



# TREE REMOVAL PERMIT APPLICATION

Today's Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

1)	Project Name					
	Property Address					
	City		State		Zip	

2)	Owner's Name					
	Mailing Address					
	City		State		Zip	
	Contact Phone		Fax Number			
	Cell Phone		E-mail			

3)	Petitioner/Agent's Name					
	Mailing Address					
	City		State		Zip	
	Contact Phone		Fax Number			
	Cell Phone		E-mail			

4)	Property is generally located near the following streets:					
	Size of subject property		+/- Acres		+/- Sq. Feet	
	Existing Zoning					
	Present use of property					
	Proposed use of property					

5)	A tree removal permit is requested for the following reason(s):					

Signature below acknowledges that Heritage Trees (greater than 12") may require services of a licensed arborist at the expense of the applicant prior to issuance of decision on the permit.

\_\_\_\_\_  
PROPERTY OWNERS' SIGNATURE

STATE OF FLORIDA  
COUNTY OF LAKE

Sworn to (or affirmed) and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.  
Personally Known \_\_\_\_\_ OR Produced ID \_\_\_\_\_  
Type of Identification \_\_\_\_\_  
Produced \_\_\_\_\_

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Notary Seal

## CHECKLIST FOR TREE REMOVAL PERMIT APPLICATION COMPLETION

The following information is required to be submitted when applying for a TREE REMOVAL PERMIT:

1. \_\_\_\_\_ Filing Fee - \$50.00 (Please make check out to CITY OF LEESBURG)
2. \_\_\_\_\_ General application form (pg. 1).
  - a. \_\_\_\_\_ Site plan, drawn to an appropriate scale, showing the following information:
  - b. \_\_\_\_\_ Project name, street location, and number.
  - c. \_\_\_\_\_ Size and shape of lot.
  - d. \_\_\_\_\_ North arrow, date, and scale.
  - e. \_\_\_\_\_ Name, address, telephone number of the property owner and petitioner.
  - f. \_\_\_\_\_ Property boundaries.
  - g. \_\_\_\_\_ Location of all individual trees, other than non-preferred trees, which are four (4) inches DBH or greater, including DBH of each tree, its location, and its common name.
  - h. \_\_\_\_\_ A written table that indicates each type of tree that is to be removed and each type of tree which is to remain on the site. The number of inches (DBH) for each type of tree is to be included in the table.

## **PERMIT REQUIREMENTS:**

- (1) **Application.**
  - a. All new subdivisions shall be required to submit an application for a tree removal permit at the time of initial submittal of the subdivision plan to the City so that consideration may be given to the protection of native trees and vegetation.
  - b. Any commercial, industrial, multi-family, or other use, requiring site plan approval shall be required to submit an application for a tree removal permit at the time of site plan submittal so that consideration may be given to the protection of native trees and vegetation.
- (2) **Forms and submittal requirements for a tree removal permit.**
  - a. An application for tree removal shall be filed on forms provided by Leesburg Planning & Zoning Division. Completed applications shall be returned to the Planning & Zoning Division with the following:  
A complete inventory of the trees to be retained and removed shall be shown on a scaled site plan indicating:
    1. Property boundaries;
    2. Location of all individual trees, other than non-preferred trees, which are four (4) inches DBH or greater, including DBH of each tree, its location, and its common name; and
    3. Reasons for removal of trees.
  - b. A clearing permit shall be secured in concurrence with the tree removal permit if clearing, grubbing, and grading is planned.
- (3) **Criteria for Issuance.** No tree removal permit shall be issued unless the reviewer finds that at least one (1) of the following criteria has been satisfied with respect to each protected tree designated for removal under this permit.
  - a. That the tree is located within an existing or proposed right-of-way;
  - b. That the tree is located within an existing or proposed easement; or stormwater management system;
  - c. That the tree is located where its continued existence would unreasonably interfere with the physical construction of the improvements on a particular site as may result from interference with the access to the site by construction equipment, or with the operation of the equipment on the site in the immediate vicinity of the proposed structure or improvements;
  - d. That the tree is located where it creates or will create a safety or health hazard, or a nuisance with respect to existing or proposed structures or vehicle or pedestrian routes, and relocation of the tree on the site is not a feasible alternative;
  - e. That the tree is located where it interferes with the installation, delivery, or maintenance of existing or proposed utility services to the site;
  - f. That the tree is diseased, injured, or in danger of falling;
  - g. That the tree is located on a portion of the site to be used for construction of required parking areas or vehicular and pedestrian ingress and egress areas;
  - h. That the tree is located on a portion of the site where structural development is proposed provided reasonable effort has been made to preserve protected trees to the extent feasible under this criterion.
- (4) **Expiration.** The tree removal permit, when issued, shall specifically identify which trees shall be permitted to be removed. Such permit shall expire at the time of issuance of the last Certificate of Occupancy for the subdivision or, at the time of issuance of the Certificate of Occupancy for any commercial, industrial, multi-family, or other structure. Trees not removed during the life of the permit may not be removed without the issuance of a new permit based upon a new application.
- (5) **Removal Requirements.** Tree removal permits authorize the removal of trees specified within the permit. It is not required that all trees contained within the tree removal permit be removed by the applicant, however, no more trees than are specified in the permit may be removed without modifying the permit.