



CITY OF APOPKA
COMMUNITY DEVELOPMENT DEPARTMENT
120 E. MAIN STREET
P. O. BOX 1229
APOPKA, FLORIDA 32704-1229
407-703-1739 (Phone) 407-703-1791 (Fax)

PERMIT NO.:	
DATE ISSUED:	
FEES PAID	
ARBOR/CLEARING	
TREE BANK (Mitigation Fee)	
CASH/CHECK#	
TOTAL:	

APPLICATION FOR ARBOR PERMIT
FOR INDIVIDUAL RESIDENTIAL LOT

Date Submitted:	SUBDIVISION NAME:
Lot No.:	Site Address:

OWNER (or appointed representative)		Phone:
		E-Mail:
Address:		
City:	State:	Zip:
Owner (If different from above):		Phone:
		E-mail:
Address:		
City:	State:	Zip:

Site Clearing Area (Acres)	
Total Lots or Describe the Areas Affected:	
Describe proposed action and provide justification for removal, trimming, or clearing:	

Trees To Be Removed And/Or Trimmed				
Tree Type(s)	Quantity	Size (DBH) ¹	Height	Action (Trim or Remove)

(Attach an additional sheet, if needed, or note if the approved Development Plan indicates plant materials to be removed.)

¹ US, tree diameter is usually measured at 4.5 ft. (137 cm) above ground level or diameter at **breast** height or DBH.

SPECIMEN TREE REMOVAL:	
Note the quantity of tree(s) 24 inches DBH or greater being removed:	
SITE CLEARING AREA (if part of this request):	

NEWLY PLANTED LOT TREES (This is a requirement)					
Quantity		Tree Type		Size	(Caliper Inch)
Quantity		Tree Type		Size	(Caliper Inch)
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NOTES: All trees must be Florida No. One Grade or Better. Minimum tree size to be determined during permit review. As a rule, new tree sizes to be a minimum of 3-inch caliper and 8-10 feet in height. The specimen type to be similar in type to tree(s) being removed. (i.e. canopy/shade or under-story).

DOCUMENTS TO BE INCLUDED WITH THIS REQUEST	
	Tree Survey/Site Plan (lot survey showing existing and proposed improvements/conditions lot lines with dimensions). Survey/site plan to show tree locations, type, and tree sizes (caliper inch). Indicate on the plan both the trees to be saved and those proposed for removal. In certain cases, the applicant may be required to physically mark the on-site tree(s) proposed for removal with a colored ribbon or other technique to assist the permit reviewer during the site visit.
	Tree replacement plan (trees removed must be replaced at the ratio of one tree inch replaced for every tree inch removed).
	Tree trimming/pruning report (scope of work).
	Certified Arborist Report (may be waived, depending on jurisdiction for removal/tree work).
	Photos (not a requirement, but may be helpful).
	Arbor Fee (it is recommended the applicant contact City staff for assistance in the calculation of the permit fee once the application has been filed).

FEE SCHEDULE	
Contact staff at 407-703-1739 for assistance in determining proper permit fees	
	\$5.00 per specimen/historic tree removed.
	\$5.00 single lot land clearing.
	\$1.00 per specimen or historic tree trimming/pruning (trees sized 24" or greater DBH).
	\$10.00 per remaining tree inch (total DBH) not being replanted with maximum of \$100.00 per lot.
BE ADVISED, THE CITY'S TREE REPLACEMENT REQUIREMENTS ARE BASED ON THE RATIO OF 1:1 (ONE TREE INCH REPLACED FOR EVERY TREE INCH REMOVED).	
PERMIT FEES ARE IN ADDITION TO ANY OTHER ARBOR FEES ASSOCIATED WITH AN APPROVED DEVELOPMENT PLAN OR OTHER ARBOR PERMITS. INDIVIDUAL LOT TREE SIZES AND QUANTITY MAY BE INCREASED DEPENDING UPON THE TREE INCHES.	

CERTIFICATION, PERMIT STATUS, AND SIGNATURE

I hereby make an application for an Arbor/Clearing Permit. This request is for tree removal, trimming, and/or land clearing, as indicated herein. I agree to assume full responsibility for the above described work and to comply with the City's Land Development Code. I understand that depending upon the total tree inches removed, I will be responsible for replacing tree inches back on-site, per the tree replacement plan.

I/we, the undersigned property owner(s), hereby grant the City of Apopka designee, acting under the direction of the City of Apopka Community Development Director or Planning Manager, permission to enter upon my property to inspect conditions related to the request for tree removal, trimming, land clearing and/or shoreline clearing, as indicated herein.

I/we, the undersigned owner(s) for the above described property in the City of Apopka, Florida, do hereby agree to Indemnify and Hold Harmless the City of Apopka, Florida, its elected officials, officers, agents, and assigns for any and all damages, attorney fees and costs incurred by said City in any instance in which the City must expend funds and/or defend its decisions regarding the granting of the above referenced application.

Date: _____

SIGNATURE OF APPLICANT
(Owner, contractor, or appointed Representative)

*****THE FOLLOWING TO BE COMPLETED BY THE CITY*****

PERMIT STATUS
Circle One:

APPROVED

DISAPPROVED

EXEMPTED

Date: _____

SIGNATURE FOR AUTHORIZATION OF PERMIT
(Community Development Department Representative)

CONDITIONS FOR APPROVAL, DISAPPROVAL, AND EXEMPTION:

Jay Davoll, P.E. Community Development Director	
Mike Roberson Construction Inspector	
Rogers Beckett Special Projects Coordinator	

EACH REQUEST WILL BE REVIEWED BY CITY STAFF BASED ON THE REQUIREMENTS OF THE CITY'S LAND DEVELOPMENT CODE. FEES ARE DUE PRIOR TO ISSUANCE OF THE ARBOR PERMIT. CHECK TO BE MADE PAYABLE TO "THE CITY OF APOPKA."