



Landscape and Tree Removal Permit Application

- SECTION 1:** APPLICATION FORM
SECTION 2: SUMMARY OF REGULATIONS
SECTION 3: OWNER AFFIDAVITS
- 3a. Owner Affidavit for Corporation
 - 3b. Owner Affidavit for LLC
 - 3c. Owner Affidavit for Individual
- SECTION 4:** HOLD HARMLESS AGREEMENT
SECTION 5: LANDSCAPE LEGEND
SECTION 6: CERTIFICATE OF LANDSCAPE COMPLIANCE
SECTION 7: PROFESSIONAL PREPARER'S STATEMENT OF LANDSCAPING COMPLIANCE

12400 NE 8th Avenue, North Miami, FL 33161
Phone: (305) 893-6511 ext. 19012
www.northmiamifl.gov

SECTION 1: Application Form

Job Site Address:

Folio #:	Lot Area:	Building Area:
-----------------	------------------	-----------------------

Owner Contact Information

Owner Name:		Are you the primary contact?	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Owner Address:	City:	State:	Zip:
Phone:	E-mail:		

Applicant Contact Information

Contractor Name:		Are you the primary contact?	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contact Name:	City:	State:	Zip:
Address:	E-mail:		
Phone:	E-mail:		

Work Description:

Type of Development:

Type of Work:

Is this work associated with a building permit?

<input type="checkbox"/> Single-family residential	<input type="checkbox"/> New landscaping		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other Form of Development	<input type="checkbox"/> Tree removal	<input type="checkbox"/> Located in Public Right of Way	Permit #:	
	<input type="checkbox"/> Tree relocation			
	<input type="checkbox"/> Public right-of-way planting			

Landscaping Permit

Tree Removal/Relocation

Public Right of Way Planting

\$50.00 - Single Family Residential/Duplex
 \$315.00 - All Other Development
 Bioswales - No Fee

\$88.00 first tree, \$29.00 ea. addtl. tree

No Fee

New Landscaping Checklist

Tree Removal/Relocation Checklist

Public Right-of-Way Planting Checklist

R-1 and R-2 Districts Only:

- Plot Plan / Drawing displaying Landscape Detail Including:
 - Quantity of plants
 - Size of plants
 - Proposed locations of plants
- Applicable Owner Affidavit
- Certificate of Landscape Compliance

All Other Developments:

- Landscape Plan
- Vegetation Survey
- Irrigation Plan
- Dripline Encroachment Plan
- Completed Miami-Dade County Landscape Legend
- Applicable Owner Affidavit
- Professional Preparer's Statement of Landscaping Compliance
- Certificate of Landscape Compliance

Must be in compliance with North Miami Code of Ordinances Land Development Regulations, Section 5-1205

Single-Family Residential:

- Statement of reason for removal
- Site plan indicating locations and common names of existing trees
- Photos of existing trees
- Applicable Owner Affidavit
- Certificate of Landscape Compliance

All Other Developments

- Statement of reason for removal
- Vegetation Survey
- Irrigation Plan
- Applicable Owner Affidavit
- Professional Preparer's Statement of Landscaping Compliance
- Certificate of Landscape Compliance
- Photos of existing trees

For Plans Associated with a Building Permit:

- Statement of reason for removal
- A Certified Site Survey of the property*
- Drip line encroachment plan
- Owner Affidavit
- Certificate of Landscape Compliance
- Photos of trees to be removed on property

**In compliance with North Miami Code of Ordinances Land Development Regulations, Section 5-2302*

Single-Family Residential:

- Plot Plan / Drawing displaying Landscape Detail
- Table describing proposed plants
- Photo of swale area
- Hold Harmless Agreement
- Applicable Owner Affidavit
- Certificate of Landscape Compliance
- Call 811 and provide report indicating no impact

All Other Developments:

- Landscape Plan
- Vegetation Survey
- Irrigation Plan
- Hold Harmless Agreement
- Applicable Owner Affidavit
- Professional Preparer's Statement of Landscaping Compliance
- Certificate of Landscape Compliance
- Call 811 and provide report indicating no impact

Must be in compliance with North Miami Code of Ordinances Land Development Regulations, Section 5-1205

Community Planning and Development Department Approval:

Name/Title: _____ Date: _____

Public Works Department Approval for Public Right-of-Way Planting:

Name/Title: _____ Date: _____

SECTION 2: Summary of Regulations

Landscaping Permit Regulations

Please refer to North Miami Code of Ordinances Land Development Regulations, Division 12. Minimum Landscaping and Buffering Requirements

Tree Removal/Relocation Regulations

North Miami Code of Ordinances, Land Development Regulations, Section 5-2302

Prior to cutting down, destroying, removing or moving, or effectively removing through damaging any tree, or pruning any tree roots within the city, a tree removal permit shall first be submitted and approved by the community planning and development departments, except for the pruning of roots when essential for any repairs or improvements performed by the city public works department, or unless the tree is otherwise exempt herein.

A. Application for tree removal permit

1. Application for removal not in conjunction with building permit. Any person wishing to remove any non-exempt tree, which is not exempted herein and is not in conjunction with building permit, shall file an application with the required fee to the community planning and development department on a form provided by the city, prior to the removal of the tree. The application shall include the reasons for removal and be accompanied by a site plan drawn to scale, and a current property survey with a valid reason or justification for removal and with pictures of the tree to be removed.

2. Application for removal in conjunction with building permit. Any person wishing to remove any non-exempt tree in conjunction with a development or improvement to property for which a building permit is required, shall file an application with the community planning and development on a form provided by the city, prior to the removal of the tree. The application shall include the common name of the tree to be removed, reasons for removal, and be accompanied by:

a. A certified site survey of the property showing:

i. Locations of streets, rights-of-way, easements, setback lines, walls, fences, and other improvements in order to clearly indicate how the proposed development relates to existing trees on the property.

ii. The location, size in estimated height and trunk diameter at four and one-half (4½) feet aboveground, the botanical name of all trees and notes of potential conflicts.

iii. A tree disposition plan drawn to scale no smaller than one (1) inch equals sixteen (16) feet indicating: Designation of those trees to be removed, retained, moved to another location on site, and proposed location of new trees; and Proposed grade changes due to flood criteria fill requirements, or grade changes resulting from the proposed site development, which might adversely affect or endanger any trees on the site.

iv. No building permit shall be issued until the tree disposition plan required by this section has been reviewed and approved by the community planning and development department and all mitigation requirements are satisfied.

v. No certificate of occupancy shall be issued until tree replacement, relocation or monetary payment to the city's tree mitigation fund, if required, has been accomplished.

North Miami Code of Ordinances, Land Development Regulations, Section 5-2304

All trees removed, abused or effectively destroyed must be replaced with an equal amount of the tree canopy, removed, abused or effectively destroyed. No fees shall be assessed for removal of verified prohibited tree species. Replacement trees are not required for the removal of any prohibited species except *Ficus altissima* (Lofty Fig), *Ficus benghalensis* (Banyan Tree), *Ficus lyrata* (Fiddle Leaf), and *Ficus rubiginosa* (Rusty Fig).

Public Right of Way Planting Regulations

North Miami Code of Ordinances Land Development Regulations, Section 5-2304

Landscape plan required. The landscape plan shall be drawn to a scale not less than one (1) inch: thirty (30) feet, including dimensions, areas and distances, and clearly delineate the existing and proposed parking spaces, or other vehicular use areas, access aisles, driveways, coverage of required irrigation systems, water outlet locations and the location and size of buildings. The plan shall also designate, by name, size and location, the plant material to be installed, or if existing, to be used in accordance with the requirements hereof. No permit shall be issued for such building unless such landscape plan complies with the provisions herein. Only the design professional whose seal is affixed to the landscape plan or his designee may make minor modifications to the landscape plans. In R-1, R-2 districts only, a landscape plan is not required, but shall be in the form of a plot plan or drawing that may be prepared by the owner or the owner's representative showing required landscaping detail, including quantity, size and location. A landscape permit is required for all landscape installations including new single-family homes that are not part of a planned community. **No trees or other plant material may be planted in public rights-of-way (swale areas) without a landscape permit from the city.**

SECTION 3a. : Owner Affidavit for Corporation

**STATE OF FLORIDA
CITY OF NORTH MIAMI**

Before me, the undersigned authority, personally appeared _____ hereinafter the Affiant(s), who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the president, vice-president or CEO of the Corporation, or otherwise authorized to sign on behalf of the Corporation, doing business at the following address:

2. The Corporation owns the property which is the subject of this request.
3. The subject property is legally described as:

4. Affiant is legally authorized to file this application or the Affiant has authorized _____ as the applicant/duly appointed agent to file this application and to receive all correspondence and represent the Affiant.
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning action granted at public hearing.

WITNESSES:

Signature

Print Name

Affiant's Signature

Print Name

Signature

Print Name

Sworn to and subscribed before me on the _____ day of _____, 20_____.

Affiant is personally known to me or has produced _____ as identification.

Notary _____

Commission Expires:

SECTION 3b. : Owner Affidavit for Limited Liability Corporation

STATE OF FLORIDA
CITY OF NORTH MIAMI

Before me, the undersigned authority, personally appeared _____ hereinafter the Affiant(s), who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the Manager of the LLC, or otherwise authorized to sign on behalf of the LLC, doing business at the following address:

2. The LLC owns the property which is the subject of this request.
3. The subject property is legally described as:

4. Affiant is legally authorized to file this application or the Affiant has authorized _____ as the applicant/duly appointed agent to file this application and to receive all correspondence and represent the Affiant.
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning action granted at public hearing.

WITNESSES:

Signature

Affiant's Signature

Print Name

Print Name

Signature

Print Name

Sworn to and subscribed before me on the ___ day of _____, 20___.

Affiant is personally known to me or has produced _____ as identification.

Notary _____

Commission Expires:

SECTION 3c. : Owner Affidavit for Individual

STATE OF FLORIDA
CITY OF NORTH MIAMI

Before me, the undersigned authority, personally appeared _____ hereinafter the Affiant, who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the fee owner of the property that is the subject of this request.
2. The subject property is legally described as:

-
3. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of the zoning approval.
 4. The Affiant has authorized _____ as the applicant/duly appointed agent to file this application and to receive all correspondence and represent the Affiant.

WITNESSES:

Signature

Affiant's Signature

Print Name

Print Name

Signature

Print Name

Sworn to and subscribed before me on the ____ day of _____, 20____.

Affiant is personally known to me or has produced _____ as identification.

Notary _____

Commission Expires:

SECTION 4: Hold Harmless Agreement

Re: Property located at (address and legal description)

Gentlemen:

As legal owner of the subject property, I request the right to landscape the swale area adjacent to my property pursuant to the information provided in the attached Landscape Permit Application, and conditional on the approval of this Landscape Permit Application by City staff. I hereby apply as owner-builder or authorize (contractor name) _____ to install the approved landscaping on the subject right-of-way.

I agree to hold the City of North Miami, its agents and authorized personnel harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fee) resulting from the cancellation of the existing permit or the issuance of a new permit. I furthermore assume responsibility for the correction, if required of work performed under the permit for which I am applying. In the event there has been a change of ownership of the property, the new owner assumes the responsibility for notifying the previous owner of his or her intent to transfer the permit.

Very truly yours,

OWNER

STATE OF FLORIDA CITY OF NORTH MIAMI:

The person whose signature appears above, deposes that he/she is the legal owner of the above property.

SWORN TO AND SUBSCRIBED

Before me this _____ day of _____, 20____
by _____

SEAL) _____

PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known _____
Or produced identification _____
Type of identification produced _____

PRIME CONTRACTOR (only if Sub-Contractor holds the permit or if there is a change of qualifier)

STATE OF FLORIDA CITY OF NORTH MIAMI:

The person whose signature appears above, deposes that he/she is the legal owner of the above property.

SWORN TO AND SUBSCRIBED

Before me this _____ day of _____, 20____
by _____

SEAL) _____

PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known _____
Or produced identification _____
Type of identification produced _____

DEPARTMENT USE ONLY

Note: Hold Harmless letter must be signed by the owner of the property and the General Contractor in case of subsidiary permits or change of qualifier.

Date issued (original) : ___/___/___ Change Date: ___/___/___ Fee: Last Valid Inspection: ___/___/___

SECTION 5: Landscape Legend

LANDSCAPE LEGEND (This information is required to be permanently affixed to the plan.)

REQUIRED PROVIDE

Zoning District: _____ Net Lot Area: _____ acres _____ square feet

OPEN SPACE REQUIRED PROVIDED

A. Square feet of open space required by Chapter 29, as indicated on site plan: Net lot area = _____ square feet x _____ % = _____ square feet

B. Square feet of parking lot open space required by Chapter 29, as indicated on site plan: The number of parking spaces _____ x 10 square feet per parking space = _____

C. Total square feet of landscaped open space required by Chapter 29 = A + B = _____

LAWN AREA CALCULATION

Total square feet of landscaped open space required by Chapter 29 = _____

Maximum lawn area (St. Augustine sod) permitted = _____ % x _____ square feet = _____

TREES

A. The number of trees required per net lot acre _____ less the existing number of trees that meet minimum requirements (minus) _____ = _____ trees x net lot acreage = _____

B. 30% palm trees allowed (two palms = one tree) Palms provided = _____

Percentage of native trees required = the number of trees provided x 30% = _____

Street trees (max. average spacing of 35' o.c.): _____ linear feet along street , 35 = _____

Palms as street trees (max. average spacing 25' o.c.): _____ linear feet along street , 25 = _____

E. Street trees located directly beneath power lines (maximum average spacing of 25' o.c.): _____ linear feet along street , 25 = _____

G. Total number of trees provided = _____

SHRUBS

A. The total number of trees required x 10 = the number of shrubs required = _____

B. The number of shrubs required x 30% = the number of native shrubs required = _____

IRRIGATION PLAN: Required by Chapter 29. Auto irrigation _____ or hose bib _____ provided.

TABLE containing information as indicated in sample:

- Required for trees located underneath or adjacent to powerlines and palms used at 1:1 ratio (SEE FPL Right tree Right Place and North Miami Street Tree Management Plan)

SECTION 6: Certificate of Landscape Compliance

PERMIT NUMBER _____

I/We hereby certify that as owner/agent for owner of Lot _____, Block _____, Subdivision name _____, P.B. _____ Page _____, (or metes and bounds) legal description _____

Located at (address) _____, that the landscaping and irrigation system (if applicable) have been installed in compliance with the approved plans and that all requirements of the North Miami Code of Ordinance Land Development Regulations have been met.

I/We further certify that I/we am/are authorized under Chapter 481, Florida statutes to provide such certification.

Owner Signature

Agent's Signature

Print Name

Print Name

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 200_____, by _____ of _____ a _____ corporation, on behalf of the corporation. He/She is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my signature and official seal this _____ day of _____, 200_____, in the County and State aforesaid, that date and year last aforesaid.

Notary Public

Print Name

My Commission Expires:

SECTION 7: Professional Preparer's Statement of Landscaping Compliance

PERMIT NUMBER _____

Legal description: Lot _____, Block _____, Subdivision _____

P.D. _____ Page _____, Development name _____

Located at (address) _____

I/We hereby certify that the landscaping/irrigation plan being submitted for the above captioned complies with the requirements of the North Miami Code of Ordinances, Land Development Regulations plans as to species, height, trunk width and location at time of planting, and that the species as shown are in accordance with the accepted species approved by the City of North Miami and that none of the species are from the prohibited list.

Additionally automatic sprinkler system (if applicable) comply with requirement of said ordinance as to type of heads, spray system, location, etc.

I/We further certify the I/we am/are authorized under Chapter 481, Florida statutes to prepare and submit this landscaping/irrigation plan.

Professional Preparer's Signature

Seal: (If Corporation)

Print Name

STATE OF _____

COUNTY OF _____

I, an officer authorized to take acknowledgements, according to the law and duly qualified and so acting, do hereby certify that on this date appeared before me _____, to me known to be the person described in and who executed the foregoing instrument and he/she acknowledged to me the execution thereof to be his/her free act and deed for the uses and purposes therein mentioned;

Witness my signature and official seal this _____ day of _____,

200 __, in the County and State aforesaid, the date and year last aforesaid.

Notary Public

My Commission Expires: