

## CULTIVATED TREE REMOVAL PERMIT (TRP)

LDC section 10.02.06 I & Chapter 4 E.3 of the Administrative Code

Verification is recommended from County staff that the proposed work qualifies for a Cultivated Tree Removal Permit prior to paying the application fee. Application fees are **non-refundable**. Please ask County staff if you have any questions regarding the criteria for a Tree Removal Permit.

### General Requirements:

- The removal or relocation of any tree or palm that has been installed for landscaping on commercial, industrial developments and on common properties within residential developments which is not a part of a preserve.
- Moving a cultivated tree from one location to another.
- A **maximum of 10 trees per 5-year period** may be removed with a Cultivated Tree Removal Permit.
- Protected vegetation, other than that planted for landscaping, shall require a Vegetation Removal Permit; refer to LDC section 3.05.00.
- If part of Homeowners Association (HOA) or a Master Association, consult with the association's representative before any tree removal, relocation or replanting occurs.
- In no instance shall a site fall below the current minimum landscape code standard.

### Criteria for Approval:

- A tree cannot be maintained by proper canopy pruning, root pruning or root barriers and has become a safety hazard to pedestrians, vehicular traffic utilities or to an existing structure.
- A tree is growing too close in proximity to other tree(s) to permit normal growth and development of the affected tree(s).
- Other public health and safety circumstances as determined by the Collier County Landscape plan reviewer.

### Exemptions:

- Removal of a prohibited exotic tree unless the prohibited exotic tree is used to meet the minimum landscaping code requirements pursuant to a final local development order.
- Single-family home sites are exempt from obtaining a Cultivated Tree Removal Permit. However, the minimum code landscaping requirements established in LDC section 4.06.05 shall be maintained.

### Applicant Contact Information

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name of Agent: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name of Applicant (if different than owner or agent): \_\_\_\_\_

# Collier County

## Project Information

Address and detailed description of property location: \_\_\_\_\_

Number of trees to be removed: \_\_\_\_\_

Types of trees to be used for replacement: \_\_\_\_\_

On a separate sheet attached to the application, please provide the following:

- Description of the reason for proposed tree(s) removal and a brief description of the tree(s) to be removed;
- A professional recommendation of an arborist, urban forester or landscape architect, if available; and
- Photographs of specific tree related problems or damage. Trees must also be clearly marked with ribbon or marking paint for the onsite review process.

Endangered Wildlife Habitat: Is any part of a tree(s) proposed for removal used by bald eagle or any other listed species for perching, nesting, or burrowing?

Yes       No      If yes, please specify on an attached separate sheet.

Is this a single-family home?

Yes       No

Is this a tree in a common area? (i.e.: pool area or perimeter buffer)

Yes       No

Have you met with your Homeowner's Association?

Yes       No       N/A

Is the tree causing structural damage?

Yes       No

If yes, provide photographs showing the damage and tree in location to the damage.

Has a tree removal permit been approved in the last five years?

Yes       No

If so, please provide the permit number and how many trees.\_\_\_\_\_

## Submittal Requirement Checklist

See Chapter 4 E.3 of the Administrative Code for submittal requirements. The following items are to be completed and submitted with the application packet: Incomplete submittals will not be accepted.

REQUIREMENTS FOR REVIEW:	REQUIRED
Application Form	<input type="checkbox"/>

# Collier County

REQUIREMENTS FOR REVIEW:	REQUIRED
<a href="#"><u>Addressing Checklist</u></a>	<input checked="" type="checkbox"/>
<a href="#"><u>Affidavit of Authorization/Evidence of Authority</u></a>	<input checked="" type="checkbox"/>
<a href="#"><u>Property Ownership Disclosure Form</u></a>	<input checked="" type="checkbox"/>
<a href="#"><u>Proof of Ownership/Warranty Deed</u></a>	<input checked="" type="checkbox"/>
<a href="#"><u>HOA Approval</u></a> Letter for removal of the tree(s) in question	<input type="checkbox"/>
<b>Photographs</b> of specific tree related problems or damage. Trees must also be clearly marked with ribbon or marking paint for the onsite review process	<input checked="" type="checkbox"/>
<b>Site Plan</b> (or current aerial from the Property Appraiser's website) depicting the following: <ul style="list-style-type: none"><li>• Location and type of proposed trees to be removed; and</li><li>• Location and type of proposed replacement or relocated trees, buildings, paved areas, structures, and utilities.</li></ul>	<input checked="" type="checkbox"/>

**Note: This permit does not obviate the owner/agent from obtaining required permits of other County, State and Federal jurisdictional agencies; specifically, the Army Corps of Engineers.**

## Fees

- Landscape Tree Removal (**NON-REFUNDABLE FEE**): \$250.00

Issuance of a development permit by the County does not in any way create any rights on the part of the applicant to obtain a permit from a State or Federal agency and does not create any liability on the part of the county for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a State or Federal agency or undertakes actions that result in a violation of State or Federal Law. This permit is conditioned on all other applicable State or Federal permits being obtained before commencement of the project.

I, \_\_\_\_\_, affirm that I am the owner/agent of the property described in this application, that the information provided is truthful, and I understand and will comply with the conditions of this permit.

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Date

**The completed application, all required submittal materials, and fees shall be submitted to:**

Growth Management Community Development Department | GMCD Portal:

<https://cvportal.collier.gov/cityviewweb>

Questions? Email: [GMDClientServices@collier.gov](mailto:GMDClientServices@collier.gov)