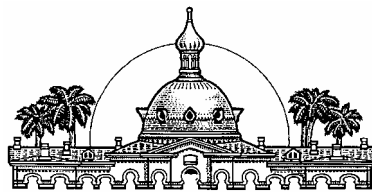
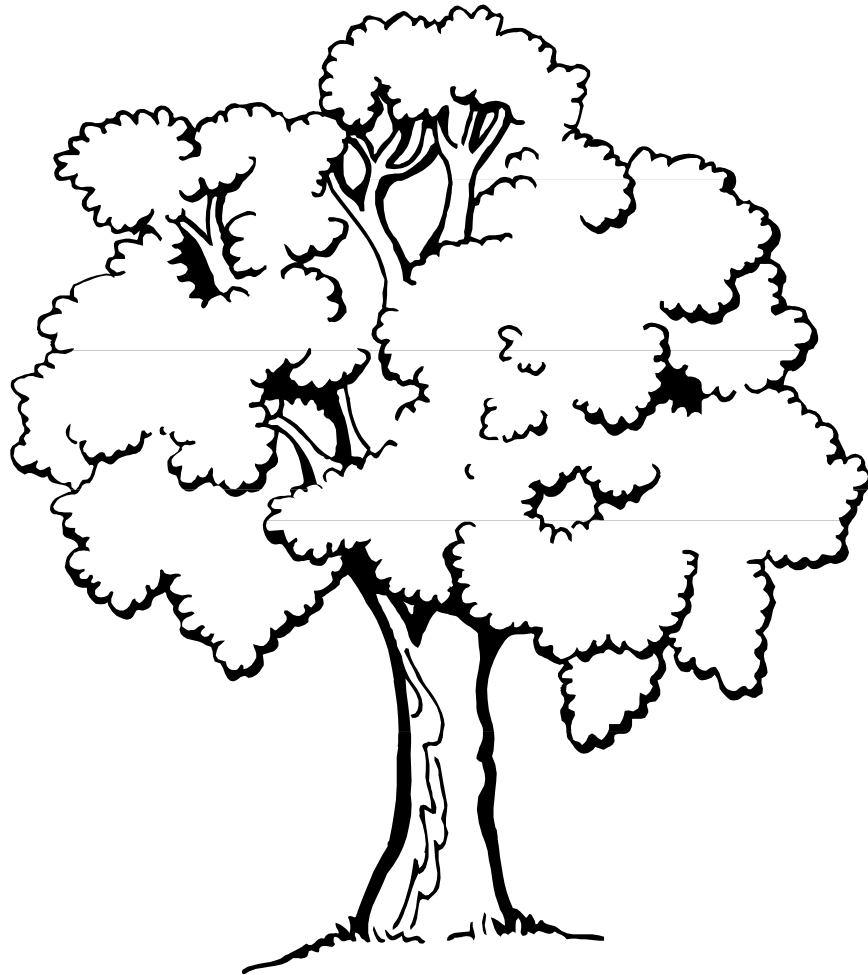


# Tree Removal Information Packet and Application



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 by the County's Planning & Growth Management Department 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.

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The following items must be included with the application:

- A non-refundable \$35.00 review fee payable when the application is submitted. For parcels over 5 acres there is a \$10 per acre additional fee.
- A sketch or diagram of the property with the location of the tree(s) to be removed. Home and pool additions require the submittal of a scaled site plan.

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.

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. The submittal of the Affidavit on page 7 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; however are excluded from this alternate process.

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

## **Tree Removal Application Instructions**

**Fill out the entire application. Incomplete applications will be returned to the applicant.**

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><sup>‡</sup> 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.

Enclose a drawing showing where the tree(s) to be removed is/(are) located on the property, including the trunk diameter<sup>†</sup> at 4 ½ feet above the ground and the species of the tree(s). Existing structures and features (such as the house, driveway, fences, street, etc.) should also be identified on the site plan.

Tree removal requests for building additions and/or pool construction require the submittal of a scaled drawing showing those improvements.

**Return only the application, site plan and a non-refundable check** for \$35.00<sup>‡</sup> made out to Hillsborough County Board of County Commissioners or HCBOCC.

Mail this to:

PLANNING & GROWTH MANAGEMENT DEPARTMENT  
ATTN: NATURAL RESOURCE UNIT  
P.O. BOX 1110  
TAMPA FL 33601-1110

<sup>†</sup> In order to determine the diameter of the tree: Measure around the tree (circumference) at 4 ½ft. above the ground and divide by 3.14.

Example: If you measure around the tree and its circumference is 38 inches, divide 38 by 3.14

$$38'' \div 3.14 = 12'' \text{ diameter}$$

<sup>‡</sup> 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>Albizia lebbek</i>	Woman's Tongue
<i>Bauhinia veriegata</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>Grevillea robusta</i>	Silk Oak
<i>Jacaranda ac utifolia</i>	Jacaranda
<i>Melaleuca quinquenervia</i>	Punk Tree
<i>Melia azedarach</i>	Chinaberry
<i>Mimosa pigra</i>	Catclaw Mimosa
<i>Schinus terebinthifolius</i>	Brazilian Pepper
<i>Sapium sebiferum</i>	Chinese tallow

## 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:

<i>Scientific Name</i>	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

Characteristics: N - Native, F - Flowering, E - Evergreen, D - Deciduous

# HILLSBOROUGH COUNTY

## TREE REMOVAL APPLICATION

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### OFFICE USE ONLY

Tree Removal Permit (TR) # \_\_\_\_\_  
\_\_\_\_\_

Check # \_\_\_\_\_

Process # \_\_\_\_\_

**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	Diameter	Number of trees
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 existing on this property: \_\_\_\_\_ Property Size: \_\_\_\_\_

Property Address: \_\_\_\_\_ Folio Number: \_\_\_\_\_

Directions to Property: \_\_\_\_\_  
\_\_\_\_\_

Owner's Name (Please Print)	Telephone Number	Fax Number
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Address	City	State	Zip
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Applicant's Name, if other than owner (Please Print)	Telephone Number	Fax Number
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Address	City	State	Zip
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Person, Firm, or Corporation to conduct tree removal (if known)	Telephone Number	Fax Number
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Address	City	State	Zip
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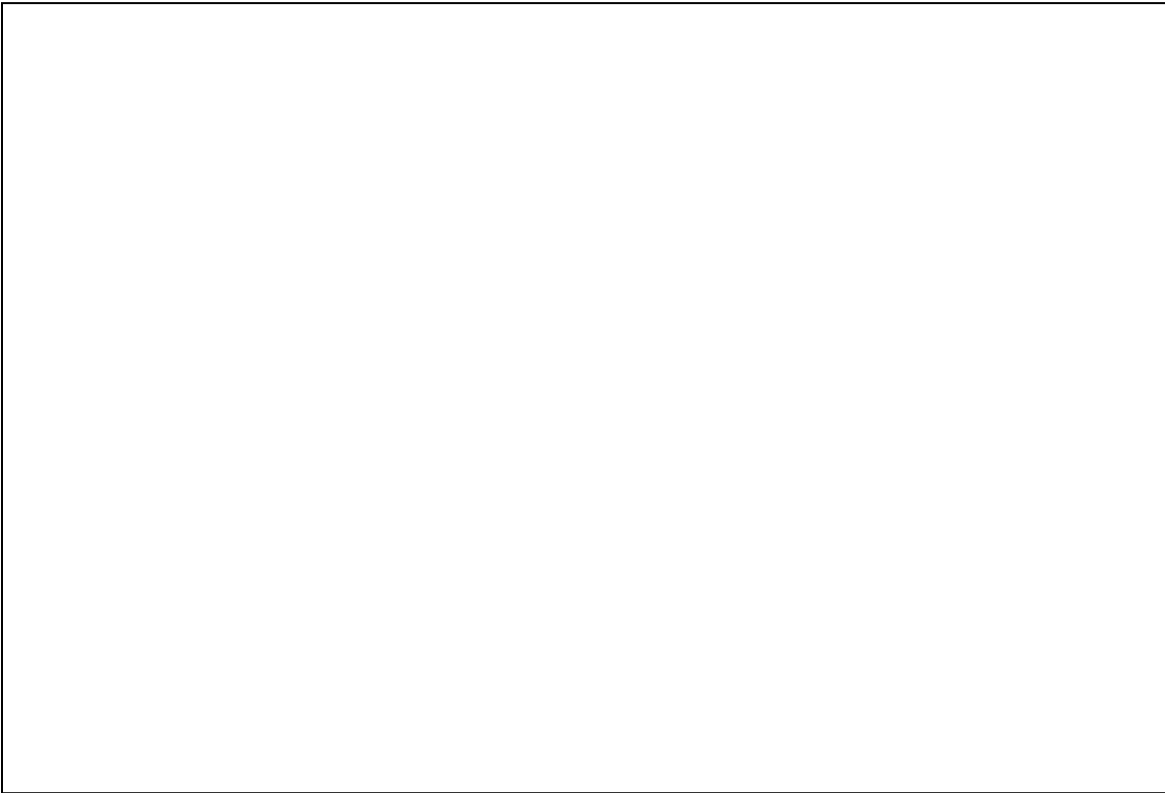
I HEREBY CERTIFY that this application, as well as the site plan and tree survey, is a true representation of all facts concerning the proposed tree removal activity. This application is made with my approval as Owner or Authorized Agent for the Owner, as evidenced by my signature below. FOR THE DURATION 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)

**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**
- \_\_\_\_\_ **the tree is causing damage to public or private property for which there is no other remedy to resolve**
- \_\_\_\_\_ **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**

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: \_\_\_\_\_