn to scale, identifying the tree species, location, and listing the height, spread and diameter of all existing trees including all trees within the right-of-way. This survey shall be prepared by a professional Land Surveyor, licensed in the state and dated no more than 12 months.
 - The Base Building Line, establishing the property boundaries, shall be marked on said Boundary Survey by the Building or Public Works Department.
- **Disposition Plan / Site Plan**- drawn to scale, identifying and listing all existing trees and specifying the condition of each tree and whether said trees are to remain, to be removed, or to be relocated. The tree disposition plan shall superimpose all proposed new construction. Plan shall include lot dimensions, Center Line, Monument Line and adjacent street names.
- **Tree Replacement/Landscaping Plan** - drawn to scale, illustrating all proposed new construction, new locations of relocated and newly installed trees. Said plan shall include lot dimensions, Center Line, Monument Line and depict adequate tree spacing between trees, hardscapes and utility lines. If the minimum tree requirements are not provided on-site, applicant must meet alternative requirements via off-site replacement or Tree Trust Fund.
- **Tree Protection / Planting / Maintenance Plan** – identifying all trees to remain on site with the approved tree protection plan and protection barrier detail. Said plan shall also include the details on newly installed planting materials and a one (1) year maintenance guarantee.

**All plans shall be prepared by and bear the seal of a registered Landscape Architect currently licensed in the state or by persons authorized by F.S. ch. 481 to prepare landscape plans or drawings.*

- **Certified Arborist Report (when applicable)** - providing an assessment on all existing trees with the trees' specifications (condition, species, size, root ball etc.) and includes **color photographs** in support of the assessment. For trees and/or palms proposed for relocation, the report shall include relocation specifications, in accordance to ANSI A300 Standards. Additional information such as the Tree Protection Zone (TPZ), Critical Root Zone (CRZ), tree protection and/or pruning recommendations, may be required for trees to remain and/or to be relocated. Said report shall be dated no more than three (3) months.

CHECKLIST (B)

NEW CONSTRUCTION WITH NO TREE IMPACTS

(All trees on site will remain and be protected)

☐ **New Construction Plans (including Demolition):**

- **Tree/Boundary survey** – drawn to scale, identifying the tree species, location, and listing the height, spread and diameter of all existing trees including all trees within the right-of-way. This survey shall be prepared by a professional Land Surveyor, licensed in the state and dated no more than 12 months.
- **Disposition Plan / Site Plan**- drawn to scale, identifying and listing all existing trees and specifying the condition of each tree and whether said trees are to remain, to be removed, or to be relocated. The tree disposition plan shall superimpose all proposed new construction. Plan shall include lot dimensions, Center Line, Monument Line and adjacent street names.
- **Tree Protection Plan** – plan shall identify all trees to remain on site with the approved tree protection plan and protection barrier detail..

- ☐ **Tree Assessment Report (when applicable)** - providing an assessment on all existing trees with the trees' specifications (condition, species, size, root ball etc.) and includes **color photographs** in support of the assessment. For trees and/or palms proposed for relocation, the report shall include relocation specifications, in accordance to ANSI A300 Standards. Additional information such as the Tree Protection Zone (TPZ), Critical Root Zone (CRZ), tree protection and/or pruning recommendations, may be required for trees to remain and/or to be relocated. Said report shall be dated no more than three (3) months.

Checklist (C)

STAND ALONE (Unrelated to construction)

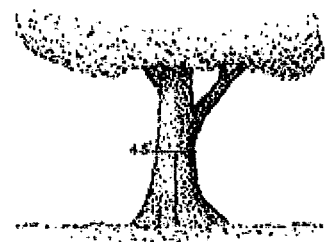
- ☐ **Permit Application** – completed, signed and notarized by property owner or authorized representative.
- ☐ **Written Statement** - from property owner or authorized representative indicating the reason(s) for the work
- ☐ **Disposition Plan** – Use an existing boundary/property survey or Site Plan, drawn to scale to depict:
 - The location of all existing structures, property boundaries, adjacent roads and any overhead and/or underground utilities. Boundary Surveys must have the Base Building Line marking.
 - The location, species, height and DBH of all existing trees on site. This includes trees within the adjacent right-of-way and which trees are to be relocated, removed or to remain
 - The proposed location, species, height and DBH of all relocation and required replacement trees to be planted.
 - A Covenant will be issued for trees being removed, relocated, pruned and/or planted in the right-of-way
- ☐ **Tree Assessment Report (when applicable)** - providing an assessment on all existing trees with the trees' specifications (condition, species, size, root ball etc.) and includes **color photographs** in support of the assessment. For trees and/or palms proposed for relocation, the report shall include relocation specifications, in accordance to ANSI A300 Standards. Additional information such as the Tree Protection Zone (TPZ), Critical Root Zone (CRZ), tree protection and/or pruning recommendations, may be required for trees to remain and/or to be relocated. Said report shall be dated no more than three (3) months.

Measuring Tree Diameter

1. Measure the circumference (like measuring your waist) of the tree at 4 ½ feet above the ground level.
2. Use a calculator to divide the circumference by 3.1416. This will give you the diameter at breast height (DBH).

$$\text{DBH} = \text{Circumference} \div 3.1416$$

For example, a Live Oak with a 45 in. circumference would have a diameter of 14.3 in.



Checklist (D)

RIGHT-OF-WAY (Stand Alone)

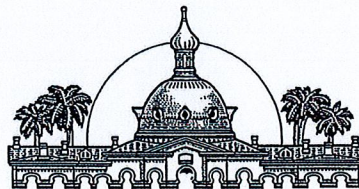
☐ **No Construction**

- **Permit Application** – completed, signed and notarized by property owner or authorized representative.
- **Written Statement** - from property owner or authorized representative indicating the reason(s) for the work
- **Proof of Ownership** – a copy of the Warranty Deed; Miami-Dade Tax information or Corporate Resolution.
- **Boundary/Property Survey** –identifying the tree species, location, and listing the height, spread and diameter of all existing and proposed trees within the right-of-way. Plan shall illustrate the location of all existing structures and any overhead and/or underground utilities.

☐ **New Construction**

- **Permit Application** – completed, signed and notarized by property owner or authorized representative.
- **Construction Plans** – including Site Plans, Roadway Plans, Landscape Plans, Tree Protection Plans, etc.
- **Boundary/Property Survey** –identifying the tree species, location, and listing the height, spread and diameter of all existing and proposed trees within the right-of-way. Plan shall illustrate the location of all existing structures and any overhead and/or underground utilities.

Hillsborough County, FL
**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.

<p>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.</p>

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:

Scientific Name	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

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	Number of trees
	at DBH	

OFFICE USE ONLY

Tree Removal Permit (TR) # _____

Check # _____

Process # _____

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

Address

City

State

Zip

Applicant's Name, if other than owner (Please Print)

Telephone Number

Fax Number

E-mail Address

Address

City

State

Zip

Person, Firm, or Corporation to conduct tree removal (if known)

Telephone Number

Fax Number

E-mail Address

Address

City

State

Zip

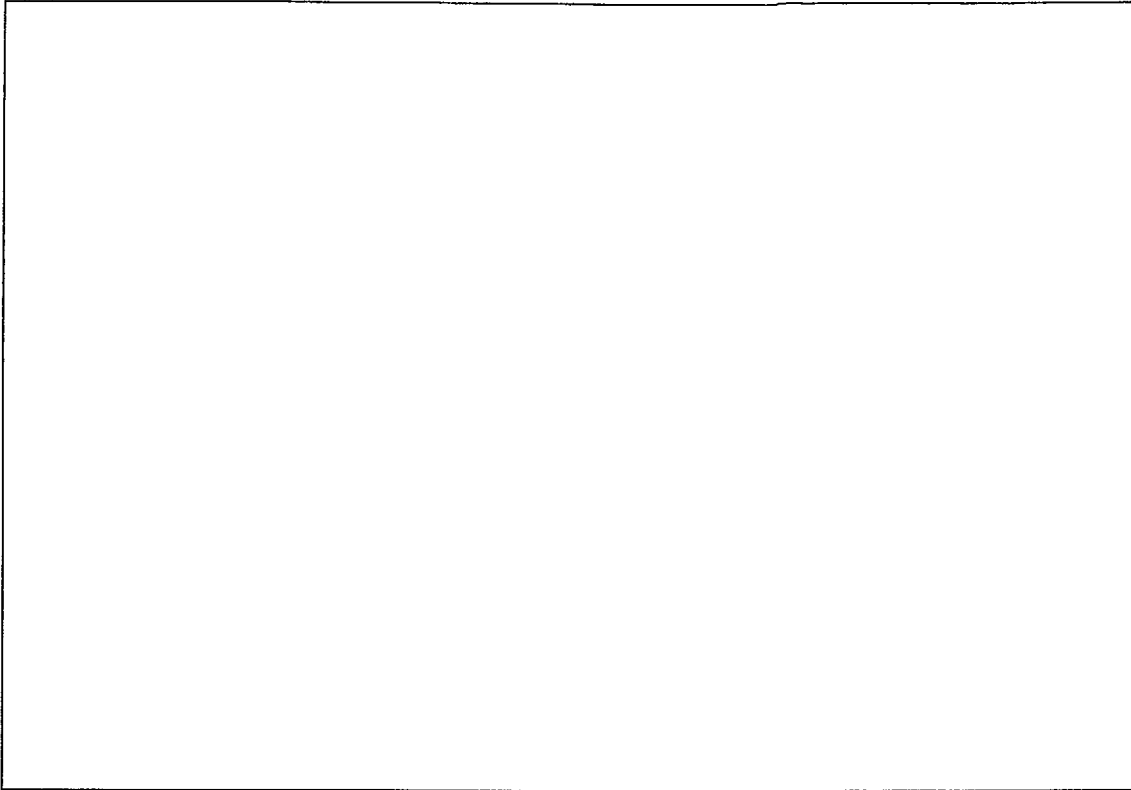
I HEREBY CERTIFY that this application, as well as the site plan and tree survey, is a true representation of all facts concerning the proposed tree removal activity. This application is made with my approval as Owner or Authorized Agent for the Owner, as evidenced by my signature below. FOR THE DURATION 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)



TREE AND LANDSCAPING FAQ

Item 12a #3
July 16 2018

Rev: 2 | Revision Date: 3/27/2017 | Print Date: 3/27/2017 I.D. Number: TLFAQ

FT. LAUDERDALE, FL

DO ALL TREES REQUIRE PERMITS FOR REMOVAL?

No permit nor replacements shall be required for removal of Schinus spp. (Pepper Trees, Florida Holly), Metopium toxiferum (Poison Wood), Casuarinas spp. (Australian Pine, Beefwood), Melaleuca spp. (Paper Bark Trees), Euphorbia tirucalli (Pencil Tree), Bischofia javanica (Bischofia, Bishopwood), Acacia auriculaeformis (Earleaf Acacia), Araucaria excelsa (Norfolk Island Pine), Cupaniopsis anacardioides (Carrotwood), or Schefflera actinophylla (Schefflera).

WHEN IS A TREE PERMIT REQUIRED?

Tree Permits are required for:

- A developed one family lot not planned for redevelopment when the tree has 8" DBH and greater; the palm has 8' CT and greater.
- All properties in all zoning districts where this site is planned for redevelopment when the tree has 3" DBH and greater; the palm has 8' CT and greater.

WHEN IS A LANDSCAPE PERMIT REQUIRED?

A landscape permit is required for the installation, removal, or replacement of any required landscaping in accordance with the landscape code.

HOW MUCH DOES THE TREE PERMIT APPLICATION COST?

The tree permit application is a minimum \$170.00 (excluding single-family), and \$25.00 per tree. For work done without a permit, the fees are four times the minimum amounts when it can be determined that the current owner is responsible and two times the minimum amounts when it cannot be determined that the current owner is responsible.

HOW MUCH DOES THE LANDSCAPE PERMIT APPLICATION COST?

The landscape permit application is a minimum \$90.00. For work done without a permit, the fees are four times the minimum amounts when it can be determined that the current owner is responsible and two times the minimum amounts when it cannot be determined that the current owner is responsible.

HOW DO I KNOW WHAT THE EQUIVALENT REPLACEMENT OF TREES WILL BE?

Equivalent replacement is a tree or trees due to its classification, condition and size is determined by the department to be equivalent to the tree or trees which it replaces.

HOW DO I KNOW WHAT THE EQUIVALENT VALUE FOR TREE REPLACEMENT WILL BE?

Equivalent value is an amount of money determined by the cross sectional diameter (in²) of the tree by the classified value of the species

Note that the site shall meet minimum landscaping requirements. After met and verified at time of inspection, equivalent value may be determined as a payment into the Tree Canopy Trust Fund.

WHERE DO I SUBMIT THE PERMIT APPLICATIONS?

The complete submittal may be submitted in person to the Greg Brewton Sustainable Development Center
700 NW 19th Avenue, Fort Lauderdale, FL 33311.

Or, previously allowable fax permits will now be sent via email to epermit@fortlauderdale.gov Fax permits are no longer acceptable. *Please note that scanned permits are a copy of the original which allows the review process to start. The original permit application must be submitted to complete the review and permit issuance. A permit will not be issued without the original application on file.*

WHAT IS A SPECIMEN TREE?

A specimen tree is any tree which has a trunk diameter of 18" and greater and has a 70% condition rating and better, and is a Class C tree and higher. A separate tree permit application for tree removal must be submitted. Removal of a specimen tree can only be mitigated by providing equivalent value payment into the tree canopy trust fund at the time the specimen tree removal permit is issued.

WHAT ARE THE CATEGORIES OF TREE REPLACEMENT?

The categories of trees are based on species and their growth characteristics in South Florida hardiness zones.

HOW LONG IS THE TREE AND/OR LANDSCAPE PERMIT ACTIVE?

The permit is active for six months. However, the replacement trees for the Tree Permit shall be installed within 2 months from the date of tree removal.

WHAT IF MY PERMIT IS ABOUT TO EXPIRE OR HAS EXPIRED?

A permit can be renewed at any time by submitting either a Landscape or Tree Permit application for renewal. If the permit is about to expire, the permit fee is 50% of the original. If the permit has expired, the permit fee is 100% of the original. Replacement requirements still apply.





TREE PERMIT APPLICATION

Rev: 1 | Revision Date: 2/21/2017 | Print Date: 2/21/2017 I.D. Number: TPA

Master Permit #: _____ Sub Permit #: _____

Permit Type: ☐ Tree Relocation ☐ Tree Removal ☐ Specimen Tree Removal ☐ Demolition ☐ Renewal ☐ Change Contractor

COMPLETE FORM IN BLACK INK – ONLY SIGNATURES MAY BE IN STANDARD BLUE INK

- Property Owner's Name: _____
Owner's Address: _____ City: _____ State: _____ Zip: _____
Owner's Phone: (____) _____ - _____ Owner's Email: _____
- Contractor: _____
Certificate of Competency #: _____ State Registration #: _____
Contractor Address: _____ City: _____ State: _____ Zip: _____
Contractor Phone: (____) _____ - _____ Contractor Email: _____
- Job Address: _____
Subdivision: _____ Block: _____ Lot: _____
Type of Property: ☐ Single Family ☐ Multi-Family ☐ Right-of-Way ☐ Non-Residential
- Engineer: _____
Engineer Address: _____ City: _____ State: _____ Zip: _____
Engineer Phone: (____) _____ - _____ Engineer Email: _____
- Architect: _____
Architect Address: _____ City: _____ State: _____ Zip: _____
Architect Phone: (____) _____ - _____ Architect Email: _____

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Affidavit: Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work or installation will be performed to meet the standards of all laws regulating construction in the City of Fort Lauderdale. I certify that all the forgoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Signature of Legal Owner/Agent: Including Contractor with notarized statement.

X

STATE OF FLORIDA - COUNTY OF BROWARD
Sworn to (or affirmed) and subscribed before me

this _____ day of _____, 20____ by
(Type / Print Owner's Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

Name & Title (printed) _____
(Type / Print Notary's Name)

Personally Known _____ or Produced ID _____

Type of Identification Produced: _____

Signature of Legal Contractor:

X

STATE OF FLORIDA - COUNTY OF BROWARD
Sworn to (or affirmed) and subscribed before me

this _____ day of _____, 20____ by
(Type / Print Owner's Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

Name & Title (printed) _____
(Type / Print Notary's Name)

Personally Known _____ or Produced ID _____

Type of Identification Produced: _____

Approval by: Ella Parker





TREE PERMIT APPLICATION

Rev: 1 | Revision Date: 2/21/2017 | Print Date: 2/21/2017 I.D. Number: TPA

6. Reason for Tree Permit Application: _____

7. Description of Work to be Done: _____

8. List to be Completed by Applicant: Tree Species and Quantity

Botanical/Common Name of Tree	Quantity Protected	Quantity Relocated	Quantity Removed	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

***** (for office use only) *****

Total Quantity of Trees: _____

Base Fee: \$ _____

X Single Tree Fee \$ _____

= Total Tree Fee \$ _____



Total Single Tree Fee: \$ _____

After-the-Fact Penalty Fee: x2 or x4 : _____

Total Tree Permit Fee: \$ _____

Landscaping Division Approved by: _____ Date: _____

Notes: _____

Notice: In addition to the requirements of this permit, there may be additional restrictions or requirements applicable to this property that may be found in the public records, and there may be additional permits required by other governmental entities such as water management districts, state agencies or federal agencies.

The issuance of the permit by the City of Fort Lauderdale does not in any way create any right on the part of an applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the City for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a separate agency or undertakes actions that result in a violation of law.

The applicant must obtain all other applicable permits before commencement of the development.

Approval by: Ella Parker

