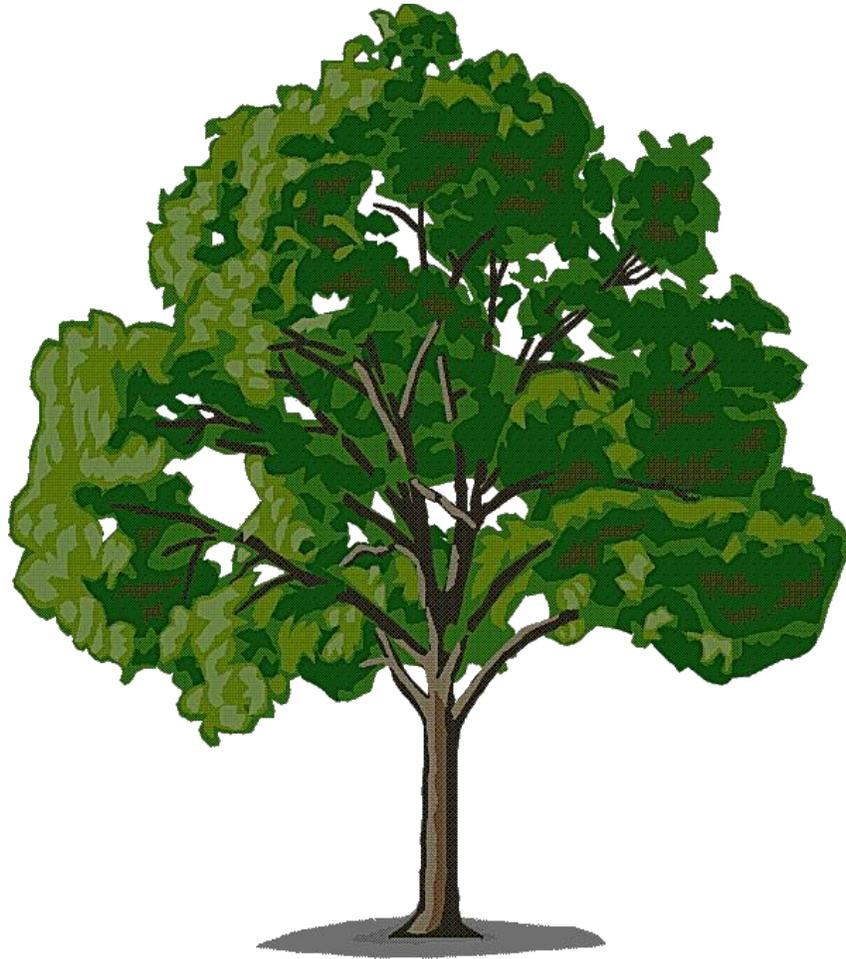


City of Temple Terrace

Tree Removal and Trimming Application Packet



TEMPLE TERRACE

Amazing City. Since 1925.

Guidelines and Procedures for Tree Removal

Permits, unless exempted otherwise by the City of Temple Terrace City Code (City Code), are required for the removal of trees on residential and non-residential (e.g. Commercial/Industrial) properties for all tree species, with the exception of exempted trees as defined by the City Code. A list of exempted species is included with this packet. **Dead or dying trees also require a permit.**

NON-SINGLE FAMILY RESIDENTIAL PROPERTIES

All trees on non-single-family residential property (e.g. multi-family, commercial, office, institutional, un-platted residential lots, etc.) developed or vacant, with tree trunks measuring 5" DBH (Diameter at Breast Height, 4.5 feet above ground) or larger require a permit before being removed. Removal of trees less than 5" DBH do not require a permit.

SINGLE FAMILY RESIDENTIAL PROPERTIES

All trees on single-family residential platted land with tree trunks measuring 12" DBH or larger require a permit before being removed.

All trees on un-platted residential land with tree trunks measuring 5" DBH or larger require a permit before removal.

Within 15 working days of receiving the application, the City's Arborist will inspect the tree to determine if it meets the criteria outlined in Article IX, Division 8 (Tree Removal & Trimming) of the City Code for issuance of a permit. A written determination for the application will be left at the property unless specified otherwise. Tree Removal Permits are valid for a six (6) month period from the date of issuance unless otherwise specified on the Permit.

An alternative to the City's Arborist site visit would be consulting with an International Society of Arboriculture (ISA) Certified Arborist or a Registered Consulting Arborist with the American Society of Consulting Arborists (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 to 5 working days from the application's receipt. Grand Trees as defined in Section 12-762 of the City Code, are excluded from this alternative process. The Tree Condition Evaluation form on page 8, however, must be completed and returned with the Affidavit for oak species requested for removal measuring 34" DBH and larger.

*Please contact the City's Arborist at (813) 506-6620 for clarification or questions.

¹ Determining the diameter of a tree: Measure around the tree (circumference) at DBH and divide by 3.14. Example: If you measure around the tree and its circumference is 38 inches, divide 38" by 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) exist. Only the City of Temple Terrace applications can be processed by the City of Temple Terrace and not for those jurisdictions of Tampa, Plant City or Hillsborough County.

The folio number asked for on the application is very important in identifying your property. Applications without folio numbers may create delays in processing the application. The folio number can be obtained by calling the Property Appraiser's Customer Service Department at (813) 272-6100. Once you choose your language, follow the options to Customer Service. If you prefer you can access the Property Appraiser's web page at <http://www.hcpafl.org/> and select the *Search Our Real Estate or Tangible Personal Property Database* or the *Geographical Information System* links. Follow the directions on those webpages to locate your folio number. Also, to avoid unnecessary delays, please indicate directions to the property as accurately as possible.

1. Property owners filing the tree removal application must complete pages 5, 6, and 9 must be completed if using a certified Arborist

or

2. An ISA Certified Arborist or an ASCA Registered Consulting Arborist filing the tree removal application must complete pages 5, 6, 7, 8 and 9 in accordance with the directions on page 1.

or

3. An individual who is not the property owner and not an ISA Certified Arborist or ASCA Registered Consulting Arborist but filing an application on behalf of the property owner must complete pages 5, 5 and 9 only.

Return only the application, site plan, other forms contained in this packet as applicable and a non-refundable check for \$65.50 made out to the City of Temple Terrace.

Mail this to:

CITY OF TEMPLE TERRACE
ATTN: **BUILDING PERMITS DEPT.**
11250 N. 56th STREET
TEMPLE TERRACE, FL 33617

Tree Species NOT Requiring a Permit for Removal

Exempted Trees: Trees which have undesirable growth characteristics, are highly susceptible to freeze damage, or are detrimental to the survival of native plants or animals. Following is the list of trees that shall be exempted:

<i>Scientific Name</i>	<i>Common Name</i>
<i>Acacia auriculiformis</i>	earleaf acacia
<i>Broussonetia papyrifera</i>	paper mulberry
<i>Casuarina spp.</i>	Australian pine
<i>Dalbergia sissoo</i>	Indian rosewood
<i>Enterolobium contortisiliquum</i>	earpod tree
<i>Eucalyptus spp.</i>	eucalyptus
<i>Melia azedarach</i>	chinaberry
<i>Mimosa pigra</i>	catclaw mimosa
<i>Prunus caroliniana</i>	cherry laurel
<i>Sapium sebiferum</i>	Chinese tallow
<i>Schinus terebinthifolius</i>	Brazilian pepper
<i>Syagrus romanzoffiana</i>	queen palm
<i>Citrus spp.</i>	Citrus tree
<i>Leucaena Leucocephala</i>	Lead tree
<i>Melaleuca quinquernereia</i>	Punk tree
<i>Eugenia uniflora</i>	Surinam Cherry

Suggested Tree Replacement Species

Satisfying a tree replacement condition of the City of Temple Terrace Tree Removal Permit. The following list of trees represent acceptable shade tree species ranging from 25-70 feet:

<i>Scientific Name</i>	Common Name	Characteristics
<i>Fraxinus pennsylvanica</i>	ash, green	N, D
<i>Ulmus americana</i>	elm, American	N, D
<i>Ulmus alata</i>	elm, winged	N, D
<i>Carya glabra</i>	hickory, pignut	N, D
<i>Acer rubrum</i>	maple, red	N, F, D
<i>Magnolia grandiflora</i>	magnolia, southern	N, F, E
<i>Quercus laurifolia</i>	oak, laurel	N, D
<i>Quercus virginiana</i>	oak, live	N, E
<i>Quercus stellata</i>	oak, post	N, E
<i>Quercus geminata</i>	oak, sand live	N, E
<i>Quercus shumardii</i>	oak, shumard	N, D
<i>Quercus laevis</i>	oak, turkey	N, D
<i>Pinus palustris</i>	pine, longleaf	N, E
<i>Pinus clausa</i>	pine, sand	N, E
<i>Pinus elliottii</i>	pine, slash	N, E
<i>Celtis laevigata</i>	sugarberry	N, D
<i>Liquidambar styraciflua</i>	sweetgum	N, D
<i>Platanus occidentalis</i>	sycamore	N, D
<i>Taxodiun distichum</i>	cypress, bald	N, D

Characteristics: N - Native, F - Flowering, E- Evergreen, D - Deciduous

CITY OF TEMPLE TERRACE TREE REMOVAL APPLICATION

OFFICE USE ONLY
Tree Removal Permit (TR) # _____
Check# _____

TO BE COMPLETED BY APPLICANT:

Fee: \$65.50 DATE: _____:

The Owner or Authorized Agent hereby applies for a Permit for the purpose of removing the following tree(s):

Type of tree	Trunk Diameter at DBH	Number of trees

Reason(s) for the removal(s): check the boxes that apply;

- Non-residential Construction Project** (including churches, mobile home parks, offices, etc.)
- Addition to a Single-Family House or Duplex** (must include scaled site plan depicting location of proposed addition and tree(s) to be removed)
- 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, indicate transplanting methods)
- Unhealthy or Damaged Tree(s)**
- Other** (specify) _____

Indicate property access restrictions, if any, (i.e. gates, dogs). _____

Number of existing trees 1" DBH & larger on this property (residential only) _____

Property Size: _____ Year Home Built: _____

Property Address: _____ Folio Number: _____

Directions to Property: _____

Owner's Name (Please Print) _____ Telephone Number _____ Fax Number _____

Address	City	State	Zip
Applicant's Name, if other than owner (Please Print)	Telephone Number	Fax Number	E-mail Address
Address	City	State	Zip

Person, Firm, or Corporation to conduct tree removal (if known) _____ Telephone Number _____ Fax Number _____ E-mail Address _____

Address _____ City _____ State _____ Zip _____

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 RESPONSIBILITY FOR ANY AND ALL VIOLATIONS OF THE CITY OF TEMPLE TERRACE CODE OF ORDINANCES CODE AND PERMIT CONDITIONS ON THE PROPERTY DESCRIBED ABOVE.

Name of Owner or Authorized Agent (Please print) Signature of Owner or Authorized Agent Date

State of Florida) SS: County of Hillsborough)

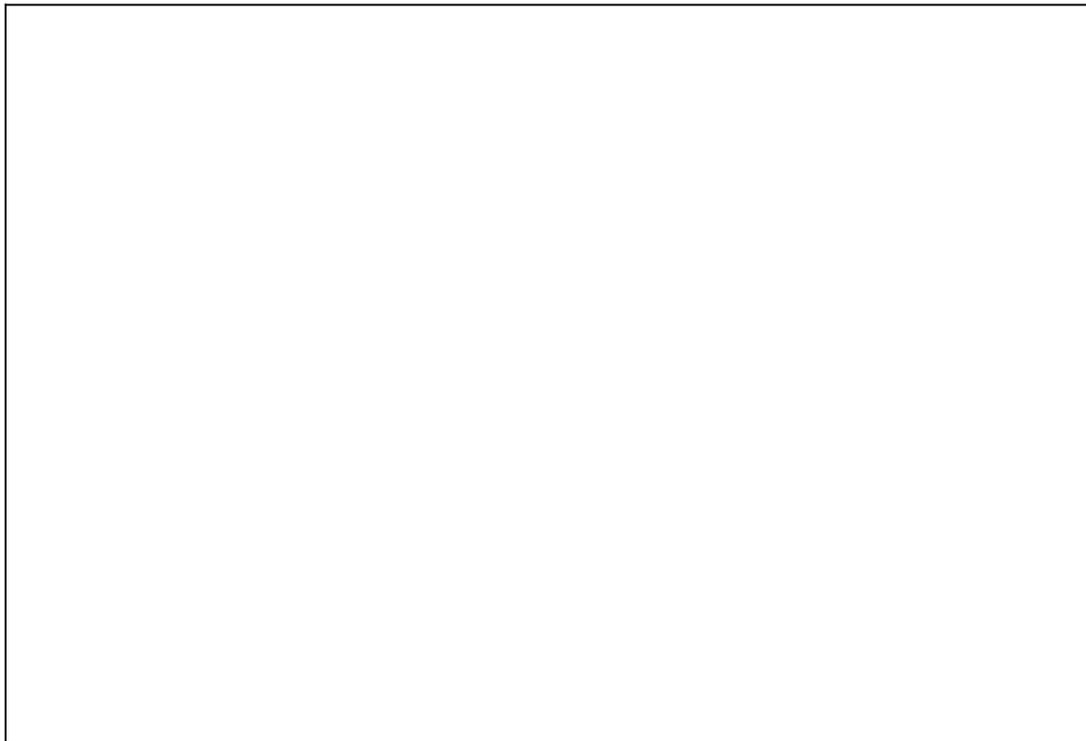
Before me, the undersigned notary public, this day, personally, appeared _____ who is personally known to me, or who has provided identification in the form of _____ and after being duly sworn according to law, acknowledged that they did execute the foregoing affidavit.

Subscribed and sworn to before me this _____ day of _____, 2017.

Notary Public



SITE PLAN



Top Down Plan View of
Property

Include and Label 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.

AFFIDAVIT OF CODE COMPLIANCE

City of Temple Terrace City Code
Tree Removal & Trimming Regulations

I, _____ am currently 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). Based on my knowledge of Article IX, Division 8 (Tree Removal & Trimming) of the City of Temple Terrace City Code, I attest the trees identified on the accompanying Tree Removal Application fulfill one or more of the criteria of the afore mentioned Division 8 identified above. **I also attest the tree(s) on the attached application are not a Grand Tree as defined by Section 12-762 of the Regulations.**

The issuance of a Permit for the tree(s) identified on the attached application is supported by the following reasons:

the tree is unhealthy or damaged for which there is no practical remedy to assist with its preservation (explain) _____

the tree is causing damage to public or private property for which there is no other remedy to resolve (explain) _____

the tree is interfering with the installation or function of solar energy equipment

the tree is unsightly or of an undesirable condition as a result of a previous site disturbance (explain) _____

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 Article IX, Division 8 (Tree Removal & Trimming) of the City of Temple Terrace City Code Permit conditions as identified for the property described below.

Print Name

ISA Certified Arborist or ASCA
Consulting Arborist #

Signature

Property Address for Tree Removal

State of Florida)) SS: County of Hillsborough)

Before me, the undersigned notary public, this day, personally, appeared _____ who is personally known to me, or who has provided identification in the form of _____ and after being duly sworn according to law, acknowledged that they did execute the foregoing affidavit.

Subscribed and sworn to before me this _____ day of _____, 2017.

Notary Public

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 point system that weights problems identified on each component of the tree. The condition point system is structured as follows: no apparent problems (4 points), minor problems (3 points), major problems (2 points) and extreme problems (1point).

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)
- Included bark between co-dominant stems
- Mechanical or fire injury
- Cracks
- Swollen or sunken area
- Presence of insects and 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 diseases

Condition points _____

TWIGS

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

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

18-20

15-17

12-14

11 or less

Condition

Excellent

Good

Fair

Poor

Evaluated _____ by:

Date: _____

File#: _____

Tree Species: _____

Application Number: _____

AUTHORIZED AGENT CONSENT

(PRINT NAME OF ALL PROPERTY OWNERS)

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property:

Address: _____ Folio No: _____

2. That this property constitutes the property for which a request for a:

_____ *(nature of request)*
is being applied to the City of Temple Terrace, Florida.

3. That the undersigned (has/have) appointed _____ as (his/their) agent(s) to execute any permits or other documents necessary to affect such permit.

4. That this Consent has been executed to allow the City of Temple Terrace 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)) SS: County of Hillsborough)

Before me, the undersigned notary public, this day, personally, appeared _____ who is personally known to me, or who has provided identification in the form of _____ and after being duly sworn according to law, acknowledged that they did execute the foregoing affidavit.

Subscribed and sworn to before me this _____ day of _____, 2017.

Notary Public



State of Florida)) SS: County of Hillsborough)

Before me, the undersigned notary public, this day, personally, appeared _____ who is personally known to me, or who has provided identification in the form of _____ and after being duly sworn according to law, acknowledged that they did execute the foregoing affidavit.

Subscribed and sworn to before me this _____ day of _____, 2017.

Notary Public

