



# Tree Removal Permit Application Package

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## COMMUNITY AND LEISURE SERVICES DEPARTMENT

Town of Miami Lakes

6601 Main Street, Miami Lakes, FL 33014

Phone: (305) 364-6100 Fax: (305) 558-6606

On the web at: [www.miamilakes-fl.gov](http://www.miamilakes-fl.gov)

*This booklet is provided as a public service by the Town of Miami Lakes Community and Leisure Services Department (CLS)*

*The Town of Miami Lakes provides equal access and equal opportunity in employment and services and does not discriminate on the basis of handicap.*

## **General Information**

Town of Miami Lakes Ordinance No. 12-151 mandates the protection of the Town's tree and forest resources. The following information should assist you in understanding Town's tree and forest protection requirements. Please take the time to read this information carefully before filling out the attached application.

### **Where and when are tree removal permits required?**

Tree removal permits are required for the cutting down, bulldozing, removal or relocation of any tree in the Town of Miami Lakes, except for certain exemptions listed on Page 3. The Town may require the property owner to modify a site plan to preserve tree and forest resources.

**Note:** A tree is defined as any woody or fibrous perennial plant having a minimum trunk dbh" of three inches or greater or with an Over All Height (OAH) of twelve or more feet.

### **What about the trimming of trees?**

Tree removal permits are not required for the selective pruning of trees, provided the pruning is done according to the most recent American National Standards Institute (ANSI) A300 Standard Practices for Tree Care Operations. However, excessive pruning (i.e. hat racking, topping, etc.) which results in the effective destruction of a tree constitutes a violation of Town Ordinance 12-151. Any other activity that can effectively destroy a tree, such as trunk girdling, excessive root cutting, or use of tree-killing chemicals, also violates the Ordinance.

### **Who administers the Town of Miami Lakes tree and forest protection program?**

The Town of Miami Lakes Community and Leisure Services Department.

### **Who must apply for a tree removal permit?**

The owner of the property upon which the tree removal work will occur must sign the tree removal permit. The owner may designate an agent to sign the application and permit by submitting a letter of authorization to the Town.

### **What types of tree and forest resources does the ordinance protect?**

There are three categories of protected tree resources in Town of Miami Lakes: "Regular-size" trees (less than 18" dbh), "Specimen-size" trees (18" or greater dbh), and Natural Forest Communities which includes grasses, shrubs, and trees.

**Will I be required to replant trees for the ones that I remove?**

All "regular-sized" trees you remove -- except for the exempt or prohibited species -- must be replaced with an equal amount (100%) of tree canopy. "Specimen-sized" trees require double canopy replacement and payment to the Town Tree Trust equivalent to the costs of the specimen tree replacement requirements. This is accomplished by planting trees from the categories below:

Tree Replacement Chart

Category Replacement Tree	Portion of Impact Area that each replacement Tree compensates for in sq.ft.	Min. size in feet	Town Trust Contribution
Hardwood/Shade Tree 1	500	12' overall	\$1000 per tree
Hardwood/Shade Tree 2	300	8' overall	\$600 per tree
Palm Tree 1	300	10' clear trunk	\$600 per tree
Palm Tree 2	100	3' clear trunk	\$200 per tree
Small Tree	200	6' overall height	\$400 per tree

\*Please note that you may be required to replant more than one type of tree.

**What fees do I have to pay for a tree removal permit?**

A non-refundable application fee (based on zoning) and initial inspection fee is required upon permit application submission. Additional fees may be charged at the time of permit issuance. See the fee schedule on Page 5.

**What happens if I do not comply with the conditions and requirements of my tree removal permit or remove a tree or forest without a permit?**

You may be issued a "Notice of Violation" and ordered to stop all land clearing and construction until you have complied with Town Ord. No. 12-151. Furthermore, you may be required to pay penalties for each violation and replace tree canopy.

**How long will my tree removal permit be valid?**

One year, but can be renewed by contacting the Town.

*\*dbh = (Diameter at Breast Height) trunk diameter measured at a point 4 1/2 ft. above ground*

## Special Permits and Requirements

### **Tree removal permit applications involving a building permit must include the following items:**

1. A completed tree removal application form along with non-refundable application and initial inspection fees.
2. Two copies of a site plan. This site plan must show all proposed site improvements, including driveway, septic tank, pool, tennis court, utility lines, sewer lines, setbacks and any accessory buildings.
3. At the discretion of the Town, a tree survey may be required. Please see the Town's *Tree Survey Guidelines and Specifications* for further information. Please be advised that the Town may require the property and area of proposed construction staked prior to inspection.
4. All permits require the full replacement of tree canopy. Town approval of a tree replacement or landscaping plan may be required prior to the issuance of this tree removal permit. Please read the tree replacement requirement section for details.

### **Tree removal permit applications involving new road construction or any improvement in road right-of-ways must include the following items:**

1. A completed tree removal application form along with non-refundable application and initial inspection fees.
2. Two copies of the paving and drainage plan with the locations of all trees to be affected. Please be advised that the center line and/or limits of construction must be staked prior to inspection and subsequent permit issuance.
3. All permits require the full replacement of tree canopy. Town approval of a tree replacement plan or landscaping plan may be required prior to issuance of this tree removal permit.

### **Tree Replacement Requirements:**

1. Tree canopy replacement will be required as a condition of every tree removal permit. Replacement Tree Plan forms are available upon request and may be used when the canopy impacted is less than 10,000 square feet. (See Canopy Credit Formulas on page 1)
2. When replacement tree canopy exceeds 10,000 square feet, a landscape plan must be submitted and approved by the Town prior to permit issuance. A performance bond is required for the cost of the canopy replacement. The bond must be submitted prior to permit issuance. The Department accepts letters of credit and certificates of deposits for the bond.

## Exemptions & Prohibited Plant Species

No permits are required for the trees listed below unless the Trees are in a Natural Forest Community or a protected preserve such as EEL lands.

- Photos of the trees should be taken before the trees are removed. Keep the photos for your records.
- Trees can only be removed with the property owner's consent.
- Photos & information may be viewed at <http://www.miamidade.gov/derm/Plants/>

All trees listed below as prohibited species in Miami Dade County Code Section 24-49.9, as amended by the County from time to time.

- *Abrus precatorius* (Rosary pea)
- *Acacia auriculiformis* (Earleaf acacia)
- *Adenanthera pavonina* (Red beadtrees, red sandalwood, coralwood, redwood, circassian bean tree, peacock flowerfence, coral pea, Barbados pride)
- *Albizia lebbek* (Woman's tongue, lebbeck tree, siris tree)
- *Antigonon leptopus* (Coral vine, queen's jewels)
- *Araucaria heterophylla* (Norfolk Island pine)
- *Ardisia crenata* (Scratchthroat, coral ardisia)
- *Ardisia elliptica* (Shoebutton, shoebutton ardisia)
- *Bauhinia purpurea* (Orchid tree)
- *Bauhinia variegata* (Orchid tree)
- *Bischofia javanica* (Javanese bishopwood, bishopwood, bischofia, toog)
- *Calophyllum antillanum* (Mast wood)
- *Casuarina spp.* (Australian pine, sheoak, beefwood)
- *Cestrum diurnum* (Dayflowering jessamine, day blooming jasmine, day jessamine)
- *Cinnamomum camphora* (Camphortree, camphor tree)
- *Colubrina asiatica* (Asian nakedwood, leatherleaf, latherleaf)
- *Cupaniopsis anacardioides* (Carrotwood)
- *Dalbergia sissoo* (Indian Rosewood, sissoo)
- *Dioscorea alata* (White yam, winged yam)
- *Dioscorea bulbifera* (Air potato, bitter yam, potato vine)
- *Eichhornia crassipes* (Common water-hyacinth)
- *Eugenia uniflora* (Surinam cherry)
- *Ficus altissima* (Council tree, lofty fig, banyan tree, false banyan)
- *Ficus benghalensis* (Banyan tree, banyan fig, Indian banyan, East Indian fig tree, Bengal fig)
- *Ficus microcarpa*, *Ficus nitida*, *Ficus retusa* (Cuban laurel)
- *Flacourtia indica* (Governor's plum, Madagascar plum, batoko plum, ramonchi)
- *Hibiscus tiliaceus* (Mahoe)
- *Hydrilla verticillata* (Water thyme, hydrilla)
- *Hygrophila polysperma* (Indian swampweed, green hygro)
- *Hymenachne amplexicaulis* (Trompetilla, West Indian marsh grass)
- *Imperata cylindrical* (Cogongrass)
- *Ipomoea aquatic* (Water-spinach)
- *Jasminum dichotomum* (Gold Coast jasmine)
- *Jasminum fluminense* (Brazilian jasmine, jazmin de trapo)

- *Leucaena leucocephala* (White leadtree, lead tree, jumbie bean, tantan)
- *Ludwigia peruviana* (Peruvian primrosewillow)
- *Lygodium spp. Except L. palmatum* (Climbing fern, e.g. Old world climbing fern, Japanese climbing fern)
- *Macfadyena unguis-cati* (Catclaw vine)
- *Melaleuca quinquenervia* (Punk tree, melaleuca, cajeput, paperbark tree, tea tree, swamp tea tree)
- *Melia azedarach* (Chinaberrytree, Chinaberry)
- *Merremia tuberosa* (yellow morning-glory, woodrose, Hawaiian woodrose)
- *Metopium toxiferum* (Poisonwood)
- *Mikania micrantha* (Mile a minute, bittervine)
- *Mimosa pigra* (Black mimosa, Catclaw mimosa)
- *Murraya paniculata* (Orange jasmine)
- *Neyraudia reeinaudiana* (Burmareed, silkreed)
- *Paederia spp.* (Sewervine, skunkvine, onion vine)
- *Panicum repens* (Torpedograss)
- *Pennisetum purpureum* (Elephantgrass, Napiergrass)
- *Pistia stratiotes* (Water lettuce)
- *Pittosporum petandrum* (Taiwanese cheesewood)
- *Pongamia pinnata* (Tallow tree)
- *Pouteria campechiana* (Eggfruit)
- *Psidium cattleianum* (Catley guava)
- *Pueraria Montana var. lobatas* (Kudzu)
- *Rhodomyrtus tomentosa* (Rose myrtle, Downy rose-myrtle)
- *Rhynchelytrum repens* (Rose natalgrass, Natal grass)
- 
- *Ricinus communis* (Castrobean, castor oil plant, palma christi, wonder tree)
- *Sapium sebiferum* (Popcorn tree, Chinese tallow tree)
- *Scaevola taccada* (Beach naupaka, scaevola, half-flower)
- *Schefflera actinophylla* (Australian umbrella tree, octopus tree, Queensland umbrella tree, umbrella tree, rubber tree, starleaf)
- *Senna pendula var. glabrata* (Valamuerto, Climbing cassia, Christmas cassia, Christmas senna)
- *Solanum tampicense* (Aquatic soda apple, wetland nightshade)
- *Solanum viarum* (Tropical soda apple)
- *Syzygium cumini* (Java plum)
- *Syzygium jambos* (Rose apple)
- *Talipariti tiliaceum* (Mahoe, sea hibiscus, yellow mahoe)
- *Tectaria incise* (Incised halberd fern)
- *Terminalia catappa* (Tropical almond)
- *Thespesia populnea* (Portia tree, seaside mahoe, cork tree, false rosewood)
- *Tribulus cistoides* (Puncture vine, burnut, Jamaican feverplant, billy-goat weed, large yellow caltrop)
- *Urochloa mutica* (Paragrass)
- *Washingtonia spp.* (Washington Palm)

### Tree Removal/Relocation Permit Fee Schedule


Zoning of Property	Before inspection (Insp.) (must be submitted with the tree removal/relocation application (appl.))	After inspection (insp.) (must be paid before Department signs/executes the tree removal/relocation permit)
Single Family/Residential	\$63 appl + \$35 initial insp. = \$98	\$35 final insp. + \$12 per tree up to max. of \$320
Multi-Family	\$80 appl + \$35 initial insp. = \$115	\$35 final insp. + \$12 per tree up to max. of \$395 (acre) (canopy)
Business	\$105 appl + \$35 initial insp. = \$140	\$35 final insp. + \$12 per tree up to max. of \$395 (acre) (canopy)
Commercial	\$105 appl + \$35 initial insp. = \$140	\$35 final insp. + \$12 per tree up to max. of \$660 (acre) (canopy)
Agricultural	\$55 appl + \$35 initial insp. = \$90	\$35 final insp. + \$6 per tree up to max. of \$265 (acre) (canopy)
Right of Way/Swale	\$28 appl + \$35 initial insp. = \$63	\$35 final insp. + \$6 per tree up to max. of \$265 (acre) (canopy)

- Inspection fees listed above are based on applications to remove and/or relocate and assess 20 trees or less. For projects with more than 20 trees, the inspection fees are adjusted as follows:
  - 21-100 trees to be inspected: \$65
  - 101-200 trees to be inspected: \$135
  - More than 200 trees to be inspected: \$265
  
- For all new application submittals, the application and the initial inspection fee are required for processing
  
- For After-the Fact (ATF) tree removal/relocation permits, the application and the per tree(s) fee are doubled (2x). The fees listed above are based on voluntary (not ATF) applications
  
- For relocation only permits, there is no per tree(s) fee charged, only the application and inspection fees
  
- In order to renew/extend a permit, you will be required to pay the original application fee amount prior to the expiration of the current permit
  
- For permit and fee exemptions, please refer to Town tree protection ordinance no. 12-151
  
- **Please be advised that the application and the initial inspection fee are required upon permit application submission and are non-refundable if cancelled, withdrawn, or denied**

**USE THIS TABLE TO CALCULATE YOUR TREE PLANTING REQUIREMENTS OF YOUR TREE REMOVAL PERMIT**

Category Replacement Tree	Portion of Impact Area that each replacement Tree compensates for in sq.ft.	Min. size in feet
Hardwood/Shade Tree 1	500	12' overall
Hardwood/Shade Tree 2	300	8' overall
Palm Tree 1	300	10' clear trunk
Palm Tree 2	100	3' clear trunk
Small Tree	200	6' overall height

You may be required to replant more than one type of tree.

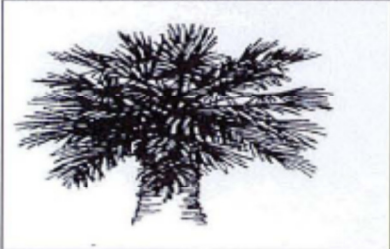


Overall height

Example:  
 If you are requested to plant (See Replanting Requirements in your permit) 1,500 SQ.FT., you can plant:

- a) Three hardwood trees, 12' height each (you will get 1,500 SQ.FT.). Or,
- b) Two hardwood trees, 12' height each, and two palms, 10' clear trunk each (you will get 1,600 SQ.FT.). Or,
- c) Any combination of tree sizes up to the required credit.

**PALMS CANNOT BE MORE THAN 30% OF THE TOTAL CANOPY AND FRUIT TREES WILL NOT COUNT TOWARDS MITIGATION.**



Clear trunk



# Tree Permit Application



**Tree Permitting Program**  
 6601 Main Street  
 Miami Lakes, FL 33014  
 T: 305-364-6100 F: 305-558-6606

**FOR DEPARTMENTAL USE ONLY**

Updated 10/12

<b>Date Received:</b>	<b>Application Number:</b>
<b>Received By:</b>	<b>Application Fee (other fees may be applicable):</b>

**Application Type:**  Removal  Relocation  Removal & Relocation  Amendment  Extension  
**After-the-Fact:**  Yes  No

Application must be filled out in its entirety. Please indicate N/A for non-applicable fields.

<p><b>1. Applicant Information:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p style="text-align: right;">Zip Code: _____</p> <p>Phone #: _____ Fax #: _____</p> <p>Email: _____</p> <p><small>* This should be the applicant/owner's information for contact purposes.</small></p>	<p><b>2. Applicant's Authorized Permit Agent:</b></p> <p><small>Agent is allowed to process the application, furnish supplemental information relating to the application and bind the applicant to all requirements of the application/permit document.</small></p> <p>Name: _____</p> <p>Address: _____</p> <p style="text-align: right;">Zip Code: _____</p> <p>Phone #: _____ Fax #: _____</p> <p>Email: _____</p>
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**3. Site Location and Description where the proposed activity exists or will occur:**

Folio #(s): \_\_\_\_\_

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

Does intended use of the property require re-zoning or plat?  Yes  No

**4. Current Use/Location of Trees (check all that apply):**

Single Family  Multi-Family  Commercial  Business  Agricultural  Swale/Right-of-Way  Other

**5. Work Description:**

Building permit process number (If Applicable): \_\_\_\_\_

Number and type of tree(s) to be removed, relocated, affected by improper trimming or removed without a permit: \_\_\_\_\_

Location of the tree(s) stated above: \_\_\_\_\_

Reason for permit request: \_\_\_\_\_

Attachments (check all that apply): (e.g. site sketch, plans etc.):

Site Sketch  Plans  Photographs  Arborist Assessment  Tree Survey  Other \_\_\_\_\_

**6. IMPORTANT NOTICE TO APPLICANT:**

The written consent of the Property Owner is required for all applications to be considered complete. Your application WILL NOT BE PROCESSED unless the Property Owner consent portion of the application is completed below and notarized. You have the obligation to apprise the Department of any changes to information provided in this application.

Application is hereby made for a Town of Miami Lakes tree permit to authorize the activities described herein. I agree to or affirm the following:

- I possess the authority to authorize the proposed activities at the subject property, and
- I am familiar with the information, data and plans contained in this application, and
- To the best of my knowledge and belief, the information, data and plans submitted are true, complete and accurate, and
- I am authorizing the permit agent listed in Section 2 of this application to process the application, furnish supplemental information, and bind the property owner to all requirements of this application/permit document, and
- I agree to provide access and allow entry to the project site to inspectors and authorized representatives of the Town of Miami Lakes for the purpose of making the preliminary analyses of the site and to monitor permitted activities and adherence to all permit conditions.

**A. IF THE APPLICANT IS AN INDIVIDUAL**

Signature of Applicant	Print Property Applicant's Name	Date

**B. IF THE APPLICANT IS OTHER THAN AN INDIVIDUAL OR NATURAL PERSON**

(Examples: Corporation, Partnership, Trust, LLC, LLP, etc.)

Print Name of Applicant (Enter the complete name as registered)	Type (Corp, LLC, LLP, etc.)	State of Registration/Incorporation

**Under the penalty of perjury, I certify that I have the authority to sign this application/permit document on behalf of the Property Owner, to bind the Property Owner, and if so required to authorize the issuance of a bond on behalf of the Property Owner. (If asked, you must provide proof of such authority to the Department). \*\*\*Please Note: If additional signatures are required, pursuant to your governing documents, operating agreements, or other applicable agreements or laws, you must attach an original Corporate Resolution with all applicable signatures and corporate seal. \*\*\***

Signature of Authorized Representative	Print Authorized Representative's Name	Title	Date

**C. IF THE APPLICANT IS A JOINT VENTURE** Each party must sign below (If more than two members, list on attached page)

Print Name of Applicant (Enter the complete name as registered)	Type (Corp, LLC, LLP, etc.)	State of Registration/Incorporation

Print Name of Applicant (Enter the complete name as registered)	Type (Corp, LLC, LLP, etc.)	State of Registration/Incorporation

**Under the penalty of perjury, I certify that I have the authority to sign this application/permit document on behalf of the Property Owner, to bind the Property Owner, and if so required to authorize the issuance of a bond on behalf of the Property Owner. (If asked, you must provide proof of such authority to the Department). \*\*\*Please Note: If additional signatures are required, pursuant to your governing documents, operating agreements, or other applicable agreements or laws, you must attach an original Corporate Resolution with all applicable signatures and corporate seal. \*\*\***

Signature of Authorized Representative	Print Authorized Representative's Name	Title	Date

Signature of Authorized Representative	Print Authorized Representative's Name	Title	Date

**7. WRITTEN CONSENT OF THE PROPERTY OWNER FOR THE PROPOSED WORK LOCATION**

I/We are the fee simple owner(s) of the real property located at \_\_\_\_\_ Miami Lakes, Florida, otherwise identified in the public records of Miami-Dade County as Folio No(s).\_\_\_\_\_. I am aware and familiar with the contents of this application for a Town of Miami Lakes tree permit to perform the work on the subject property, as described in this application. I hereby consent to the work identified in this tree permit application.

**A. IF THE PROPERTY OWNER IS AN INDIVIDUAL**

\_\_\_\_\_  
Signature of Property Owner    Print Property Owner's Name    Date

\_\_\_\_\_  
Signature of Property Owner    Print Property Owner's Name    Date

**B. IF THE PROPERTY OWNER IS OTHER THAN AN INDIVIDUAL OR NATURAL PERSON**

(Examples: Corporation, Partnership, Joint Venture, Trust, LLC, LLP, etc.)

\_\_\_\_\_  
Print Name of Property Owner (Enter the complete name as registered)                          Type (Corp, LLC, LLP, etc.)                          State of Registration/Incorporation

\_\_\_\_\_  
Address of Property Owner

**Under the penalty of perjury, I certify that I have the authority to sign this application/permit document on behalf of the Property Owner, to bind the Property Owner, and if so required to authorize the issuance of a bond on behalf of the Property Owner. (If asked, you must provide proof of such authority to the Department). \*\*\*Please Note: If additional signatures are required, pursuant to your governing documents, operating agreements, or other applicable agreements or laws, you must attach an original Corporate Resolution with all applicable signatures and corporate seal. \*\*\***

\_\_\_\_\_  
Signature of Authorized Representative                  Print Authorized Representative's Name                  Title    Date

**NOTARIZATION**

Witness my hand and official notary seal/stamp at \_\_\_\_\_ on this \_\_\_ day of \_\_\_\_\_, 20\_\_.

He/She is personally known to me or has produced \_\_\_\_\_ as identification.

IN WITNESS OF THE FOREGOING SIGNATURE(S), I have set my hand and official seal in the State of Florida and Miami-Dade County on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

**Please Review Above**

Appropriate signature(s) must be included in:

Box 6: either A, B or C (Owner or other Applicant)

**AND**

Box 7: either A or B (Property Owner)