



# APPLICATION FOR TREE REMOVAL OR RELOCATION

City of Pembroke Pines Planning & Economic Development Department

601 City Center Way, 3<sup>rd</sup> Floor, Pembroke Pines, FL 33025

(954) 392-2100 • [landscape@ppines.com](mailto:landscape@ppines.com) • [www.ppines.com](http://www.ppines.com)

All applications must include the following:

1. Signed and fully completed two page application.
2. Must include a letter of approved action from homeowners association (if applicable)
3. A sketch or map indicating the location & number of trees slated for removal / relocation.
4. At least one color photo of each tree being applied for. Attach additional photos as needed.
5. Check or money order with appropriate fees (see page 2).
6. A copy of the notice of code violation (if applicable).

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED**

**I. Property Owner Information (Official response will be sent to this address via US Mail):**

Registered Owner / Owner Representative: \_\_\_\_\_

Company or Authorized Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ Email Address: \_\_\_\_\_

**II. Project/Site Location:**

Site Address: \_\_\_\_\_ Zip: \_\_\_\_\_ HOA: Yes (\_\_\_) No (\_\_\_)

HOA/Subdivision Name: \_\_\_\_\_

Property Use (Check One): Detached Single Family (\_\_\_) Multi-Family (\_\_\_) Commercial (\_\_\_)

Request For: Tree Removal (\_\_\_) Tree Relocation (\_\_\_)

Location of Tree(s): Swale (\_\_\_) Front Yard (\_\_\_) Rear Yard (\_\_\_) Side Yard (\_\_\_) Other (\_\_\_)

**III. Removal / Relocation Justification:**

**PLEASE CHECK THE BOX OF THE REASON BELOW WHICH APPLIES TO YOU.**

**The following conditions must be proven to the city to issue a tree removal or relocation permit:**

- The tree unreasonably restricts the permitted use of the property.
- A proposed development cannot be located on the site without tree removal.
- The property owner has made every reasonable effort to incorporate existing trees in the development project and to minimize the number of trees removed.
- The tree is significantly damaging existing structures and cannot be mitigated through proper arboricultural practices or reasonable modifications to the property.
- The tree interferes with utility services and cannot be mitigated through proper arboricultural practices.
- The tree creates an on-going safety problem for the existing development and cannot be mitigated through proper arboricultural practices.
- The tree is obstructing safe sightlines.
- The tree is growing too close in proximity to another more valuable tree(s) to permit normal growth and development of the affected tree(s).
- The tree is of poor quality and condition but is not considered a hazardous tree.

It is in the public interest and welfare that the tree be removed for a reason other than set forth herein.

**Additional information for justification:** \_\_\_\_\_

\_\_\_\_\_

**IV. Inspection Guidelines:** All applications will have an initial inspection by staff within 10 City business days from the date the application was received. Applicants will receive a determination of approval or denial via the US Postal Service after inspection occurs.

A second inspection will occur a minimum of 90 calendar days after the issuance of the permit to ensure compliance with the terms of the permit. Permit expires 90 calendar days after issue date. Permit extensions may be requested by the applicant in writing and will be reviewed on a case by case basis.

To check the status of an application after 10 City business days email [landscape@ppines.com](mailto:landscape@ppines.com) or call 954-392-2100.

**V. Application Fees (Non Refundable)**

Detached Single Family – \$10.00

Multi-Family or Commercial - \$50.00 for up to 10 Trees, plus \$10.00 for each additional tree.

**VI. Additional Requirements:**

The submission of this application does not authorize the removal of trees. Work may not be performed until the application is approved and a permit is issued. All applicants must contact Sunshine-811 by dialing 8-1-1 to have the property marked for underground utilities that may be affected by the removal/installation of the tree(s). The property owner or owner’s representative certifies, understands and will comply with the provisions and regulations of Ch. 153 of the City of Pembroke Pines Code of Ordinances. All work will be done in compliance with all other applicable laws and regulations.

The property owner/owner’s representative certifies that the information provided and all attached, drawings, photos and/or maps are true to the best of their knowledge and any false/ incorrect information can result in the revocation of the permit and/or could also result in fines and/or charges.

**IF A TREE IS REMOVED, A REPLACEMENT MUST BE INSTALLED WITHIN 30 CALENDAR DAYS.**

**VII. Applicant Certification:** (Owner or Applicant acting as Owner’s Representative)

I hereby certify that to the best of my knowledge and belief, all information supplied with this application is true and accurate.

By signing below, the property owner or owner’s representative understands that there will be a replacement requirement and by removing the tree(s), the property owner agrees to the replacement requirement as per city code.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

<p><b>Applications may be sent via US Mail to:</b>                  Planning &amp; Economic Development Department                  Attention: Landscaping/Tree Removal                  601 City Center Way                  3<sup>rd</sup> Floor                  Pembroke Pines, FL 33025</p>	<p><b>Applications may be submitted in person Monday thru Thursday between 7am &amp; 5:30pm at City Hall in the:</b>                  Planning &amp; Economic Development Department                  601 City Center Way                  3<sup>rd</sup> Floor                  Pembroke Pines, FL 33025</p>
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<p><b>City Use Only</b>    Approved _____    Denied _____    Fees \$ _____    Receipt # _____    Permit#: _____</p> <p>Required Replacement: _____</p> <p>Comments: _____</p> <p>Inspected By: _____    Initial Date: ___/___/___    Final Date: ___/___/___</p>
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