

CITY OF ALTAMONTE SPRINGS
COMMERCIAL/MULTI FAMILY/HOMEOWNER ASSOCIATION (HOA's)
ARBOR PERMIT APPLICATION
PHONE: 407-571-8433 FAX: 407-571-8445

PERMIT WILL BE VALID FOR 30 DAYS FROM ISSUE DATE.
For purposes of this application, the term "tree" includes palms.

In order to expedite the permit application, the applicant is encouraged to attach a copy of the Property Appraiser Tax Parcel Record Code from www.scpafll.org for the parcel where the tree(s) is/are located.

PERMIT FEE: \$50.00 for the first tree plus \$10.00 for each additional tree (maximum fee \$500.00)

PROPERTY OWNER: _____

PROPERTY ADDRESS: _____

PROPERTY OWNER PHONE NUMBER: _____

PROPERTY OWNER EMAIL: _____

CONTACT PHONE NUMBER FOR INSPECTION: _____

TREE CONTRACTOR: _____

TREE CONTRACTOR PHONE NUMBER: _____

TREE CONTRACTOR EMAIL: _____

TOTAL NUMBER OF TREES REQUESTED TO BE REMOVED: _____

REASON FOR TREE(S) REMOVAL, ONE OF THE FOLLOWING MUST APPLY:

- Tree(s) to be removed are diseased, in danger of falling, dead, or dying, are endangering existing structures, interfering with utilities, or creating unsafe vision clearance
- Tree(s) to be removed are on the prohibited tree list (8.3.7.4 of the Land Development Code)

TREE REPLACEMENT REQUIREMENTS:

- Attach a site plan or provide a legible sketch indicating the location of the tree(s) to be removed by number in the table on page 2 along with the replacement locations. (Show a red X for removal and a green dot for replacement.)
- Trees to be removed and replaced shall be specified in the table on page 2.
- If the tree to be replaced is under or proximate to a powerline, the tree must be an approved under powerline tree species.
- Minimum replacement tree caliper and tree species must be in accordance with the City-approved site plan.
- If: (a) no site plan exists, (b) the tree to be removed is not indicated on the site plan, or (c) the tree size is not indicated on the site plan, the replacement tree caliper typically must be a minimum of 2" and the species must be

similar to the removed tree and on the approved species list. (This typical standard is subject to verification and adjustment by City during permit review.)

- Minimum size for replacement palms is 10” caliper and 10’ overall height (8’ clear trunk height for sabal palmetto) unless another size was specified on approved site plan.
- Replacement tree(s) must be planted in the same general location as the tree(s) that were removed.
- Tree replacement is required within 30 calendar days from the approval date of the permit issuance.
- Applicant shall wrap all trees on the site that are proposed for removal with ribbon for a site inspection prior to tree removal.
- All replacement trees shall be “Florida No. 1 Quality” or better for nursery plants.

TREES TO BE REMOVED AND REPLACED ^{1, 2}

Tree to be Removed	Species of Tree to be Removed <i>(Trees marked with a red X and numbered on the attached site plan)</i>	Estimated Diameter of Tree to be Removed <i>(measured 4’ 6” above soil line)</i>	Diameter of Replacement Trees per the Approved Site Plan <i>(measured 6” above soil line)</i>	Species of Replacement Trees <i>(Trees marked with green dot and numbered on the attached site plan)</i>
<i>Example</i>	<i>Live Oak</i>	<i>18”</i>	<i>2”</i>	<i>Live Oak</i>
#1				
#2				
#3				
#4				
#5				
#6				

1. If greater than six trees are being removed, attach a removal and replacement table to this permit along with the required site plan/sketch.
2. Any waiver for tree replacement will be considered for Home Owners Associations when trees to be removed are located outside of required landscape areas such as required buffer yards (internal or external) to the project, retention areas, conservation areas- (removal of dead trees only), or other designated common open space areas. Removal of trees within the clubhouse or other recreational areas will be reviewed on a case by case review. If an HOA Waiver is being requested as part of this application, please attach a justification letter from the Homeowners Association or property management company.

OWNERS: Owners are encouraged to confirm that the Tree Contractor has valid Workman’s Compensation and Liability Insurance.

TREE CONTRACTORS: In order to obtain a permit or sign for an owner, you will need authorization to act on behalf of the owner. A copy of a signed contract is sufficient.

I AGREE TO REPLACEMENT TREE PLANTINGS AS REQUIRED BY THIS PERMIT.

Owner/Agent Name: _____

Signature: _____ Date: _____

City Comments and Conditions of Approval:

- Waiver Requested Routed to P&D (HOA w/Waiver Only)*
- Waiver Information Requested by P&D*
- Waiver Information Received by P&D*
- Waiver Approved by P&D (HOA w/Waiver Only)*
- Permit Approved by Code Compliance via a Field Inspection*
- Permit Denied by Urban Beautification via a Field Inspection*
- Applicant Contacted by Code Compliance*
- Includes Waiver Approval*

Date: _____
Date: _____
Date: _____ *Initials:* _____
Date: _____ *Initials:* _____
Date: _____
Date: _____
Date: _____
If Yes, HTE Project No. _____

Code Compliance Officer