



Landscape and Tree Removal Permit Application

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Phone: (305) 893-6511 ext. 19000
www.northmiamifl.gov

SECTION 1: Summary of Regulations and Application Instructions

Landscaping Permit Regulations

A Landscape Permit is required for any new development or redevelopment where the associated cost exceeds fifty (50) percent of the total improvement value OR results in a fifty (50) percent or more increase in total building square footage. A complete Landscape and Tree Removal Application with all required documentation must be filed with the Community Planning and Development Office prior to approval and issuance of the building permit. Please refer to North Miami Code of Ordinances Land Development Regulations, Division 12. Minimum Landscaping and Buffering Requirements.

Tree Removal/Relocation/Pruning Regulations

Prior to removing or relocating any tree, a tree removal permit shall first be submitted to and approved by the community planning and development department. A permit is also required for the pruning of any tree roots within the city and for pruning any tree that is located in a right-of-way. No permit is required for tree pruning on private property, however proper pruning practices must be adhered to, or a code compliance violation may be issued. Please refer to North Miami Code of Ordinances Land Development Regulations, Division 23, Tree Preservation and Protection, for more information.

All trees removed, abused or effectively destroyed must be replaced with an equal amount of tree canopy, as determined by the community planning and development department. After-the-fact mitigation requirements are doubled. No fees shall be assessed for the removal of verified prohibited tree species. Please refer to North Miami Code of Ordinances Land Development Regulations, Section 5-2304 for more information.

Public Right of Way Regulations

No trees or other plant material may be planted in public rights-of-way (i.e., swales and alleys) without a landscape permit from the city. Any pruning of trees in a right-of-way requires a tree removal permit. Please refer to North Miami Code of Ordinances Land Development Regulations, Section 5-2304 for more information.

APPLICATION INSTRUCTIONS

1. Fill out attached application completely and legibly.
2. See appropriate checklist on application for list of all required supporting documentation. Choose appropriate 'Owner Affidavit' and 'Certificate of Compliance' per the checklist/type of project.
3. Submit complete packet with all required supporting documentation to the community planning and development department and pay application fees (check or money order to City of North Miami) in person.
4. If application is being filed in conjunction with a building permit, attach proof of application (in the form of application receipt) to the building permit files.
5. If any trees are being removed, you will be contacted to schedule a site visit, and a *Mitigation Agreement* will need to be issued prior to final approval of tree removal permit.
6. Wait for response from community planning and development office requesting more information or granting approval of permit application. Applications should be processed in less than 30 days; however usual processing time is 7-14 days.
7. Once the permit has been approved, an electronic copy will be sent to applicant, or it can be picked up in person from the community planning and development office.
8. Post permit in a visible location (ie., window by front door); once permit is posted, work can commence.
9. Permits are valid for 6 months from the date of issue. Once work is complete, contact the community planning and development office to schedule a final inspection (within 3 months of completion of work).

For questions or more information, contact (305)893-6511 X: 19000

SECTION 2: Application Form

Job Site Address:	Permit Number (office use only):
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Folio #:	Lot Area:	Building Area:
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Owner Contact Information

Owner Name:		Primary contact? (Y or N):	
Owner Address:	City:	State:	Zip:
Phone:	E-mail:		

Contractor Information (certified arborist required for all tree removals and right-of-way pruning)

Contractor Name:		Primary contact? (Y or N):	
Contractor Address:	City:	State:	Zip:
Phone:	E-mail:		

Work Description

Type of Development:	Type of Work:	Is this work associated with a building permit?
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Single-family Residential	New landscaping	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Form of Development	Tree removal/relocation	Bldg. Permit #:
	Public right-of-way planting or pruning	
	After the Fact Removal	

FEES:	Landscaping Permit	Tree Removal/Relocation	Public Right of Way Planting/Pruning
	\$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	Tree Removal/Relocation Checklist	Public Right-of-Way Planting Checklist
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- | | | |
|---|--|--|
| <p>Single-Family Residential</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan (may be hand drawn) with accompanying table including: <ul style="list-style-type: none"> <input type="checkbox"/> Name, quantity, size, and location of all existing and proposed plants <input type="checkbox"/> Applicable Owner Affidavit <input type="checkbox"/> Certificate of Landscape Compliance <p>All Other Developments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certified Vegetation Survey <input type="checkbox"/> 11 x 17 copy of landscape plan prepared by landscape professional <input type="checkbox"/> Table including: <ul style="list-style-type: none"> <input type="checkbox"/> Common and scientific name, size (height, spread, DBH), and quantity of all plants, noting which are new, existing, to remain, to remove or to relocate <input type="checkbox"/> Completed Miami-Dade County Landscape Legend <input type="checkbox"/> Irrigation Plan <input type="checkbox"/> Dripline Encroachment Plan, if applicable <input type="checkbox"/> Applicable Owner Affidavit <input type="checkbox"/> Professional Preparer's Statement of Landscaping Compliance | <p>Single-Family Residential:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site plan (may be hand drawn) including name and location of trees to be removed <input type="checkbox"/> Statement of reason for removal <input type="checkbox"/> Photos of trees to be removed <input type="checkbox"/> Applicable Owner Affidavit <input type="checkbox"/> Certificate of Landscape Compliance <p>All Other Developments</p> <ul style="list-style-type: none"> <input type="checkbox"/> Certified Vegetation Survey <input type="checkbox"/> Disposition Table including: <ul style="list-style-type: none"> <input type="checkbox"/> Common/scientific name, size (height, spread and DBH), and quantity of all trees, noting which are to remain, remove or relocate <input type="checkbox"/> Name, size, and quantity of any new trees to be planted <input type="checkbox"/> Statement of reason for removal <input type="checkbox"/> Photos of trees to be removed <input type="checkbox"/> Applicable Owner Affidavit <input type="checkbox"/> Professional Preparer's Statement of Landscaping Compliance | <p>Single-Family Residential:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan including: <ul style="list-style-type: none"> <input type="checkbox"/> Name, quantity, size, and location of proposed plants <input type="checkbox"/> Photo of swale area <input type="checkbox"/> Applicable Owner Affidavit <input type="checkbox"/> Certificate of Landscape Compliance <input type="checkbox"/> Hold Harmless Agreement <p>All Other Developments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Vegetation Survey <input type="checkbox"/> 11 x 17 Landscape Plan prepared by landscape professional <input type="checkbox"/> Irrigation Plan <input type="checkbox"/> Applicable Owner Affidavit <input type="checkbox"/> Professional Preparer's Statement of Landscaping Compliance <input type="checkbox"/> Hold Harmless Agreement <p>Tree Pruning in Right-of-way Checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Statement for reason of work <input type="checkbox"/> Proof of arborist certification <input type="checkbox"/> Applicable Owner Affidavit <input type="checkbox"/> Professional Preparer's Statement of Landscaping Compliance <input type="checkbox"/> Hold Harmless Agreement |
|---|--|--|

Community Planning and Development Department Approval: Name/Title: _____	Date: _____
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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

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 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 4a: 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 4b: 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

Print Name

My Commission Expires:

SECTION 5: Landscape Legend

(Required for landscape permit for all developments other than R1 and R2)

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

A. Total square feet of landscaped open space required by Chapter 29 = _____

B. Maximum lawn area 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. Max. 30% palm trees allowed (three palms = one tree) Palms provided =

C. Number of native trees required = the number of required trees x 30% =

D. Street trees required (1 per 30' frontage): _____ linear feet along street/30 =

E. 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: Hold Harmless Agreement

(Required ONLY for Right of Way plantings)

Re: Property located at (address and legal description)

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: ___/___/___

LANDSCAPE AND TREE REMOVAL PERMIT APPLICATION FREQUENTLY ASKED QUESTIONS

1. When am I required to complete a Landscape and Tree Removal Permit Application?

An application must be submitted 1) if you would like to remove or relocate any tree that is on private property or in the right of way 2) if you would like to plant or prune a tree in the right of way 3) if you have applied for a building permit and there is a 50% or more increase in total building square footage OR if the associated cost exceeds 50% of the total improvement value.

2. Do I need a permit to remove a tree?

It is unlawful for anyone to cut down, destroy, remove, or effectively remove by damaging any tree within the city without first obtaining a permit unless the tree is verified by the City to be exempt.

3. How do I know if a tree is exempt from the permit process?

Any tree on the Prohibited Plant Species list published by Miami Dade County does not require a permit for removal. However, it is advised to contact the Community Planning and Development office to verify and document exemption prior to removal.

4. Do I need a permit to trim a tree?

You do not need a permit to trim the branches of a tree on private property, however you may be cited for a code violation if proper pruning practices are not adhered to. See ordinance for more information on what is considered tree abuse. A permit is required for the pruning of any tree roots or pruning a tree in the right-of-way.

5. How can I learn more about proper pruning practices and what is considered tree abuse?

Additional information can be found in the ordinance about proper pruning practices and what constitutes tree abuse. You can also visit [ISA Trees are Good](#) for more information on proper pruning techniques.

6. Can I remove a tree myself or do I need to use a contractor?

You are required to use a Certified Arborist or contractor that is approved by the City to remove any trees. You can visit the [ISA website](#) to find a Certified Arborist.

7. Can I remove a tree if it is dead, dying or diseased?

Just because a tree is dead, dying or diseased does not mean that it can be removed without a permit. If you think that your tree is hazardous and poses a threat to people or property, please contact the Community Planning and Development office immediately for further information on how to proceed.

8. What happens if someone removes a tree without a permit?

Trees removed without a permit are subject to a code compliance violation and fee. Additionally, the violator will be required to mitigate for the lost canopy by either paying the Tree Mitigation Fund or replanting new trees. After-the-fact removals require double the mitigation rate.

9. What are the fees for removing a tree?

There are various fees associated with tree removal. First, you will need to pay the permit fee. Then you are also responsible for the cost of the removal by a Certified Arborist or approved contractor. Lastly, unless the tree is exempt, you will be required to mitigate for lost canopy which means 1) paying a fee to the Tree Mitigation Fund or 2) replanting more trees that meet specified mitigation requirements, based on the size of the tree(s) removed.

10. Do I need a permit to plant a tree on my own property?

A permit is only required for landscaping in the case of new development and redevelopment where the associated cost exceeds 50% of the total improvement value or results in a 50% or more increase in square footage.

11. What plants am I allowed to plant on my property?

See our website for more information on Florida Friendly recommended plant species. You may not utilize any plants that are listed on Miami Dade County's Prohibited Plant Species list.

12. Are there certain requirements that I must follow when I am installing landscaping?

Yes, the city has Minimum Landscaping Requirements that are outlined in the city ordinance related to, but not limited to, the number, type, and size of trees and shrubs being planted. See the ordinance for specific criteria.

13. Who do I contact if I need more information on landscaping or tree removal?

Contact the Community Planning and Development Office.

Address:

12400 NE 8 Avenue
North Miami, FL 33161

Phone:

305.893.6511