

CITY OF WINTER PARK BUILDING AND CODE ENFORCEMENT  
401 S. PARK AVE., WINTER PARK, FL 32789

Permit #: \_\_\_\_\_ Case #: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

**APPLICATION FOR PERMIT TO REMOVE TREE(S)**

Residential Permits (R1 & R2) – \$35.00      Non-Residential – \$100.00  
Tree Preservation Board Appeal – \$100.00      Re-inspection – \$25.00

**\*\*\*ALL FEES ARE NON-REFUNDABLE\*\*\***

**\*\*\*USE OF POWER TOOLS NOT PERMITTED ON SUNDAYS PER SEC. 62-97\*\*\***

**\*Permits will NOT be released until the replanting plan and/or compensation have been submitted\***



**Tree Removals requiring large equipment to be placed on or across City right-of-way areas may require additional fees and a right-of-way permit. Questions regarding this portion of the application may be directed to our Public Works Department at 407-599-3304**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ N/A \_\_\_\_\_

Name & Date: \_\_\_\_\_

**ALL TREE COMPENSATION FEES MUST BE MADE DIRECTLY TO CODE ENFORCEMENT DEPARTMENT**

Parcel Tax ID # where tree is located: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Tree (s) Locations/Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Expected Date of Removal: \_\_\_\_\_

Species of Tree (s)	Estimated Tree Diameter (measured 4 ½ ft. above soil line)	Health of Tree (s)	Reason for Removal

## **SUBMITTAL REQUIREMENTS:**

### **Sec. 58-286. Tree removal permit procedure**

(a) ***When no construction or demolition is involved.*** Applications for tree removal permits shall include:

- (1) A tree removal permit fee of an amount established by the city commission; and
- (2) An accurate site plan drawn (hand-drawn site plan may be acceptable) to scale indicating which protected tree(s) are proposed to be removed, depicting the location, common or scientific names, and size.
- (3) All protected trees petitioned for removal are to be marked on site in a harmless way and noted accordingly on the site plan.
- (4) Application forms may also request information regarding reasons for tree removal and other specifics as determined by the city.

(b) ***When construction or demolition involving other permitting is involved.***

(1) In addition to the requirements of subsection 58-286(a), applications arising out of new building construction, demolition permits or renovations requiring construction permits shall include an accurate site plan drawn to scale indicating the square footage of the site, the square footage of the proposed building area, the square footage of the existing tree canopy and the square footage of the tree canopy requested for removal. The site plan shall depict any proposed grade changes and a plan view of actual protected tree(s) and protected tree canopies on site including:

- a. The property lines and footprint of existing structures; and
- b. The existing and proposed grades;
- c. Proposed additions to existing buildings, proposed new buildings, structures, and other impervious surfaces, such as but not limited to sidewalks, pool decks, driveways parking areas, storm water retention areas, overhead, and underground utilities, and other physical improvements.
- d. A photographic survey and record of all protected trees on the site taken at ground level (from multiple angles) with the trees proposed to be removed, clearly marked and indicated on the photographs, depicting existing conditions.

(2) Incomplete or incorrect applications that require additional site visits shall require an additional fee equal to the original permit fee for each subsequent visit.

### **CRITERIA FOR THE ISSUANCE OF A TREE REMOVAL PERMIT**

- The health of the tree, i.e. whether the tree is deemed dead or beyond recovery, deteriorated or hazardous.
- The topography of the land and the effect of the tree removal upon erosion, soil retention and the diversion or increased flow of surface waters.
- The number, species, size, location and canopy of existing trees in the area and the effect the removal would have upon shade, sunlight, privacy, scenic beauty, wildlife, noise, air quality, wind, health, safety, prosperity, historic values and the general welfare of the area as a whole.
- Whether structural improvements have been designed and located to minimize the removal of protected trees.
- Whether the denial of the permit would create an unreasonable hardship on the property owner by severely limiting the use of the property in a manner not typically experienced by owners of similarly zoned and situated properties. A minor reduction of the potential number of residential units or building size due to the tree location does not represent a severe limit of the economic enjoyment of the property.
- The applicant has demonstrated to the satisfaction of the City that there are no reasonable alternatives to preserving the tree(s).
- Such other criteria or factors as the City deems to be reasonable under the circumstances.
- Trees 36" dbh (diameter at breast height) or greater may not be removed unless determined in writing, by the City said tree is dead, beyond recovery, or hazardous.

All conditions for removal are to be met within (30) thirty days of the tree removal date.

Conditions/compliance must be confirmed by contacting the city for an inspection (407-599-3600). The removal permit shall remain in effect for one (1) year from the date of issuance.



**"Attachment A"**

**Right-of-way application site / Tree removal application site**

**Please draw a diagram in the top box showing the equipment/vehicles proposed to be utilized during the removal of any approved trees per the application. Please draw a diagram in the bottom box representing the trees which are requested to be removed.**

**A. Space to be used for right-of-way application equipment location**



**B. For corner properties only.**

**Use this graphic to mark-up the location of the tree(s) that is(are) going to be removed and the planting location for the new tree(s).**

LEGEND	
-----	Property Line
□	Crane
△	Traffic Cones
X	Removal
RP	Replanting

**C. For mid-block properties only.**

**Use this graphic to mark-up the location of the tree(s) that is(are) going to be removed and the planting location for the new tree(s).**

## Property Owner Authorization/Agreement

**I understand that by signing this form I am certifying that:**

The tree(s) to be removed are solely on my property, **and**,  
 In accordance with Chapter 58, Sec. 58-287 of the Land Development Code, if I choose to pay compensation for the tree removal in lieu of replanting, or fail to replant the required trees, this document may be recorded against my property until all required fees are paid or replacement trees are planted, **and**,  
 I am responsible for the cost of repairing any City property damaged as a result of the tree removal operations.

Property Owner's Signature: \_\_\_\_\_

Property Owner's Printed Name: \_\_\_\_\_

Property Owner's Telephone #: \_\_\_\_\_

Authorized Agent Printed Name: \_\_\_\_\_

Authorized Agent Telephone #: \_\_\_\_\_

Authorized Agent Signature: \_\_\_\_\_

*Do Not Write Below this Line*

**Staff Comments and Condition of Approval -**

Tree Species:	
Total Caliper Inches to be Compensated for:	
Mandated Planting to be done:	
Tree Trust Fund Deposit:	

Additional comments:

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- *Additional caliper inches planted reduces the Tree Trust Fund Deposit by \$110.00 per caliper inch.*
- *Trees planted in lieu of compensation must be 3" minimum in caliper.*
- *Permit denials may be appealed to the Tree Preservation Board by calling 407-599-3600*

City Official Signature: \_\_\_\_\_