



Tree Removal Permit Application

OFFICE USE ONLY
TR _____
Check No. _____
Process No. _____

Type(s) of Tree(s) to be Removed	Number of Tree(s)	Trunk Diameter(s)

Reason for removal request:

- Declining, diseased or unhealthy (describe) _____
- Property damage (describe) _____
- Non-Residential Construction Project (churches, mobile home park, offices, etc.) - must include scaled site plan
- Residential Construction Project (new pool, addition, septic tank, etc.) - must include scaled site plan
- Other (describe) _____

Property info:

Address _____

Folio Number _____ Lot Size _____ Year Built _____

Fence, Dog or Access Issues _____

Subdivision Gate Code _____ Number of Existing Shade Trees (residential only) _____

Owner _____ Phone _____

Email _____

Applicant _____ Phone _____

Email _____

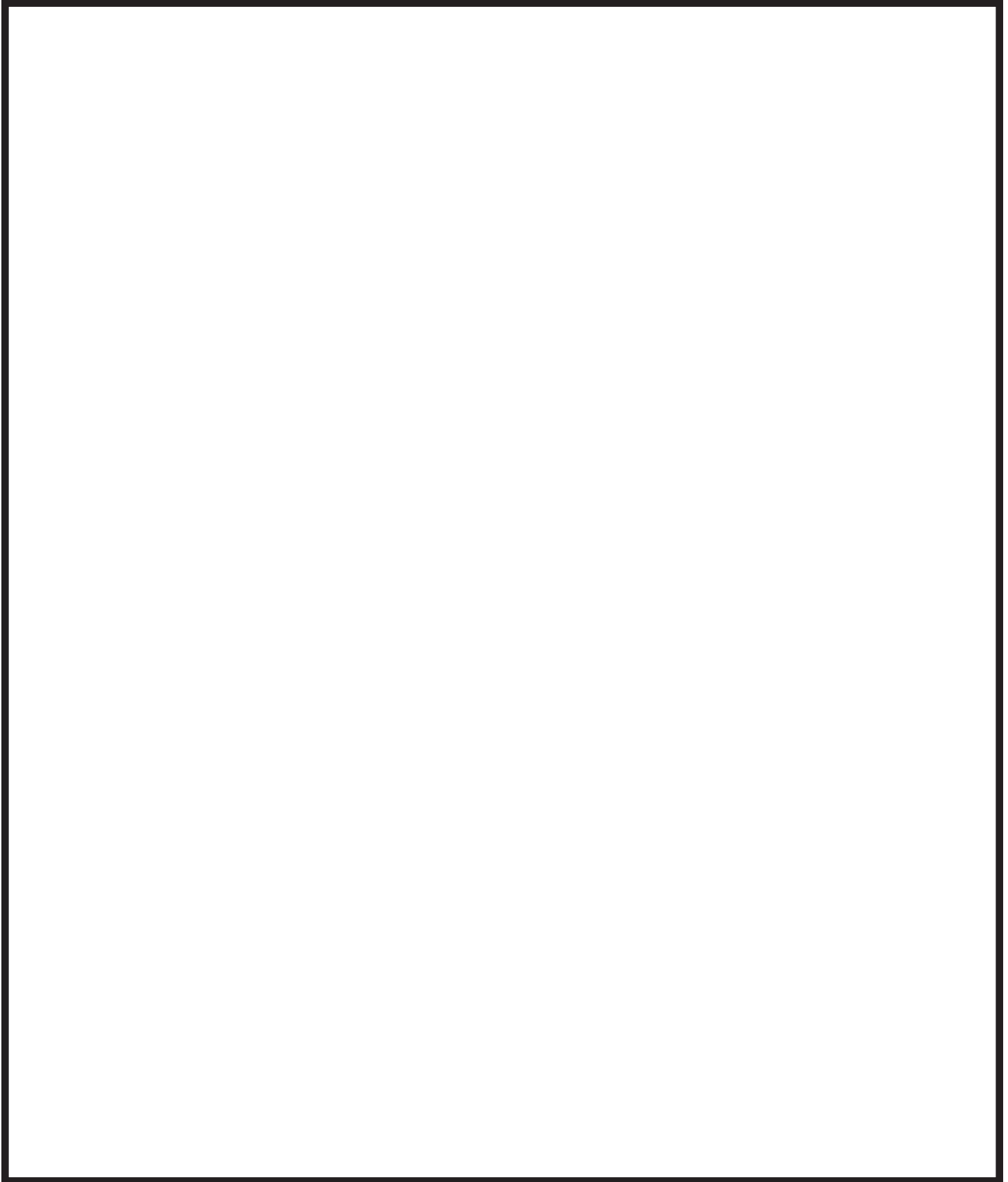
Parties attest to the application's accuracy, grant inspection access for review and for verification of any required replacements, and assume legal responsibility to fulfill all required permit conditions:

Owner's or authorized Agent Signature _____ Date _____

\$81.65 Fee (non-refundable checks or money orders made payable to HCBOCC or completed credit card form)



Property Map



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 (see example on page 8)



Guidelines and Procedures for Tree Removal

Permits are required for the removal of trees on residential and non-residential properties for all tree species, with the exception of [exempted species](#). Further, dead trees do not require a permit unless the tree is on a site undergoing new construction or development.

NON-RESIDENTIAL PROPERTIES

All trees on non-residential property, developed or vacant, with tree trunks measuring 5" DBH¹ (Diameter at Breast Height, 4.5 feet above ground) or larger require a permit before being removed. No permit is necessary for removal of trees less than 5" DBH unless they are required to meet landscaping codes.

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. No permit is necessary for removal of trees less than 12" DBH unless they are required to meet the landscaping codes.

Within 15 business days of receiving the application, Natural Resources staff will inspect the tree to determine if it satisfies Land Development Code criteria for issuance of a permit. Tree Removal Permits are valid for two (2) years from 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). Submittal of the Affidavit on page 6 and tree condition form on page 7 by the Arborist is an alternative to the county inspection and doing so can expedite the review process to 5 business days. [Grand Oaks](#) are excluded from this alternative process.

Application Instructions

It is the responsibility of the applicant to identify the governmental jurisdiction of the subject property and only unincorporated Hillsborough County applications can be processed by the County (and not the municipalities of [Tampa](#), [Plant City](#) or [Temple Terrace](#)). The folio number is crucial for the identification of your property and should be included on the application to avoid processing delays. Folio numbers can be obtained through the Property Appraiser's Office at <http://www.hcpafl.org/> or (813) 272-6100.

Return only the necessary forms outlined in the checklist on page 8 and a non-refundable payment for \$81.65** made out to Hillsborough County Board of County Commissioners or HCBOCC. Forms can be faxed to **(813) 274-6721**. All [Hillsborough County Public Libraries](#) offer fax services free of charge.

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.

*Please contact Natural Resources staff at 272-5600 for clarification or questions.

** Fees are subject to change without notice. For parcels over 5 acres there is a \$24.93 per acre additional fee.



Authorization for Payment by Credit Card

OFFICE USE ONLY	Permit No.	Total \$	Appl. No.	Total \$
	License No.	Total \$	Project ID	Total \$

Complete the following:

Payment For: Building Permit Zoning Application Natural Resources Permit
 Contractor License Site & Sub Application Other _____

Job Site Address _____

City _____, Florida Zip Code _____

Contact Person _____ Phone _____

Type of payment:	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express
Card number _____	Expiration date _____			
V Code _____	(Last three digits on the back of the card)			
Name (print or type) _____	<small>Name as it appears on the credit card</small>			
Card billing address _____	<small>Address used by credit card company to mail billing statements</small>			
City _____	State _____	Zip _____		
Cardholder signature _____				

All information, including zip code, must be completed or your request will not be processed. **A copy of your application should also be included.** 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 SECURITY PURPOSES, PLEASE
FAX YOUR CREDIT CARD INFORMATION
TO THE FOLLOWING FAX NUMBER ONLY**

(813)274-6721

PLEASE DO NOT SEND CREDIT CARD INFORMATION VIA E-MAIL



**Hillsborough
County Florida**

Authorized Agent Consent
(If applicant is other than owner)

(Print name of all property owners)

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property, to wit:

Address or general location: _____ Folio No(s): _____

- 2. That this property constitutes the property for which a request for a tree removal permit 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 consent has been executed to allow 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.

Signed (Property Owner)

Signed (Property Owner)

Type or Print Name

Type or Print Name



Arborist Affirmation of Code Compliance

For Certified Arborist Use Only

Hillsborough County | Land Development Code | Natural Resources Regulations

I, _____ am currently certified as an Arborist in good standing 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 affirmation 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



Tree Condition Evaluation

For Certified Arborist Use Only

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 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.

<u>Total Points</u>	<u>Condition</u>
18-20	Excellent
15-17	Good
12-14	Fair
11 or less	Poor

Evaluated by: _____

Date: _____

File Number: _____

Tree Species: _____

Application Number: _____

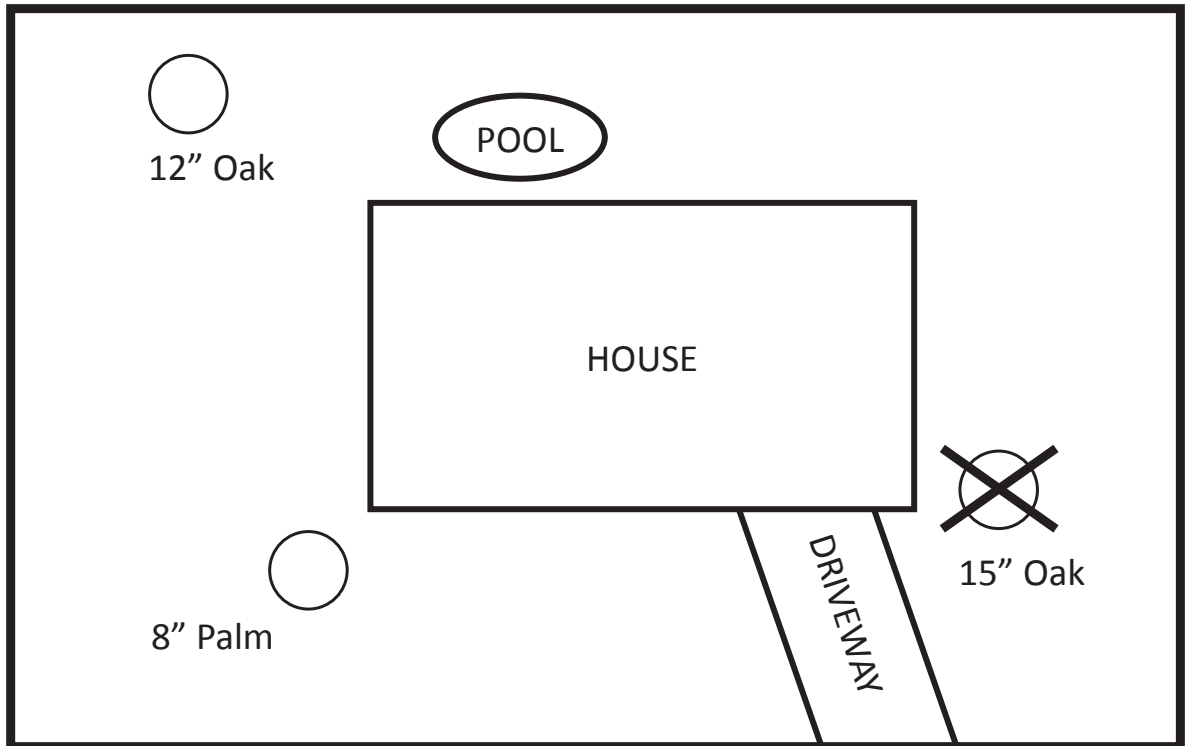


Checklist of Submittal Requirements for Tree Removal

Incomplete application packets may delay processing

Requirements

- 1 **Application form** (included in this package)
- 2 **Property Map, Scaled Site Plan or Substitute Survey** (example:)



- 3 **Fee Payment**
- 4 **Authorized Agent Consent** (if applicable)
- 5 **Arborist Affirmation of Code Compliance** (if applicable)
- 6 **Tree Condition Evaluation** (if applicable)

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DEVELOPMENT SERVICES
ATTN: NATURAL RESOURCES
POST OFFICE BOX 1110
TAMPA FL 33601-1110