Tree Removal
Application Packet

Hillsborough County
Florida

http://www.hillsboroughcounty.org/pgm/resources/forms/landdevelopment/treeremovalpacket.pdf (Revised 09/06/11)
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 (Diameter at Breast Height, 4.5 feet above ground) or larger require a permit before being removed.

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.

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.

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.

Any questions you may have can be directed to the Natural Resources staff at 272-5920.

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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.

2 Submitting a minimum 3 photographs 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.
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:

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

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

**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):

<table>
<thead>
<tr>
<th>Type of tree</th>
<th>Trunk Diameter at DBH</th>
<th>Number of trees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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) ____________________________________________________________________

Has this property received a prior Land Alteration Permit? __________ Previous permit number: __________
Number of trees measuring 5” DBH & larger existing on this property: __________ Property Size: _______
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: ______________________

OFFICE USE ONLY

Tree Removal Permit (TR) # ______________________
Check # ______________________
Process # ______________________
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)
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: ____________________________
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.

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Condition</th>
<th>Evaluated by:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-20</td>
<td>Excellent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-17</td>
<td>Good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-14</td>
<td>Fair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 or less</td>
<td>Poor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

File #: __________________

Tree Species: __________________
STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

(Application Number: _____________)

AFFIDAVIT TO AUTHORIZE AGENT

(NAME OF ALL PROPERTY OWNERS), being first duly sworn, depose(s) and say(s):

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 affidavit has been executed to induce 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) ________________

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH
The foregoing instrument was acknowledged before me this __________ by _______________________
   me this __________ by _______________________
   Who: _______________________
   Date                       Property Owner
Who: _______________________
   Personal known to me
   Florida Drivers License
   Florida Drivers License
   Other Type of Identification
   Other Type of Identification
And Who: _______________________
   did _______ did not take an oath.
   did _____ did not take an oath.
   _______________________
Signature of Notary taking acknowledgement
   _______________________
Type/Print Name of Notary
   _______________________
Commission Number                       Expiration Date

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH
The foregoing instrument was acknowledged before me this __________ by _______________________
   me this __________ by _______________________
   Who: _______________________
   Date                       Property Owner
Who: _______________________
   Personal known to me
   Florida Drivers License
   Florida Drivers License
   Other Type of Identification
   Other Type of Identification
And Who: _______________________
   did _______ did not take an oath.
   did _____ did not take an oath.
   _______________________
Signature of Notary taking acknowledgement
   _______________________
Type/Print Name of Notary
   _______________________
Commission Number                       Expiration Date
AUTHORIZATION FOR PAYMENT BY CREDIT CARD
Planning and Growth Management Department, Building Services Division

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
<th>Permit No.</th>
<th>Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>License No.</td>
<td></td>
<td>Fee $</td>
</tr>
</tbody>
</table>

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)

Revised November 2007
Revised March 2009