

# TREE PERMIT APPLICATION

## City of Apalachicola Tree Removal or Alteration of Protected Trees

Applicant's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_ Apalachicola, FL 32320 \_\_\_\_\_

General Contractor/Tree Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicants Signature/Date \_\_\_\_\_ / \_\_\_\_\_

**1. Protected trees** – Enter the number of trees to be removed or altered (significant cutting of limbs and branches)

	4" to 16"	Greater than 16" to less than 35"	35" and larger (Patriarch Tree)
Bald & Pond Cypress			
Eastern & Southern Red Cedar			
Live Oak			
Longleaf Pine			
Pecan			
Sabal Palm			
Slash Pine			
Southern Magnolia			
Sycamore			
Water Oak			
<b>Total</b>			
<b>Size is measured at breast height (4.5 Feet above ground surface)</b>			

**2. Reason(s) for removal or alteration** (Mark all that apply with "X")

Owner's Private Property			
Removal: New Construction		Alteration: New Construction	
	Tree located within or too close to footprint of proposed new building or addition		Limbs and branches encroaching where structure is to be built
Removal: No New Construction		Alteration: No New Construction	
	Tree roots damaging building foundation or underground utilities		Limbs and branches rubbing on side or roof of building
	Imminent hazard to property or human safety		Imminent hazard to property or human safety
	Diseased or pest-infested tree		Diseased or pest-infested tree
	Storm damaged tree (other than City declared emergency; e.g., lightning)		Storm-damaged tree (other than during City declared emergency; e.g., lightning)
	Tree in decline (loss of vigor, poor growth, dieback of twigs & branches)		
City Property (City street right-of-ways adjacent to private property)			
Removal: Requested by Private Property Owner		Alteration: Requested by Private Property Owner (Significant cutting of limbs & branches)	
	Tree located where access to private property is proposed (driveway, etc.)		Imminent hazard to property or human safety
	Imminent hazard to property or human safety		
	Diseased or pest-infested tree		
	Storm damaged tree (other than City declared emergency; e.g., lightning)		

**Requested by City Department**

Interference with City utilities (e.g., water, sewer, stormwater) or Imminent Hazard	Growth encroaching on street or alley
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- 3. Please provide photos of proposed trees
- 4. Please attach a map with the following drawn to scale:
  - a. Locations of the following:
    - 1. Lot boundaries
    - 2. Footprints of existing and proposed structures (principal structure, all accessory structures (garage, shed(s), etc.), driveways, parking areas, & walkways)
    - 3. Types & Diameters of protected trees (measured at breast height in inches)
    - 4. Protected trees that are proposed to be removed or altered

**OFFICE USE ONLY**

<b>Permit Processing Fee (\$50.00 or \$100.00)</b>	<b>50.00</b>
<b>Reforestation Fund</b>	
<b>Number of Trees 4" to 16" x \$25.00/Tree (Non Patriarch Trees)</b>	
<b>Number of Trees greater than 16" to less than 35" x \$35.00/Tree (Non Patriarch Trees)</b>	
<b>Non Patriarch Tree Total (\$250.00 Max per lot)</b>	
<b>Number of Trees 35" and larger x \$1,000.00</b>	
<b>Reforestation Fund Total</b>	
<b>TOTAL DUE</b>	

**Code Enforcement Officer, City Manager, or Designee decision (When no development plan is submitted)**

Patriarch Tree \_\_\_\_\_ Non-Patriarch Tree \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason if Denied: \_\_\_\_\_

\_\_\_\_\_  
Code Enforcement Officer or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager (if patriarch tree)

\_\_\_\_\_  
Date

**Planning and Zoning Board (When Development plan is submitted):**

Patriarch Tree \_\_\_\_\_ Non-Patriarch Tree \_\_\_\_\_

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason if Denied: \_\_\_\_\_

## TREE REMOVAL AND TRIMMING APPLICATIONS

The City of Apalachicola Tree Ordinance adopted in 2019, protects the following tree species on privately owned and City owned property: live oak, southern magnolia, sabal palm, slash pine, eastern and southern red cedar, longleaf pine, pecan, bald and pond cypress, sycamore, and water oak.

A copy of the new Ordinance and the tree removal and substantial alteration application is accessible through links on the Code Enforcement Department webpage at [www.cityofapalachicola.com](http://www.cityofapalachicola.com)

If you have any questions about the new requirements or the new application form, please contact the City Code Enforcement Officer , PJ Erwin by e-mail at [perwin@cityofapalachicola.com](mailto:perwin@cityofapalachicola.com) or by telephone at 850-653-8222.

## FEES AND FINES

1. Administrative Fee - The City of Apalachicola will collect a \$50.00 application and processing fee. However, if the application is submitted after the tree is removed and the application is approved at that time, there will be an additional \$50.00 application and processing fee (Total of \$100.00).
2. Fines - If a **Non-Patriarch** tree is removed or altered prior to application submission or if an after-the fact permit for removal or alteration is denied, the applicant, property owner, and/or contractor are subject to a fine of up to \$500.00 per tree. If a **Patriarch** tree is removed or altered without the required approval, the applicant, property owner, and/or contractor are subject to a fine of up to \$25,000.00 per tree.
3. Reforestation Fund – The City of Apalachicola also collects a fee of \$25 or \$35 depending on size for each protected, non-patriarch tree removed by permit, but not to exceed \$250.00 per lot. The City of Apalachicola collects a fee of \$1,000.00 for each patriarch tree removed by permit. The fees collected will be deposited into the Reforestation Fund for the establishment and maintenance of tree in city parks, squares, and public right-of-ways