

Tree Removal Permit Application Instructions

NOTE: This is a general outline and subject to change.

Single family home owners can submit their own permit. All other properties shall have a contractor listed on permit. The Tree Removal Permit Application usually takes about two weeks to process.

- 1.** A copy of the permit can be picked up at City Hall on the 3rd floor, Building Department, across from water fountain.
- 2.** Fill out the Tree Removal Permit Application both front and back sides and have three copies of a survey or site plan with an X marked where the tree(s) are located.
- 3.** Submit the completed permit and survey copies back into the Building Department and they will issue you a label with a PRA number and PIN number on it. These are your private numbers so you may keep track of the permit status.
- 4.** The permit is then routed to the Urban Forestry Office and we do a site visit to determine what replacements are required. (Replacements are based on the outcome of the site visit - what the conditions of the property are/what other trees are existing on site, etc).
- 5.** If the permit is rejected, the owner should get a call as to why.
- 6.** If the permit is approved, the permit is routed back to Building Department for processing. They will call you when the permit is ready, and let you know the cost. The fee is \$25, \$5 per tree, and minor processing fees may be added. Fees are doubled for work done without permit.
- 7.** When the applicant picks up and pays for the permit, they can now do the work according to permit conditions. If replacements are required, a list of recommended replacement trees is given with the permit. After all work is completed, you need to schedule an inspection by calling the Urban Forestry Department at 954-786-4926, the automated system at 954-786-4198 or by logging onto the city's website www.mypompanobeach.org These inspections will be performed within 2 working days of request.
- 8.** If the permit is disapproved, a copy of the inspection may be left on site for your reference, and re-inspection fees may apply.
- 9.** Upon approval of this inspection, the permit is finalized out.
- 10.** If the property is under citation from Broward County Sheriff's Office Code Enforcement Division, the owner will need to call Broward County Sheriff's Office Code Enforcement Division at (954-786-4361) to comply their case. The City of Pompano Beach is not responsible for maintenance of Broward County Sheriff's Office Code Enforcement cases.

For more information, please call the Urban Forestry Office at 954-786-4926.