



## Landscape and Tree Removal Permit Application

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**12400 NE 8th Avenue, North Miami, FL 33161**  
**Phone: (305) 893-6511 ext. 19012**  
**[www.northmiamifl.gov](http://www.northmiamifl.gov)**

# SECTION 1: Application Form

<b>Job Site Address:</b>		<b>Permit ZLAND -</b>	
<b>Folio #:</b>		<b>Permit ZTRED -</b>	-
<b>Lot Area:</b>	<b>Building Area:</b>		

## Owner Contact Information

<b>Owner Name:</b>		<b>Are you the primary contact?</b>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Owner Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>E-mail:</b>		

## Applicant Contact Information

<b>Contractor Name:</b>		<b>Are you the primary contact?</b>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Contact Name:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Address:</b>	<b>E-mail:</b>		
<b>Phone:</b>			

## Work Description:

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<b>Type of Development:</b>	<b>Type of Work:</b>	<b>Is this work associated with a building permit?</b>	
<input type="checkbox"/> Single-family residential	<input type="checkbox"/> New landscaping	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other Form of Development	<input type="checkbox"/> Tree removal	<b>Permit #:</b>	
	<input type="checkbox"/> Tree relocation		
	<input type="checkbox"/> Public right-of-way planting		
	Located in Public Right of Way		
	Adjacent to State/County Road		

Landscaping Permit	Tree Removal/Relocation	Public Right of Way Planting
\$50.00 - Single Family Residential/Duplex \$315.00 - All Other Development Bioswales - No Fee	\$88.00 first tree, \$29.00 ea. addtl. tree	No Fee

## New Landscaping Checklist

- R-1 and R-2 Districts Only:
- ☐ Plot Plan / Drawing displaying Landscape Detail Including:
    - ☐ Quantity of plants
    - ☐ Size of plants
    - ☐ Proposed locations of plants
  - ☐ Applicable Owner Affidavit
  - ☐ Certificate of Landscape Compliance
- All Other Developments:
- ☐ Landscape Plan
  - ☐ Vegetation Survey
  - ☐ Irrigation Plan
  - ☐ Dripline Encroachment Plan
  - ☐ Completed Miami-Dade County Landscape Legend
  - ☐ Applicable Owner Affidavit
  - ☐ Professional Preparer's Statement of Landscaping Compliance
  - ☐ Certificate of Landscape Compliance

*Must be in compliance with North Miami Code of Ordinances Land Development Regulations, Section 5-1205*

## Tree Removal/Relocation Checklist

- Single-Family Residential:
- ☐ Statement of reason for removal
  - ☐ Site plan indicating locations and common names of existing trees
  - ☐ Photos of existing trees
  - ☐ Applicable Owner Affidavit
  - ☐ Certificate of Landscape Compliance
- All Other Developments
- ☐ Statement of reason for removal
  - ☐ Vegetation Survey
  - ☐ Irrigation Plan
  - ☐ Applicable Owner Affidavit
  - ☐ Professional Preparer's Statement of Landscaping Compliance
  - ☐ Certificate of Landscape Compliance
  - ☐ Photos of existing trees
- For Plans Associated with a Building Permit:
- ☐ Statement of reason for removal
  - ☐ A Certified Site Survey of the property\*
  - ☐ Drip line encroachment plan
  - ☐ Owner Affidavit
  - ☐ Certificate of Landscape Compliance
  - ☐ Photos of trees to be removed on property
- \*In compliance with North Miami Code of Ordinances Land Development Regulations, Section 5-2302*

*\*In compliance with North Miami Code of Ordinances Land Development Regulations, Section 5-2302*

## Public Right-of-Way Planting Checklist

- Single-Family Residential:
- ☐ Plot Plan / Drawing displaying Landscape Detail
  - ☐ Table describing proposed plants
  - ☐ Photo of swale area
  - ☐ Hold Harmless Agreement
  - ☐ Applicable Owner Affidavit
  - ☐ Certificate of Landscape Compliance
  - ☐ Call 811 and provide report indicating no impact
- All Other Developments:
- ☐ Landscape Plan
  - ☐ Vegetation Survey
  - ☐ Irrigation Plan
  - ☐ Hold Harmless Agreement
  - ☐ Applicable Owner Affidavit
  - ☐ Professional Preparer's Statement of Landscaping Compliance
  - ☐ Certificate of Landscape Compliance
  - ☐ Call 811 and provide report indicating no impact

*Must be in compliance with North Miami Code of Ordinances Land Development Regulations, Section 5-1205*

<b>Community Planning and Development Department Approval:</b>	
<b>Name/Title:</b>	<b>Date:</b>
<b>Public Works Department Approval for Public Right-of-Way Planting:</b>	
<b>Name/Title:</b>	<b>Date:</b>

## SECTION 2: Summary of Regulations

### Landscaping Permit Regulations

Please refer to North Miami Code of Ordinances Land Development Regulations, Division 12. Minimum Landscaping and Buffering Requirements

### Tree Removal/Relocation Regulations

#### North Miami Code of Ordinances, Land Development Regulations, Section 5-2302

Prior to cutting down, destroying, removing or moving, or effectively removing through damaging any tree, or pruning any tree roots within the city, a tree removal permit shall first be submitted and approved by the community planning and development departments, except for the pruning of roots when essential for any repairs or improvements performed by the city public works department, or unless the tree is otherwise exempt herein.

##### A. Application for tree removal permit

1. Application for removal not in conjunction with building permit. Any person wishing to remove any non-exempt tree, which is not exempted herein and is not in conjunction with building permit, shall file an application with the required fee to the community planning and development department on a form provided by the city, prior to the removal of the tree. The application shall include the reasons for removal and be accompanied by a site plan drawn to scale, and a current property survey with a valid reason or justification for removal and with pictures of the tree to be removed.

2. Application for removal in conjunction with building permit. Any person wishing to remove any non-exempt tree in conjunction with a development or improvement to property for which a building permit is required, shall file an application with the community planning and development on a form provided by the city, prior to the removal of the tree. The application shall include the common name of the tree to be removed, reasons for removal, and be accompanied by:

##### a. A certified site survey of the property showing:

i. Locations of streets, rights-of-way, easements, setback lines, walls, fences, and other improvements in order to clearly indicate how the proposed development relates to existing trees on the property.

ii. The location, size in estimated height and trunk diameter at four and one-half (4½) feet aboveground, the botanical name of all trees and notes of potential conflicts.

iii. A tree disposition plan drawn to scale no smaller than one (1) inch equals sixteen (16) feet indicating: Designation of those trees to be removed, retained, moved to another location on site, and proposed location of new trees; and Proposed grade changes due to flood criteria fill requirements, or grade changes resulting from the proposed site development, which might adversely affect or endanger any trees on the site.

iv. No building permit shall be issued until the tree disposition plan required by this section has been reviewed and approved by the community planning and development department and all mitigation requirements are satisfied.

v. No certificate of occupancy shall be issued until tree replacement, relocation or monetary payment to the city's tree mitigation fund, if required, has been accomplished.

#### North Miami Code of Ordinances, Land Development Regulations, Section 5-2304

All trees removed, abused or effectively destroyed must be replaced with an equal amount of the tree canopy, removed, abused or effectively destroyed. No fees shall be assessed for removal of verified prohibited tree species. Replacement trees are not required for the removal of any prohibited species except *Ficus altissima* (Lofty Fig), *Ficus benghalensis* (Banyan Tree), *Ficus lyrata* (Fiddle Leaf), and *Ficus rubiginosa* (Rusty Fig).

### Public Right of Way Planting Regulations

#### North Miami Code of Ordinances Land Development Regulations, Section 5-2304

Landscape plan required. The landscape plan shall be drawn to a scale not less than one (1) inch: thirty (30) feet, including dimensions, areas and distances, and clearly delineate the existing and proposed parking spaces, or other vehicular use areas, access aisles, driveways, coverage of required irrigation systems, water outlet locations and the location and size of buildings. The plan shall also designate, by name, size and location, the plant material to be installed, or if existing, to be used in accordance with the requirements hereof. No permit shall be issued for such building unless such landscape plan complies with the provisions herein. Only the design professional whose seal is affixed to the landscape plan or his designee may make minor modifications to the landscape plans. In R-1, R-2 districts only, a landscape plan is not required, but shall be in the form of a plot plan or drawing that may be prepared by the owner or the owner's representative showing required landscaping detail, including quantity, size and location. A landscape permit is required for all landscape installations including new single-family homes that are not part of a planned community. **No trees or other plant material may be planted in public rights-of-way (swale areas) without a landscape permit from the city.**

# SECTION 3a. : Owner Affidavit for Corporation

## STATE OF FLORIDA CITY OF NORTH MIAMI

Before me, the undersigned authority, personally appeared \_\_\_\_\_ hereinafter the Affiant(s), who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the president, vice-president or CEO of the Corporation, or otherwise authorized to sign on behalf of the Corporation, doing business at the following address:

\_\_\_\_\_

2. The Corporation owns the property which is the subject of this request.
3. The subject property is legally described as:

\_\_\_\_\_

4. Affiant is legally authorized to file this application or the Affiant has authorized \_\_\_\_\_ as the applicant/duly appointed agent to file this application and to receive all correspondence and represent the Affiant.
5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning action granted at public hearing.

### WITNESSES:

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Affiant's Signature

\_\_\_\_\_

Print Name

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

Notary \_\_\_\_\_

Commission Expires:

# SECTION 3b. : Owner Affidavit for Limited Liability Corporation

STATE OF FLORIDA  
CITY OF NORTH MIAMI

Before me, the undersigned authority, personally appeared \_\_\_\_\_ hereinafter the Affiant(s), who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the Manager of the LLC, or otherwise authorized to sign on behalf of the LLC, doing business at the following address:

\_\_\_\_\_  
2. The LLC owns the property which is the subject of this request.

3. The subject property is legally described as:

\_\_\_\_\_  
4. Affiant is legally authorized to file this application or the Affiant has authorized \_\_\_\_\_ as the applicant/duly appointed agent to file this application and to receive all correspondence and represent the Affiant.

5. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of any zoning action granted at public hearing.

## WITNESSES:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Affiant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Sworn to and subscribed before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

Notary \_\_\_\_\_

Commission Expires:

# SECTION 3c. : Owner Affidavit for Individual

## STATE OF FLORIDA CITY OF NORTH MIAMI

Before me, the undersigned authority, personally appeared \_\_\_\_\_ hereinafter the Affiant, who being first duly sworn by me, on oath, deposes and says:

1. Affiant is the fee owner of the property that is the subject of this request.
2. The subject property is legally described as:

- 
3. Affiant understands this affidavit is subject to the penalties of law for perjury and the possibility of voiding of the zoning approval.
  4. The Affiant has authorized \_\_\_\_\_ as the applicant/duly appointed agent to file this application and to receive all correspondence and represent the Affiant.

### WITNESSES:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Affiant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Sworn to and subscribed before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Affiant is personally known to me or has produced \_\_\_\_\_ as identification.

Notary \_\_\_\_\_

Commission Expires:

# SECTION 4: Hold Harmless Agreement

Re: Property located at (address and legal description)

Gentlemen:

As legal owner of the subject property, I request the right to landscape the swale area adjacent to my property pursuant to the information provided in the attached Landscape Permit Application, and conditional on the approval of this Landscape Permit Application by City staff. I hereby apply as owner-builder or authorize (contractor name) \_\_\_\_\_ to install the approved landscaping on the subject right-of-way.

I agree to hold the City of North Miami, its agents and authorized personnel harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense (including attorney's fee) resulting from the cancellation of the existing permit or the issuance of a new permit. I furthermore assume responsibility for the correction, if required of work performed under the permit for which I am applying. In the event there has been a change of ownership of the property, the new owner assumes the responsibility for notifying the previous owner of his or her intent to transfer the permit.

Very truly yours,

## OWNER

\_\_\_\_\_  
\_\_\_\_\_

### STATE OF FLORIDA CITY OF NORTH MIAMI:

The person whose signature appears above, deposes that he/she is the legal owner of the above property.

### SWORN TO AND SUBSCRIBED

Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_

SEAL) \_\_\_\_\_  
PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known \_\_\_\_\_  
Or produced identification \_\_\_\_\_  
Type of identification produced \_\_\_\_\_

## PRIME CONTRACTOR (only if Sub-Contractor holds the permit or if there is a change of qualifier)

\_\_\_\_\_  
\_\_\_\_\_

### STATE OF FLORIDA CITY OF NORTH MIAMI:

The person whose signature appears above, deposes that he/she is the legal owner of the above property.

### SWORN TO AND SUBSCRIBED

Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_

SEAL) \_\_\_\_\_  
PRINT, TYPE OR STAMP NAME OF NOTARY

Personally known \_\_\_\_\_  
Or produced identification \_\_\_\_\_  
Type of identification produced \_\_\_\_\_

### \*\*\*DEPARTMENT USE ONLY\*\*\*

**Note:** Hold Harmless letter must be signed by the owner of the property and the General Contractor in case of subsidiary permits or change of qualifier.

Date issued (original) : \_\_\_\_/\_\_\_\_/\_\_\_\_ Change Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Fee: Last Valid Inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

## SECTION 5: Landscape Legend

**LANDSCAPE LEGEND** (This information is required to be permanently affixed to the plan.)

Zoning District: \_\_\_\_\_ Net Lot Area: \_\_\_\_\_ acres \_\_\_\_\_ square feet

REQUIRED PROVIDE

\_\_\_\_\_

### OPEN SPACE REQUIRED PROVIDED

A. Square feet of open space required by Chapter 29, as indicated on site plan: Net lot area = \_\_\_\_\_ square feet x \_\_\_\_\_ % = \_\_\_\_\_ square feet

\_\_\_\_\_

B. Square feet of parking lot open space required by Chapter 29, as indicated on site plan: The number of parking spaces \_\_\_\_\_ x 10 square feet per parking space = \_\_\_\_\_

\_\_\_\_\_

C. Total square feet of landscaped open space required by Chapter 29 = A + B = \_\_\_\_\_

\_\_\_\_\_

### LAWN AREA CALCULATION

Total square feet of landscaped open space required by Chapter 29 = \_\_\_\_\_

\_\_\_\_\_

Maximum lawn area (St. Augustine sod) permitted = \_\_\_\_\_ % x \_\_\_\_\_ square feet = \_\_\_\_\_

\_\_\_\_\_

### TREES

A. The number of trees required per net lot acre \_\_\_\_\_ less the existing number of trees that meet minimum requirements (minus) \_\_\_\_\_ = \_\_\_\_\_ trees x net lot acreage = \_\_\_\_\_

\_\_\_\_\_

B. 30% palm trees allowed (three palms = one tree) Palms provided = \_\_\_\_\_

\_\_\_\_\_

Percentage of native trees required = the number of trees provided x 30% = \_\_\_\_\_

\_\_\_\_\_

Street trees (max. average spacing of 35' o.c.): \_\_\_\_\_ linear feet along street , 35 = \_\_\_\_\_

\_\_\_\_\_

Palms as street trees (max. average spacing 25' o.c.): \_\_\_\_\_ linear feet along street , 25 = \_\_\_\_\_

\_\_\_\_\_

E. Street trees located directly beneath power lines (maximum average spacing of 25' o.c.): \_\_\_\_\_ linear feet along street , 25 = \_\_\_\_\_

\_\_\_\_\_

G. Total number of trees provided = \_\_\_\_\_

\_\_\_\_\_

### SHRUBS

A. The total number of trees required x 10 = the number of shrubs required = \_\_\_\_\_

\_\_\_\_\_

B. The number of shrubs required x 30% = the number of native shrubs required = \_\_\_\_\_

\_\_\_\_\_

**IRRIGATION PLAN:** Required by Chapter 29. Auto irrigation \_\_\_\_\_ or hose bib \_\_\_\_\_ provided.

TABLE containing information as indicated in sample:

- Required for trees located underneath or adjacent to powerlines and palms used at 1:1 ratio (SEE FPL Right tree Right Place and North Miami Street Tree Management Plan)



## SECTION 6: Certificate of Landscape Compliance

PERMIT NUMBER \_\_\_\_\_

I/We hereby certify that as owner/agent for owner of Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision name \_\_\_\_\_, P.B. \_\_\_\_\_ Page \_\_\_\_\_, (or metes and bounds) legal description \_\_\_\_\_

Located at (address) \_\_\_\_\_, that the landscaping and irrigation system (if applicable) will be installed in compliance with the approved plans and that all requirements of the North Miami Code of Ordinance Land Development Regulations have been met.

I/We further certify that I/we am/are authorized under Chapter 481, Florida statutes to provide such certification.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Agent's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ of \_\_\_\_\_ a \_\_\_\_\_ corporation, on behalf of the corporation. He/She is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my signature and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in the County and State aforesaid, that date and year last aforesaid.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

My Commission Expires:

## SECTION 7: Professional Preparer's Statement of Landscaping Compliance

PERMIT NUMBER \_\_\_\_\_

Legal description: Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision \_\_\_\_\_

P.D. \_\_\_\_\_ Page \_\_\_\_\_, Development name \_\_\_\_\_

Located at (address) \_\_\_\_\_

I/We hereby certify that the landscaping/irrigation plan being submitted for the above captioned complies with the requirements of the North Miami Code of Ordinances, Land Development Regulations plans as to species, height, trunk width and location at time of planting, and that the species as shown are in accordance with the accepted species approved by the City of North Miami and that none of the species are from the prohibited list.

Additionally automatic sprinkler system (if applicable) comply with requirement of said ordinance as to type of heads, spray system, location, etc.

I/We further certify the I/we am/are authorized under Chapter 481, Florida statutes to prepare and submit this landscaping/irrigation plan.

\_\_\_\_\_  
Professional Preparer's Signature

\_\_\_\_\_  
Seal: (If Corporation)

\_\_\_\_\_  
Print Name

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, an officer authorized to take acknowledgements, according to the law and duly qualified and so acting, do hereby certify that on this date appeared before me \_\_\_\_\_, to me known to be the person described in and who executed the foregoing instrument and he/she acknowledged to me the execution thereof to be his/her free act and deed for the uses and purposes therein mentioned;

Witness my signature and official seal this \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, in the County and State aforesaid, the date and year last aforesaid.

\_\_\_\_\_  
Notary Public

My Commission Expires: