

**CITY OF ORMOND BEACH
BUILDING DIVISION
(386) 676-3351
FAX: (386) 676-3361**

TREE REMOVAL/NEW CONSTRUCTION APPLICATION

NOTE: A building permit must be issued by the Building Division and be posted on site prior to commencement of any clearing or tree removal operation.

PARCEL # (REQUIRED) _____

CONTRACTOR: _____ PHONE: _____ FAX: _____

OWNER: _____ PHONE _____ DATE _____

PROPERTY ADDRESS: _____

WORK DESCRIPTION: _____

SPECIAL CONDITIONS: _____

GUIDELINES FOR TREE REMOVAL PERMIT APPLICATION

1. Provide directions to the site area and clearly mark the lot with a number or name.
2. Describe the work to be done on the site. Example: "Clear for slab on grade construction" or "clear and cut for foundation wall or stem wall construction".
3. Submit a sealed survey, prepared by a Florida licensed land surveyor showing the house and driveway locations, all boundary information and exact locations of all hardwood trees and Palms over 6" in diameter, and pines over 10" in diameter, as measured 4 ½' above the ground. Label all trees by name and size. The professional survey shall not be less than one year old from the date submitted. Give finished floor elevation of structures, including road elevations, existing and proposed grade elevation at all corners and 2 elevations at the midpoints of the lot. All plans shall show the limits of fill and the beginning of natural grade occurring prior to the construction activity.
4. After submitting the tree removal permit application and tree survey, please arrange a meeting with the Building Division at (386) 676-3351. Have all property corners and location of proposed structures staked prior to meeting.
 - a) If applicant intends on applying for tree credits for existing trees down to 4", they must meet the requirement as indicated in item number 4b.
 - b) All existing trees that are to remain shall have barriers constructed around the combined drip line of any clumps of trees. Barriers to be inspected by the Tree Inspector prior to the start of any construction. The minimum distance that the barrier can be placed from the tree is 10'.
 - c) The minimum size of such wood barrier fencing shall be two (2) inches by four (4) inches and the top of the barrier shall be a minimum of four (4) feet high. Another acceptable means of barricading trees is orange plastic construction fence, 4 feet high, and supported every eight feet by a No. 5 rebar, driven into the ground. Fencing shall be securely attached to the rebar by the use of nylon zip ties or twisted wire.
 - d) No construction activity, cuts, fill, debris disposal or vehicular traffic is to take place within this area.
 - e) The Inspector shall review any waiver or request to construct barriers within the drip line. Where drip lines of existing trees overlap, the wood barriers shall be erected around the outer perimeter of the combined drip lines.
5. Special conditions and suggestions about tree preservations will be stated on the approved permit.