

CITY OF MINNEOLA CLEARING/TREE REMOVAL PERMIT

A clearing/tree removal permit must be obtained prior to any land clearing or the removal of protected trees for all land uses (such as subdividing land, site plans, etc.). A clearing/tree removal permit shall be submitted at the time of preliminary subdivision plan or site plan submittal.

Process:

1. Application

Application shall be made to the Planning Department. The Planning Department shall determine if the application is complete. Applicable fees shall be paid upon application submittal. Fee is \$10.00 per tree or \$50.00 whichever is less. Fee of \$250.00 is applied for an “after the fact” permit.

Applications need to be submitted by the 1st of the month to be considered at the next Planning & Zoning Commission meeting. Any and all supporting documents that need to be reviewed by the Commission need to be submitted by the 15th of the same month to be included in the packet for review.

2. Staff Review

The Development Review Process shall review the application and plans for compliance with the Land Development Regulations.

3. Issuance

The Planning Department shall issue the clearing/tree removal permit which authorizes the removal of trees and vegetation.

4. Final Inspection

After all proposed clearing/tree removal has been completed, and all required tree and soil preservation measures have been implemented, an authorized agent of the City shall make a final inspection to verify the work has been completed in compliance with the permit and Code requirements. Upon approval, a building permit may be issued.

For additional information, see Chapter 98, Section 9, Clearing and Tree Removal Permit, of the City’s Land Development Regulations at www.municode.com.

Requirements:

1. Attach aerial photograph outlining the property boundaries, proposed improvements, inventory of individual trees, other than non-preferred trees, which are 6 inches DBH or greater, including DBH of each tree, and its common name.
2. Attach a survey indicating trees which are 24 inches DBH or greater and have been horizontally located by a surveyor.
3. Attach landscape and replacement plans pursuant to the Landscape and Tree Protection chapter.
4. Attach construction and/or erosion control plans which will describe the method(s) to be used in controlling erosion which may be expected to occur as a result of the proposed clearing or grubbing.
5. Attach a copy of all jurisdictional agency permits, if applicable.
6. Attach approval of subdivision/site development plan approval.

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Note: In accordance with the fee schedule of the City of Minneola additional fees may be charged for advertising and/or actual costs of engineering application review. The fees must be paid within 30 calendar days of receipt of the City invoice.

1. Applicant _____
Address _____
Telephone _____ E-Mail address: _____
2. Applicant is: Owner ____ Agent ____ Purchaser ____ Lessee ____ Optionee ____
3. Owner _____
Address _____
Telephone _____ E-Mail address: _____
4. Contractor _____
Address _____
Telephone _____ E-Mail address: _____
License Number _____
5. Land Clearing Operator _____
Address _____
Telephone _____ E-Mail address: _____
Date the clearing/tree removal is proposed to begin _____
Date the clearing/tree removal is proposed to be completed _____
6. Surveyor _____
Address _____
Telephone _____ E-Mail address: _____
7. Project Name _____
8. Project Address _____

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9. Date of Approved Landscape Plans, if applicable _____

10. Date of Approved Subdivision/Site Plans, if applicable _____

11. Reason(s) for clearing/tree removal (check appropriate reason(s)):

_____ The land clearing or tree removal is necessary in order to make site improvements authorized by an approved development plan and the area to be cleared and the number of trees to be removed is the minimum necessary for such work.

_____ The tree is located where it creates or will create a safety or health hazard, or a nuisance with respect to existing or proposed structures or vehicle or pedestrian routes, and relocation of the tree on the site is not a feasible alternative.

_____ The tree is diseased or injured.

_____ Other _____

Applicant Signature _____ Date: _____

City of Minneola Approval _____ Date: _____

Payment Record for Office Use:

Fee: _____

Amount Received: _____

Rec'd by: _____ Date: _____ Cash ____ Check #: _____



City of
Minneola
FLORIDA

City of Minneola

800 N. US Hwy 27

Minneola, FL 34715

(352) 394-3598

Waiver / Disclaimer and Condition Pursuant to Chapter 166.033, Florida Statutes

Applicant: _____

Authorized Representative*: _____

Application Number: _____

Application Request: _____

I, _____ (Print Applicant / Authorized Representative*

name), on behalf of _____ (Applicant) hereby waive the deadlines and/or procedural requirements of Florida Statute Section 166.033 as the provisions of said statute apply to the above referenced application, including, but not limited to:

- 30-day Staff review of Applicant's application and/or response to Request for Additional Information
- 30-day requirement for Applicant's response to City's Request for Additional information
- The limitation of three (3) requests by the City of Minneola for additional information.
- Requirement of Final Determination on Applicant's application approving, denying, or approving with conditions within 120 or 180 days of the determination of incompleteness, as applicable.

I further acknowledge that the City offers weekly development review meetings on Thursdays for me to discuss any comments I received based on my submittal. It is my responsibility to request and schedule a meeting with the City if I have any questions.

Signature of Applicant or Authorized Representative*

Date

*Agent Authorization Form required.