



City of Minneola  
Planning Department  
800 N Highway 27, Minneola, FL 34715  
(352) 394 – 3598 x172

## Tree Clearing/Removal Permit Application

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.

### 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.

### Staff Review

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

### Issuance

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

### 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](http://www.municode.com).

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City of Minneola  
Tree Clearing/Removal Permit Application Cont.

Checklist

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Rec'd	Requirement
	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.
	Attach a survey indicating trees which are 24 inches DBH or greater and have been horizontally located by a surveyor.
	Attach landscape and replacement plans pursuant to the Landscape and Tree Protection chapter.
	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.
	Attach a copy of all jurisdictional agency permits, if applicable.
	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.

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail address: \_\_\_\_\_

Applicant is:  Owner  Agent  Purchaser

Owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail address: \_\_\_\_\_

Contractor \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail address: \_\_\_\_\_

License Number \_\_\_\_\_

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 \_\_\_\_\_

Surveyor \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail address: \_\_\_\_\_

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Date of Approved Landscape Plans, if applicable: \_\_\_\_\_

Date of Approved Subdivision/Site Plans, if applicable: \_\_\_\_\_

Reason(s) for clearing/tree removal:

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: \_\_\_\_\_

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*Office Use:*

Applicant Name: \_\_\_\_\_

Application For: \_\_\_\_\_

Amount: \_\_\_\_\_ Check: \_\_\_\_\_

Amount: \_\_\_\_\_ Check: \_\_\_\_\_

Rec'd by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

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