

**CITY OF CORAL GABLES
BUILDING & ZONING DEPARTMENT
TREE REMOVAL/RELOCATION APPLICATION**

DATE: _____

PERMIT NO. _____

APPLICATION NO. _____

CONTROL NO. _____

NOTE: Whenever there is a proposed construction which involves the removal or relocation of tree(s) preliminary approval must be obtained through this application process. Applicant must guarantee that they have taken all steps reasonably necessary to preserve existing trees and to otherwise enhance the aesthetic appearance of the development by the incorporation of trees into the project. Applicant must include the 'preliminary approval' for the tree removal/relocation along with the construction documents.

Owner: _____

Address: _____

Job Address: _____

Telephone #: _____

Folio No.: _____ () Residential () Commercial

Contractor Contact number(s): _____

I hereby make application for a permit to remove _____, relocate _____ tree(s) from the above described property. *(Attach site plan/survey as appropriate. See back of page).* Specify types and # of trees and reasons for removal/relocation: _____

Public Service Dept. and Building & Zoning Dept. notes: _____

Hold _____
Approved Subject To: _____
Approved _____
Denied _____

Application Fee: \$ 17.00
Permit Fee: \$ _____
Document Preservation Fee: \$ _____
Total: \$ _____

INSPECTOR _____ DATE _____

I understand that if a permit is issued, I am responsible for the supervision and completion of said tree removal/relocation, in accordance with the approved plans and specifications, and in compliance with all applicable codes and ordinances of the City of Coral Gables. I further understand that I am responsible for and guarantee the survival of all trees relocated or planted in replacement of any trees removed pursuant to this application.

Owner (Print name and sign) _____ Date _____

The forgoing instrument was acknowledged before me this ____ day of _____ 20____ by _____ . Who has taken an oath and: () is personally known to me, () has produced _____ as identification.

_____ My Commission Expires: _____
NOTARY PUBLIC

1. Submittal requirements for the removal/relocation when there is no construction intended or proposed for the property.

Provide a copy of the survey or a site plan, which shows the locations, size, and type of trees to be removed or relocated (in the case of relocating, show proposed new location of the tree). State the reason for the removal or relocation. Show location, size and type of new trees being planted at the property as applicable.

2. Submittal requirements for tree removal/relocation which is being done in connection with proposed construction for the property.

Provide a copy of the site plan showing the proposed construction, a tree survey which shows the location, type and size of all trees on the property with nine inch (9") or greater circumference, and a copy of the landscaping plan which shows the re-landscaping of the property in connection with the proposed construction.

3. The fee for a tree removal/relocation permit is \$35.00 for the first tree and \$10.00 for each additional tree. In addition a \$17.00 application fee will be charged for each permit application.

The following types of trees will not be assessed a fee for their removal; however, a permit must be obtained and the application fee paid, prior to such removal.

1. *Melaleuca quinquenervia (Papertree)*
2. *Casuarina spp. (Australine Pine)*
3. *Schinus terebinthifolius (Brazilian Pepper, Florida Holly)*
4. *Ricinus cummunis (Castorbean)*
5. Trees that are no longer viable.
6. Trees that are required to be removed by law.

In the event that any tree is removed prior to the issuance of a tree removal permit, including the trees exempted from fees above, then a fine of \$100.00 or double fee shall be assessed, whichever is greater.

4. Application process and review.

1. Submit your tree removal/relocation application and plan, along with the appropriate fee to the Building & Zoning Department, 3rd Floor, City Hall, 405 Biltmore Way.
2. On Thursday, the Public Service Department and Building & Zoning Department tree inspectors visit the sites to review the tree removal/relocation application.
3. On Monday, the Building & Zoning Department notifies the property owner/contractor whether the application has been approved or denied, and what conditions apply to the permit.
4. The property owner may remove, relocate and replant the trees once the permit has been issued, subject to any conditions of the permit.

NO TREES MAY BE REMOVED OR RELOCATED UNTIL A PERMIT HAS BEEN ISSUED BY THE BUILDING & ZONING DEPARTMENT