



Frequently Asked Questions

Tree Permit Application

City of Pompano Beach Urban Forestry Division

Q. What is a Tree Permit Application?

A Tree Permit Application is a document used to permit activities including tree removal, tree relocation, tree protection, land clearing, demolition, etc.

Q. When is a Tree Permit Application required?

A Tree Permit Application is required prior to tree removal, tree relocation, land clearing, demolition activities; and tree protection is required in conjunction with any type of construction proposed within the area of existing trees.

Q. Why do I need a Tree Permit Application?

A Tree Permit Application is required documentation to ensure that our city's tree canopy coverage is being maintained and protected, and when needed, appropriately replaced.

Q. Do I need a Tree Permit Application to install trees?

No. The approved plan on file for the site is the approval plan used to install landscaping. Landscape installation must be performed by a registered landscaping company.

Q. Do I need a Tree Permit Application for all trees species?

No. There are a few trees officially listed as invasive species and do not require a permit for removal. These species are also prohibited from being planted in the City of Pompano Beach.

Removal of an invasive species requires complete removal of the tree canopy and the root system.

If the nuisance tree fulfills a landscape requirement for the site, the tree shall be replaced with a minimum 10' canopy tree.

The list of invasive species that do not require a permit for removal includes: Maleleuca, Brazilian Pepper, Australian Pine, Poison Wood, Norfolk Island Pine, Earleaf Acacia, Schefflera, Lead Tree, Carrotwood.

Q. Do I need a Tree Permit Application for palms?

Yes. All palms are protected and require a Tree Permit Application for removal, relocation, protection, land clearing, demolition, etc.

Q. How much does a Tree Permit cost?

The cost of the Tree Permit is \$25 for the application and \$5 per tree. Fees are doubled if work is done without a permit. Fees are non-refundable and non-transferable.

Mitigation requirements are added into the Tree Canopy Trust Fund at time of permitting, if applicable.

The permit is paid for by the applicant at the end of the submittal process when the permit has been issued and is ready to be picked up.

Q. Who can submit the Tree Permit Application?

Single family homeowners can submit the permit application as the owner-builder. Multifamily, business, commercial, and industrial properties require a registered tree company to qualify the Tree Permit Application.

Q. What is the process for a Tree Permit Application?

A. The process for a Tree Permit Application is simple.

The applicant must complete the Tree Permit Application on both sides, include three copies of a tree survey and three copies of a tree assessment, and submit these papers to the Building Inspections Division.

The Building Inspections Division will assign these papers an application number, and route them to Urban Forestry for review.

Urban Forestry will review the plans and inspect the property to verify information provided within the papers.

Urban Forestry will contact the applicant if there are questions or comments, otherwise the application will be approved and routed back to the Building Department for processing.

The Building Inspections Division will notify the applicant when the permit is ready to be picked up.

The permit is paid for by the applicant at the end of the submittal process when the permit has been issued and is ready to be picked up. The permit will be waiting for pick up at the Building Inspections Division.

Q. What is a tree survey?

A. A tree survey is a required document that accompanies the Tree Permit Application. The tree survey is signed and sealed by a Florida registered land surveyor which must provide the location and caliper of every existing tree on site.

Q. Why do I need a tree survey?

A. A tree survey is a required document that will accurately locate all existing trees on site. This is important during the Tree Permit Application process because existing trees are required to be relocated, protected and sometimes removed during any type of construction.

Q. Who does this survey and how much does it cost?

A. The survey is prepared by a Florida registered land surveyor and prices will vary.

Q. What is a tree assessment?

A. A tree assessment is similar to a tree appraisal. The tree assessment is prepared in accordance with the appraisal methods contained in the *Council of Tree and Landscape Appraisers* for the purpose of determining the dollar value of all trees on site. The assessment must include the species, size, condition, status (remove, relocate, protect, etc) and dollar value for all trees on site.

Q. Why do I need a tree assessment?

A. A tree assessment is a required document to determine the dollar value of all existing trees on site for the purpose of tree removal, tree relocation and tree protection, as well as tree preservation during land clearing and demolition. The dollar value is important because it provides a means to determine the tree mitigation and tree replacement requirements if necessary.

Q. Who does this tree assessment and how much does it cost?

A. The tree assessment is prepared by and ISA Certified Arborist and prices will vary.

Q. What does it mean to remove a tree?

A. To remove a tree means to get rid of the entire tree including the stump and root system. Once removed, the area shall be returned to grade level.

Q. What does it mean to relocate a tree?

A. To relocate a tree means to transplant an existing tree from one landscaped area to another landscaped area within the same site boundaries.

Q. What does it mean to protect a tree?

A. To protect a tree means to recognize the drip line of the tree and the limits of the root zones; to install temporary tree protection barricades at the edges of the branch spread; to limit access to the space around the trunk and on top of the root structures for the purpose of tree preservation.