



City of Dunnellon - Community Development

20750 River Dr. | Dunnellon, Florida 34431

Phone: (352) 465-8500 x1010 | Email: planning@dunnellon.org

Website: www.dunnellon.org

SITE PLAN OR PERMIT #: _____

TREE REMOVAL/TREE PRESERVATION APPLICATION FOR NEW DEVELOPMENT ONLY, TO BE INCLUDED WITH SITE PLAN SUBMITTAL

Job Address: _____ Parcel ID _____

Lot/Unit Number: _____ Property Type: Residential Commercial

Check all that apply: Individual Trees Lot Clearing

Contractor or Owner/Builder Name: _____ Contractor License #: _____

Mailing Address: _____ Phone: _____ Email: _____

1. Tree Preservation: Will any trees be preserved on site? Yes No

I certify that _____(number) trees on the above-described property and indicated on the attached Tree Site Plan are to be preserved/protected as per the methods set forth in City of Dunnellon's City Code Sec. [74-66](#) - [74.69](#).

An approved barricade inspection of preserved trees will be required. To request a barricade inspection, email Planning@dunnellon.org. A final inspection may be conducted by staff to ensure compliance with all applicable permit conditions.

2. Tree Removal Authorization: Will any trees be removed from the site? Yes No

I request that _____(number) trees on the above-described property and indicated on the attached Tree Site Plan are to be removed utilizing the Tree Removal Authorization and Exemptions as per City of Dunnellon's City Code Sec. [74-65](#) - [74.75](#).

Indicate reason for removal: _____

OR

3. No Trees Exist: There are NO TREES CURRENTLY LOCATED ON SITE. Provide photos of the lot.

I agree to assume full responsibility for the removal of said trees(s) and for compliance with all applicable City and State regulations regarding the proper disposal of brush and yard trimmings. Further, I will replace trees as required by the City of Dunnellon Code.

Applicant's Signature: _____ Date: _____

Authorized City Staff: _____ Date: _____

Is Planning Commission approval required (city code Table 74-A)?

YES NO If yes, provide meeting date: _____ Date PC Approved: _____

Owner Authorization Form

Date: _____

Before me, the undersigned authority personally appeared, _____ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. That said authority desires to:

3. That said authority (property owner) has appointed _____ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:

A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Dunnellon, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further that this application and attachments shall become part of the Official Records of the City of Dunnellon, Florida, and are not returnable.

B. That the submittal requirements for the application have been completed and attached hereto as part of the application.

4. That the fees are NON-REFUNDABLE unless the Application is withdrawn in writing within five (5) business days of submittal (not including observed holidays), unless otherwise approved by the City Manager or a majority vote by the City Council.

Property Owner's Signature

STATE OF FLORIDA
COUNTY OF MARION
Subscribed and sworn to (or affirmed) before

Me on _____ (date) by

(name)
Of affiant, deponent, or other signer. He/she is personally known to me or has presented

as identification.

PUBLIC NOTARY

SEAL:

Agent's Signature

STATE OF FLORIDA
COUNTY OF MARION
Subscribed and sworn to (or affirmed) before

me on _____ (date) by

(name)
of affiant, deponent, or other signer. He/she is personally known to me or has presented

as identification.

PUBLIC NOTARY

SEAL:

Note: The Property Owner must sign the Affidavit. When an Agent is representing the case, both the Agent and the Property Owner must sign the Affidavit.

Sec. 74-63. - Tree removal application requirements for site plans and plats; procedures.



- (a) Every reasonable effort should be made to minimize tree removal. Tree preservation shall be an integral part of the site planning or subdivision design process. Tree preservation shall be conceived in a total pattern throughout the site, integrating the various elements of site design, preserving and enhancing the particular identity of the site.
- (b) The preservation of existing trees and vegetation for use as perimeter land use buffers shall be considered during the site design process and implemented to preserve habitat while lowering the cost of development.
- (c) A tree survey, grading plan, tree replacement plan if any, and an aerial map shall be submitted with any application for a site plan or a preliminary subdivision plat. Signing the application form shall grant the City access to the site for inspection during consideration of the permit application.
 - (1) A tree survey shall be prepared at the same scale as an associated site plan or preliminary subdivision plat.
 - (2) The tree survey shall identify each protected tree and each prohibited tree, indicate the DBH, and identify the species. Where protected trees are located in a group or a cluster, the survey may identify the tree group rather than individual trees, including the number of trees, the range of DBH, and the species within the group.
 - (3) The tree survey shall identify protected trees to be retained, removed, and relocated and shall indicate that prohibited trees will be removed. When protected trees are proposed for relocation, the new location shall be indicated.
 - (4) The tree survey shall show the location of all proposed and existing structures, parking areas, driveways, and other planned improvements.
 - (5) A grading plan shall be provided to identify any proposed grade changes and methods to ensure that such changes will not adversely impact or endanger any protected trees that are proposed for retention.
 - (6) A tree replacement plan, if applicable, shall be provided, at the same scale as the tree survey, showing the location, size, and species of all proposed replacement trees. Such replacement trees shall comply with the requirements of this article. The replacement plan may be shown on the tree survey.
 - (7) The tree survey shall be sealed by a land surveyor, licensed in the state. The grading plan and any tree replacement plan shall be sealed by a landscape architect or civil engineer licensed in the state.
 - (8) An aerial map for parcels of two or more acres shall be provided.
- (d) Where an agent is authorized to apply for a tree removal permit on behalf of the owner, a signed and notarized affidavit shall be provided on a form provided by the city, to authorize the agent.
- (e) Removal of any non-exempt protected tree must be approved as part of the site plan or plat approval process.
 - (1) Where an application for site plan or preliminary subdivision plat is submitted, a separate tree permit application is not required. The preservation, relocation, replanting, or removal of protected trees shall be considered as part of the site plan or preliminary subdivision plat review and approval process. Tree removal shall not be authorized prior to the final approval of a site plan or preliminary subdivision plat.
 - (2) No authorization shall be granted to remove a protected tree where the developer or property owner has failed to take reasonable measures to design and locate the proposed improvements such that the minimum required number of protected trees is maintained.
 - (3) For site plans for single family units or duplexes, removal of any protected trees shall be reviewed by the city administrator or designee who may approve, deny, or approve with conditions as part of the site plan process.
 - (4) For major site plans and plats, removal of any protected trees, unless exempt as set forth in [section 74-62](#), shall be reviewed by the planning commission as part of the site plan review process. The city administrator or designee shall prepare a staff report for the planning commission regarding the proposed tree removal. The planning commission shall make recommendation to approve, deny, or approve with conditions to the city council. The city council may approve, deny, or approve with conditions during the major site plan or plat review process.
- (f) The recommendation to deny or a denial of any request for tree removal by the city administrator or designee, planning commission, or city council shall be in writing, citing to the section of this article as the reason for the denial.

Tree Site Plan Example

