

# Tree Removal Permit Application Packet



Last Updated 05/05/15



## Guidelines 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 is necessary to evaluate the dead tree and proceed with the pertinent code compliance action. A tree is considered dead if it has no green leaves or buds or other signs of growth present during the growing season.

### Non-Residential Properties

All trees on non-residential property, developed or vacant, with trunks measuring 6" DBH (Diameter at Breast Height/4.5' above ground) or larger require a permit before removal.

### Residential Properties

All trees on residential property, vacant or under construction, with trunks measuring 6" DBH or larger require a permit before removal unless exempt under Sec. 33-57.06 a (1).

### Procedures for Tree Removal

Within seven (7) working days of receiving the application, the City Forester or his/her designee will inspect the tree to determine if it meets the criteria outlined in the Land Development code for issuance of a permit. All Tree Removal Permits are valid for two (2) years starting at the date of issuance.

An alternative to the City Forester site visit would be a consultation with an International Society of Arboriculture (ISA) Certified Arborist or a Registered Consulting Arborist with the American Society of Consulting Arborist (ASCA). 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. Historic Trees (as defined by Sec. 33-57.05 (d)) are excluded from the alternative process.

### Replacement for Tree Removal

Replacement shall be based on one-third of the total DBH of the trunk(s) of the trees(s) removed that measure six inches greater DBH. DBH is measured at four and one-half feet above the ground. Single trees may be replaced with two or more trees, provided the minimum replacement requirements are met. In no case shall replacement stock be less than eight feet in height, have a DBH of less than two inches, or a caliper of less than three inches. If replacement trees are located in a landscape buffer, the replacement stock must meet the DBH requirements of the specific buffer. Trees designated as Specimen Trees under Section 33-57.05 (c) 1 will require half diameter replacement. Historic Trees require review by the City Forester, approval by the City's Tree Advisory Committee, and approval of the City Commission. Minimum replacement for historic trees (as defined by Sec. 33-57.05 (d)) is 100 percent diameter replacement, if approved. For historic tree, replacement stock must be a minimum of ten feet in height, have a DBH of at least four inches, or a caliper of at least six inches.

If you have any questions you may call City Forester at 386-626-7169.

To determine the diameter of the tree: Measure the circumference of (around) the tree at 4.5' above the ground and then divide this number by 3.14.

Example: If you measured the tree's circumference at 38", divide 38 by 3.14. ( $38''/3.14 = 12''$  diameter)

## Tree Removal Application Instructions

It is the responsibility of the applicant to know the governmental jurisdiction of the property where the tree(s) is located. Only applications requesting permits in the corporate (City) limits of the City of DeLand can be processed by the City.

The City of DeLand cannot permit tree removals on parcels other than your own. Trees near poorly-defined property boundaries may not be evaluated unless a property survey is furnished by the applicant. Trees located on the property line require written consent from both property owners before the Tree Removal Application can be approved. A letter from the adjacent owner must be submitted with the application granting permission to the City of DeLand to evaluate the tree in question.

Tree(s) to be removed must be clearly marked or the property owner must be present during City Staff inspection of the tree(s).

To avoid unnecessary delays, please indicate an accurate address and/or directions to the property.

1. Property owner(s) filing the Tree Removal Application must complete pages 4, 5 & 6 only.
2. An ISA Certified Arborist or an ASCA Registered Consulting Arborist filing the Tree Removal application must complete pages 4, 5, 6, 7 & 8.
3. An individual who is not the property owner and also not an ISA-Certified Arborist or ASCA Registered Consulting Arborist but filing an application on behalf of the property owner must complete pages 4, 5, 6 & 9 only.

Total Fee shall be determined by the Building Department Staff after review of the Application. Return the Application, Site Plan, and other forms contained in this packet as applicable and a non-refundable **\$30.00 check** for single family residential property or a non-refundable **\$50 check** for all other properties (made payable to the City of DeLand) to:

**City of DeLand  
Building Department  
120 S Florida Ave.  
DeLand, FL 32720**

# City of DeLand Tree Removal Application

## TO BE COMPLETED BY APPLICANT:

DATE: \_\_\_\_\_

The Owner or Authorized Agent hereby applies for a permit for the purpose of removing the following tree(s):  
(Please indicate type of tree, trunk diameter at DBH, and number of trees)

\_\_\_\_\_

\_\_\_\_\_

## OFFICE USE ONLY

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

Fee: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Number of Replacement inches: \_\_\_\_\_

Reason(s) for the removal(s):

Please check all that apply

- Non-Residential Construction Project** (Including Churches, Mobile Home Parks, Offices, ect.)
  - Addition to a Single Family House or Duplex** (Must include scaled site plan)
  - 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, indicated transplanting methods)
  - Unhealthy/Damaged Tree(s)**
  - Other** (Specify): \_\_\_\_\_
- \_\_\_\_\_

Has this property received a prior Land Alteration Permit? \_\_\_\_\_ Previous Permit Number: \_\_\_\_\_

Number of trees measuring 6" DBH or larger existing on this property: \_\_\_\_\_ Property Size: \_\_\_\_\_

Property Address: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Directions to Property/Tree(s) to be Removed:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Name (If other than Owner): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Person/Firm/Corporation to Conduct Tree Removal: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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 RESPONSIBLITIY FOR ANY AND ALL VIOLATIONS OF THE CITY OF DELAND 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.)

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Affidavit of Code of Compliance  
City of DeLand Land Development Code 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 33-57.05 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 tree(s) identified on the accompanying Tree Removal Application fulfill one or more of the criteria of Section 33-57.05. I also attest the tree(s) on the attached application are not a Historic Tree 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/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(s) is unsightly or of an undesirable condition as a result of a previous site disturbance.
  - \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_

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 33-57.05 of the City of DeLand LDR and Permit conditions as identified for the property described below.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
ISA Certified Arborist or ASCA Consulting  
Arborist Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Property Address for Tree Removal

Notary Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Notary Stamp: \_\_\_\_\_

## Tree Condition Evaluation Form

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 ratings range from excellent to poor and are determined by a condition points system that weights problems identified on each component of the tree. The condition points 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)
- Including bark between co-dominant stems
- Mechanical or fire injury
- Cracks
- Swollen or sunken area
- Presence of insects or 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 disease

Condition Points: \_\_\_\_\_

### Twigs

- Shoot vigor compared to past 3-year growth
- Presence of weak or dead twigs
- Presence of insects and disease

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.

#### **Total Points**

#### **Condition**

Evaluated By: \_\_\_\_\_

18-20

Excellent

Date: \_\_\_\_\_

15-17

Good

12-14

Fair

File Number: \_\_\_\_\_

11 or Less

Poor

Tree Species: \_\_\_\_\_

Last Updated 05/05/15

Application Number: \_\_\_\_\_

**Affidavit to Authorize Agent**

STATE OF FLORIDA  
COUNTY OF VOLUSIA  
CITY OF DELAND

\_\_\_\_\_  
(NAME OF ALL PROPERTY OWNERS) Being first duly sworn, depose(s) and say(s):

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property to wit:  
ADDRESS OR GENERAL LOCATIONS: \_\_\_\_\_ PARCEL #: \_\_\_\_\_
2. That this property constitutes the property for which a request for a: \_\_\_\_\_  
\_\_\_\_\_ (NATURE OF REQUEST) is being applied to the City of DeLand.
3. That the undersigned (has/have) appointed \_\_\_\_\_ as  
(his/her) agent(s) to execute any permits or other documents necessary to affect such permit.
4. That this affidavit has been executed to include the City of DeLand, 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.

\_\_\_\_\_  
Signature (Property Owner)

\_\_\_\_\_  
Signature (Property Owner)

STATE OF FLORIDA  
COUNTY OF VOLUSIA  
CITY OF DELAND  
The foregoing instrument was acknowledged before me this:  
\_\_\_\_\_ by \_\_\_\_\_  
Date Property Owner  
Who:  
\_\_\_\_\_ Personally known to me  
\_\_\_\_\_ Florida Drivers License  
\_\_\_\_\_ Other type of Identification  
And Who:  
\_\_\_\_\_ Did \_\_\_\_\_ Did not take on oath  
\_\_\_\_\_  
Signature of Notary Taking Acknowledgement  
\_\_\_\_\_  
Type/Print Name of Notary  
\_\_\_\_\_  
Commission Number Expiration Date

STATE OF FLORIDA  
COUNTY OF VOLUSIA  
CITY OF DELAND  
The foregoing instrument was acknowledged before me this:  
\_\_\_\_\_ by \_\_\_\_\_  
Date Property Owner  
Who:  
\_\_\_\_\_ Personally known to me  
\_\_\_\_\_ Florida Drivers License  
\_\_\_\_\_ Other type of Identification  
And Who:  
\_\_\_\_\_ Did \_\_\_\_\_ Did not take on oath  
\_\_\_\_\_  
Signature of Notary Taking Acknowledgement  
\_\_\_\_\_  
Type/Print Name of Notary  
\_\_\_\_\_  
Commission Number Expiration Date

## Tree Species NOT Requiring a Permit for Removal

Exempt Trees: Trees which have undesirable growth characteristics or are detrimental to the survival of native plants or animals. Following is the list of trees that shall be exempted:

<b>Common Name</b>	<b>Botanical Name</b>
Australian Pine	<i>Casuarina spp.</i>
Brazilian Pepper	<i>Terebinthefolius schinus</i>
Camphor	<i>Cinnamomum camphora</i>
Chinaberry	<i>Melia azedarach</i>
Ear Tree	<i>Enterolobium cyclocarpum</i>
Eucalyptus	<i>Eucalyptus spp.</i>
Punk Tree	<i>Melaleuca quinquenervia</i>
Silk Oak	<i>Grevillea robusta</i>
Woman's Tongue	<i>Albizia lebeck</i>
Golden Rain Tree	<i>Koelreuteria paniculata</i>
Chinese Tallow	<i>Sapium sebiferum</i>

**List of Approved Tree Replacement Species**

<b>Common Name</b>	<b>Scientific Name</b>
Basswood, Florida (c)	Tilia americana var. caroliniana
Bottlebrush, Upright (u)	Callistemon rigidus
Cedar, Eastern Red (u/c)	Juniperus virginiana D, N
Cedar, Southern Red (u/c)	Juniperus silicicola D, N
Cherry, Black (u/c)	Prunus serotina
Cherry Laurel (u)	Prunus caroliniana
Chickasaw Plum	Prunus angustifolia D, N
Citrus (u)	Citrus spp.
Crape Myrtle (u)	Lagerstroemia indica D
Devilwood (u/c)	Osmanthus americanus
Dogwood (u/c)	Cornus florida N
Elm, Weeping (u)	Ulmus parvifolia
Elm, Winged (u)	Ulmus alata D, N
Fringe Tree (u)	Chionanthus virginicus N
Hawthorn	Crataegus spp.
Holly, American (c)	Ilex opaca N
Holly, Deciduous (u)	Ilex decidua
Holly, Yaupon (u)	Ilex vomitoria D, N
Ligustrum (u)	Ligustrum lucidum
Loquat (u)	Eriobotrya japonica
Magnolia, Saucer (u)	Magnolia soulangeana
Magnolia, Southern (c)	Magnolia grandiflora
Maple, Florida Red (u/c)	Acer rubrum
Mulberry, Red (c)	Morus rubra
Oak, Live (c)	Quercus virginiana D, N
Oak, Sand Live (u/c)	Quercus virginiana var. geminata N
Oak, Shumard (c)	Quercus shumardi D, N
Oak, Turkey (u/c)	Quercus laevis N
Palm Cabbage (c)	Sabal palmetto D, N
Palm, Washington (c)	Washingtonia robusta D
Palm, Windmill (u)	Trachycarpus fortunei D
Pecan (c)	Carya illinoensis
Persimmon (c)	Diospyros virginiana
Persimmon, Oriental (u)	Diospyros kaki
Pine, Lobolly (c)	Pinus taeda N
Pine, Longleaf (c)	Pinus palustris D, N
Pine, Sand (c)	Pinus clausa D, N
Pine Slash (c)	Pinus elliotii D, N
Podocarpus (u)	Podocarpus macrophyllus
Podocarpus, Nagi (u)	Podocarpus nagi
Redbud (u/c)	Cercis canadensis

**Table Inset**

u	=	Understory tree (mature height = 25 feet or less)
c	=	Canopy tree (mature height = 25 feet or less)
u/c	=	Depending upon environment, can be either understory or canopy
D	=	Drought Tolerant
N	=	Native

(Ord. No. 2004-39, § 9, 10-18-04; Ord. No. 2008-08, Addem. A, 4-7-08)



# Do I Need a Tree Removal Permit?



1. Is the tree within the City Limits?  
If yes, go to Step 2  
If no, contact Volusia County at 386-736-5927 x 2059 or 386-822-6422 if the tree is on the Right-of-Way.
  2. Are you the owner of the property?  
If yes, go to Step 3  
If no, contact the owner of the property. Only the owner or their contractor can request a Tree Removal Permit.
  3. Is the tree less than six inches in diameter (and not recently planted as a replacement tree)?  
If yes, removal of the tree would not require a permit.  
If no, go to Step 4
  4. Is the tree on the City's list of nuisance species [Australian Pine (*Casuarina litorea* or *glauca*), Brazilian Pepper (*Terebinthefolius schinus*), Chinaberry (*Melia azedarach*), Ear Tree (*Enterolobium cyclocarpum*), Eucalyptus (*Eucalyptus spp.*), Punk Tree (*Melaleuca quinquenervia*), Silk Oak (*Grevillea robusta*), Woman's Tongue (*Albizia lebbek*), Golden Rain Tree (*Koelreuteria paniculata*), or Chinese Tallow (*Sapium sebiferum*)]?  
If yes, removal of the tree is exempt under Section 33-57.06 of the City's Land Development Regulations. No permit would be required.  
If no (or you don't know), go to Step 5.
  5. Is the tree located on a City Right-of-Way?  
If yes, contact the City Department of Public Works at 386-626-7169.  
If no, go to Step 6.
  6. Is the tree located in a Residential Area?  
If yes, go to Step 7  
If no, contact the City Building Department at 386-626-7000 for a Tree Removal Permit.
  7. Is the tree located in a Tree Protection Area (this should be indicated on your plat)?  
If yes, contact the City Building Department at 386-626-7000 for a Tree Removal Permit.  
If no, go to Step 8.
  8. Is the tree located in the yard of a subdivision or house that is more than five years old?  
If yes, go to Step 9.  
If no, contact the City Building Department at 386-626-7000 for a Tree Removal Permit.
  9. Is the tree historic? (Historic trees are defined as Bald Cypress, 20-inches or larger DBH (Diameter at 4 ½ feet height) , Live Oak 25-inches or larger DBH, and Red Cedar 25-inches or larger DBH).  
If yes (or you don't know the tree's species), contact the City Building Department at 386-626-7000 for a Tree Removal Permit. Any historic tree that is proposed for removal will require a review by the City Forester, recommendation by the City Tree Advisory Committee and approval by City Commission.  
If no, go to Step 10.
  10. Do you live at the residence where the tree is located (and the tree is not historic, in a Tree Protection Area or City Right-of-Way)?  
If yes, removal of the tree is exempt under Section 33-57.06 of the City's Land Development Regulations. No permit would be required.  
If no, contact the City Building Department at 386-626-7000 for a Tree Removal Permit.
- Do you still have questions?  
If yes, Contact the City Forester at 386-626-7178 or [calabrom@deland.org](mailto:calabrom@deland.org).