



COMMUNITY DEVELOPMENT & BUILDING DEPARTMENT

506 W. BERCKMAN STREET

FRUITLAND PARK, FL 34731

PHONE: (352) 360-6727

FAX: (352) 360-6652

Email: permits@fruitlandpark.org

TREE Permit Checklist

1. A COMPLETED SIGNED AND NOTARIZED PERMIT APPLICATION
2. AERIAL PLAN SHOWING THE PROPERTY BOUNDARIES, LOCATION OF TREE(S) TO BE REMOVED AND ALL REMAINING TREES ON THE PROPERTY THAT ARE 6 INCHES IN DIAMETER AT BREAST HEIGHT OR GREATER.
(TREE(S) THAT ARE SEEKING TO BE REMOVED CAN BE "X" OUT.)
3. AN OWNER BUILDER DISCLOSURE **IF PERMIT IS APPLIED FOR BY THE OWNER.**
4. APPROVAL FROM LANDLORD OR RENTAL PARK IF PROPERTY IS LOCATED IN A PARK IN WHICH THE LOTS ARE RENTED.
5. PROOF OF PROPERTY OWNERSHIP; PROPERTY RECORD CARD or WARRANTY DEED
(Property record card can be found at <https://www.lakecopropappr.com/>)
6. COPY OF ANY ARC, ARB, OR HOA APPROVAL , IF APPLICABLE.

PLEASE REQUEST INSPECTIONS BY SENDING AN EMAIL TO PERMITS@FRUITLANDPARK.ORG
INSPECTIONS WILL BE PROCESSED AS QUICKLY AS POSSIBLE, TYPICALLY THE NEXT BUSINESS DAY.

Per The 2020 Florida Statutes: 163.045-Tree pruning, trimming, or removal on residential property.

- (1) A local government may not require a notice, application, approval, permit, fee, or mitigation for the pruning, trimming, or removal of a tree on residential property if the property owner obtains documentation from an arborist certified by the International Society of Arboriculture or a Florida licensed landscape architect that the tree presents a danger to persons or property.
- (2) A local government may not require a property owner to replant a tree that was pruned, trimmed, or removed in accordance with this section.
- (3) This section does not apply to the exercise of specifically delegated authority for mangrove protection pursuant to ss. 403.9321-403.9333.

History.—s. 1, ch. 2019-155.

**ARBORIST LETTER CAN BE EMAILED TO PERMITS@FRUITLANDPARK.ORG
or DROPPED OF AT CITY HALL IN THE BUILDING DEPT.**

**Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.*

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities, such as water management districts, state agencies, or federal agencies.



A friendly reminder to call 811 before you dig and that tree permits are needed before removal of any tree.

Please note that with the removal of any tree it is the responsibility of the property owner to make arrangements with the tree contractor for removal of the debris.

Waste Management is only contracted to pick up normal yard debris such as bagged leaves, grass clippings, and normal pruning of trees.

These debris should be neatly stacked in an area with no overhead obstacles, no greater than **6 feet in length** and no greater than **6 inches in diameter**.

Debris placed on the curb by a tree contractor or that does not meet the criteria of normal yard debris must be removed by the property owner at their own expense.

To Schedule An Inspection Email:
permits@Fruitlandpark.org



NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities, such as water management districts, state agencies, or federal agencies.

Permit Number

Project Address

Applicant Email Address

Project Description

Tree Removal

Owner's Name

Mailing Address

City, State, Zip

Telephone

Estimated Cost of Project

\$

Hiring a Contractor?

Circle one

Yes No

General Contractor

Mailing Address

City, State, Zip

Telephone

Tree Specimen(s) to Be Removed

Number of Trees

Justification for Tree Removal

Please Note: Any materials generated by tree trimming/removal entities is not considered collectible yard trash, and The City is not responsible for collection of tree debris removal. That is the responsibility of the homeowner/contractor to remove all debris from property of tree removal.

**Signature of
Applicant**

Date

OTHER INFORMATION- only required for new structures and additions

Trees to Be Removed

Diameter

Height

Trees Remaining on Property

Species

Height

WARNING TO OWNER: Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement. The issuance of a building permit does not assure the building setbacks have been met or that the structure does not encroach on an easement. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. If the City determines the structure does not meet applicable setbacks or improperly encroaches on an easement, the owner is responsible for moving the structure, restoring the easement to its original condition, or otherwise making the structure comply with City setbacks and other land use requirements. Permits expire 6 months after issuance.

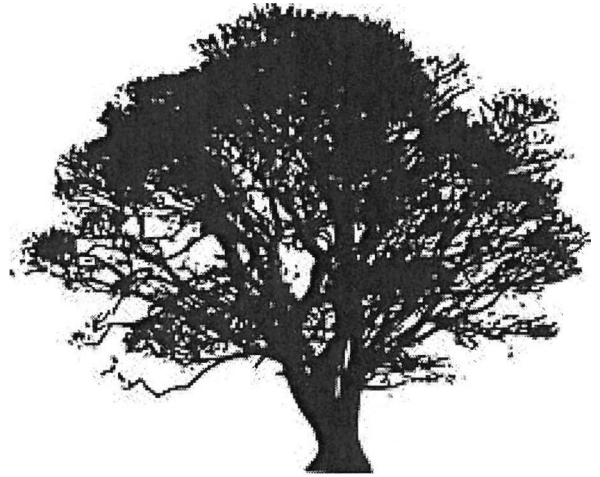
The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____ who is personally known to me or has produced _____ as identification and who did _____ or did not _____ take an oath.

(Seal)

Notary Public

CITY OF FRUITLAND PARK

TREE PROTECTION



SECTION 164.090:

- a) Prohibitions. Unless exempted herein, it shall be unlawful and subject to the penalties provided herein for any person directly or indirectly by another on his behalf to:
- l) Remove, relocate, destroy or damage any protected tree as defined in Section 164.040(a) (1) & (2) on any site or tract without first obtaining a tree removal permit pursuant to Section 164.090(c) of the Land Development Code.

SECTION 164.040: PLANTING STANDARDS.

The City Commission has adopted the Florida-Friendly low water use plant list, by the St. Johns Water Management District, and any amendments thereof as the minimum standards for plant material and as the approved species list to be used in complying with this Chapter.

a) **Quality**

All plant material used to meet the provisions of the Section shall be equal or exceed the grade of Florida #1 as given in "Grades and Standards for Nursery Plants," State of Florida.

1) **Canopy Trees**

Canopy trees shall have a minimum height of twelve(12) feet and shall have 1.5" DBH. The caliper of multi-trunk trees will be calculated using a total the DBH of all trunks.

2) **Understory Trees**

Understory Trees shall have a minimum height of six(6) feet and shall have a .5' DBH.

3) **Shrubs and Hedges**

Shrubs shall have a minimum height of 30" at the planting and shall be 36" within one year of the time of planting. When a continuous hedge is called for in this section the plants shall be planted at a maximum spacing of 36".

****DIAMETER AT BREAST HEIGHT (DBH)** – The trunk diameter of a tree measured 4½ feet above the average ground level at the base of the tree. Provided, however, if the tree forks 4½ feet above ground level, it is measured below the swell resulting from the double stem. Stems that fork below 4½ feet above the ground level should be considered separate trees.



Criteria for Tree Removal

Section 164.090 (c)(3)

No tree removal permit shall be issued unless the reviewer finds that at least one of the following criteria has been satisfied with respect to each protected tree designated for removal under the permit. Not with standing. No specimen tree or historic tree (as defined within this Chapter) shall be removed except as expressly approved by the City.

- A) That the tree is located within an existing of proposed right-of-way;
- B) That the tree is located within a existing or proposed easement; or stormwater management system;
- C) That the tree is located where its continued existence would unreasonably interfere with the physical construction if the improvements on a particular site as may result from interference with the access to the site by construction equipment, or with the operation of the equipment on the site in the immediate vicinity of the proposed structure or improvements;
- D) That the tree is located whee 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 feasible alternative;
- E) That the tree is located where it interferes with the installation, delivery, or maintenance of proposed or existing utility services to the site;
- F) That the tree is located on a portion of the site to be used for construction of required parking areas or vehicular and pedestrian ingress and egress areas;
- G) That the tree is located on a portion of the site where structural development is proposed, provided reasonable effort has been made to preserve protected trees to the extent feasible under this criterion.



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Owner Builder Disclosure Statement

(Initial to the left of each statement)

___ 1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

___ 2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

___ 3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

___ 4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

___ 5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.

___ 6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

___ 7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

___ 8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

___ 9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

___ 10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850-487-1395 or <https://www.contractorlicensing.com/florida/contractors-licenses.html> for more information about licensed contractors.

___ 11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address:

___ 12. I agree to notify City of Fruitland Park immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Signature: _____

Printed Name: _____

Date: _____

State of Florida

County of _____

The Foregoing instrument was acknowledged before me this _____ day of _____, 20 _____, by
_____ who is personally known to me or has produced
_____ as identification and who did or did not take an oath

(Notary Seal)

Notary Public - State of Florida

Commission No _____

My Commission Expires _____

Signature

Printed Name