

City of Melbourne



Code Compliance Division

900 E. Strawbridge Avenue • Melbourne, FL 32901 • Fax (321) 608-7920
Building Div. (321) 608-7915 • Code Enf. (321) 608-7905 • Fire Prevention (321) 608-7910

APPLICATION FOR TREE REMOVAL PERMIT Permit to be Conspicuously Displayed on Site

Fee (Non-refundable) \$ _____

Receipt # _____

PRIMARY CONTACT EMAIL ADDRESS: _____

PROPERTY OWNER:

Name: _____

Address: _____

Phone: _____ Email: _____

AGENT OF OWNER (if any)

Name: _____

Address: _____

Phone: _____ Email: _____

APPLICANT IS: (Check one)

Property Owner of Record

Lessee of the subject property*

Purchasing the property*

Other

Agent authorized by the owner*

**Written authorization signed by the record owner must be attached*

PROPERTY INFORMATION: (All information is required)

Street Address: _____

Tax I.D. Number: _____

Property size: _____ Zoning: _____

Is the proposed tree removal part of a project that will require a building permit? _____

APPLICATION FEE: \$15.00 \$15.00

Permitting Surcharge: \$1.00 _____

_____ Trees x \$10.00 per Removed Tree _____

Total _____

(Not to exceed \$100/residential or \$1,000/Commercial, excluding Application Fee(s))

SUBMITTAL REQUIREMENTS:

The following materials and/or information must be submitted with this application:

1. For **Tree Removal** on an existing or developed site:
 - a. A list of species, size*, quantity, and location of the tree(s) proposed to be removed.
 - b. A statement of reason for the proposed tree removal, and provide photos to help justify the cause.
* *Diameter as measured 3-feet above grade*
 2. For **all Development Projects**: a tree location survey or aerial**, containing at minimum, the following information:
 - a. Indicate each tree to be **removed** or **relocated** by location, diameter, and species. (If existing trees are to be relocated, the proposed relocation for such trees shall be shown on the drawing, together with a statement as to how such trees are to be protected and maintained.)
 - b. Indicate all **protected trees** on the property by location, diameter, and species.
 - c. A statement indicating how **protected trees** are to be protected during land clearing and construction (*if applicable*).
 - d. All proposed structures and improvements (roads, retention, etc.) on the property and property lines.
 - e. Areas not to be cleared may be excluded by indicating a "Limits of Clearing" on the survey or aerial.
- ** *For large acreage sites, an aerial overlaid with the site plan may be allowed in lieu of a full tree survey. This will be determined on a case by case basis by City Staff.*

SIGNATURE:

I hereby certify that I am the applicant for the Tree Removal Permit in this application, that I have read the foregoing application and know the contents thereof to be true and accurate to my own knowledge, and assume all responsibility for their accuracy. I understand that should any information or representation submitted in connection with this application be inaccurate, erroneous, or incomplete, the Building Official may rescind any approval or take other appropriate action. I hereby authorize the Building Official, or his or her designee, to access the property for the purpose of site visits. I understand that additional information may be required by the Building Official to review this project.

Signed: _____
(Property Owner of Record)

Signed: _____
(Authorized Agent)

FOR OFFICE USE ONLY

Approved By and Date:

Not Approved and Date:

Reasons for Approval/Denial:

Conditions of Approval:
