



# TREE PERMIT APPLICATION SUBMITTAL INFO

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



This permit application is for:

- tree/palm relocation
- tree/palm removal
- specimen tree removal
- specimen tree relocation
- change of contractor
- tree permit renewal

This application process is required for both public and private land.

- 1) All items listed shall be submitted:
  - a) A completed tree permit application.
    - i) Both sides of the application shall be filled out. For areas that do not apply, write "n/a".
    - ii) For single family homes, the property owner may qualify the permit, so in area #2 you may indicate 'owner'.
    - iii) The owner and contractor signatures must be notarized.
  - b) Two copies of a survey or site plan of the property illustrating the location of all existing trees and palms on site. These locations shall be numbered.
  - c) Two copies of a corresponding assessment of all existing trees and palms. This shall include, in list format:  
tree number, botanical/common name, overall height, trunk diameter measurement at chest height for trees, clear trunk measurement (height of trunk from ground to base of palm frond) for palms, condition percentage rating, and status (remove, remain, relocate).
    - i) For specimen trees, an ISA Certified Arborist report shall be submitted.
- 2) All items shall be submitted in person to:  
Sustainable Development Center  
Building Services Division  
700 NW 19<sup>th</sup> Avenue  
Fort Lauderdale, FL 33311
- 3) Once the permit application and items are submitted, staff will assign an application number and route the items to Landscape Office for review. There is not a difference in routing for either submittal method. Note that incomplete information will not be accepted.
- 4) The information will be field verified by Landscape staff.
- 5) Once information is reviewed and verified, the department shall determine compliance with code requirements. Approval conditions may be noted and the permit application is processed for issuance.
  - a) If determined by the department that there are large desirable existing trees and the proposed site plan will not preserve such a tree, then the tree permit may be denied by the department and revised plans shall be submitted.
  - b) If a tree removal permit is sought for removal of large desirable trees because of root intrusion, tree debris, etc. the department may deny the application if alternatives such as sidewalk bridging, shade structure construction, canopy reduction pruning, root pruning, root barrier, etc. can be considered or attempted to preserve the tree.
  - c) If further information is required, a landscaping staff representative will contact the applicant to obtain owner acceptance of permit conditions of approval prior to issuance of permit.
  - d) If the application is approved, the applicant will be contacted with a status update, or the applicant can track the status online. The permit is ready to be issued.
- 6) Once the permit application is paid for, the permit shall be issued to the applicant. The permit and approved plans must be posted on the jobsite. The work may then commence on site.
- 7) It is recommended to schedule a job-check inspection for pre-planting assistance of replacement tree planting locations, tree species, etc. There is no fee for this and it is helpful to discuss options before work is performed.
- 8) Once permitted work is completed, a final inspection shall be scheduled by applicant.
  - a) The trees to be removed must be completely removed, including the stump being ground below grade level.
  - b) Equivalent replacement requirements must be installed.
  - c) 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.
- 9) Once inspection is passed, the permit will be closed.

For further information, visit our website at  
[www.fortlauderdale.gov](http://www.fortlauderdale.gov)