



Single Family/Duplex Project Land Alteration/Tree Removal/Landscaping Permit Application

The Owner or Authorized Agent hereby applies for a permit for the purpose of performing the following activity(ies):

- Tree Removal (number, trunk diameter, type): _____
- Clearing (type of vegetation): _____
- Grading _____
- Excavating (cubic yards to be removed offsite): _____
- Required landscaping _____
- Filling (type, source and cubic yards): _____

Reason(s) for activity(ies):

- Single Family House or Duplex (includes Mobile Homes)
- Pool
- Septic Tank and/or Well
- Solar Energy Equipment Installation
- Tree Transplanting (on a separate sheet, indicate the proposed transplanting methods)
- Unhealthy or Damaged Tree(s)
- Other (specify): _____

Address of Property _____

Size of Property (acreage): _____ Current Zoning: _____

Subdivision Name: _____ Block: _____ Lot: _____

Section/Township/Range: _____ / _____ / _____ Folio#: _____

Directions to property: _____

Is the property openly accessible for a site evaluation? yes no

Property Owner Information

Owner Name: _____ Daytime Phone (____) _____

Address: _____ City/State/Zip: _____

Email: _____ Fax Number (____) _____

Applicant Information

Name: _____ Daytime Phone (____) _____

Address: _____ City/State/Zip: _____

Email: _____ Fax Number (____) _____

If not previously submitted for review, a site plan must accompany this application, indicating the proposed land alteration/tree removal/landscaping activities and the proposed structural improvements and other information, as required by the Hillsborough County Development Review Procedures Manual, Section 4.1.6, including an accurate tree location survey showing type, size and location of trees 5" DBH or greater and any delineation of environmentally sensitive areas. If no legal size trees exist on the site, a "No Tree Affidavit" must also be submitted with the application.

I HEREBY CERTIFY that this application, as well as any plans, tree survey, and environmentally sensitive area delineation submitted herewith, are a true representation of all facts concerning the proposed land alteration/tree removal/landscaping activity(ies). This application is made with my approval as Owner or Authorized Agent for the Owner, as evidenced by my signature below. FOR THE DURATION OF THE NATURAL RESOURCES PERMIT, IF ISSUED, I ASSUME LEGAL RESPONSIBILITY FOR ANY AND ALL VIOLATIONS OF THE HILLSBOROUGH COUNTY LAND DEVELOPMENT CODE AND PERMIT CONDITIONS ON THE PROPERTY DESCRIBED ABOVE.

Signature of Owner or Authorized Agent

Date

Please Print Name Here

OFFICE STAFF USE ONLY			
Application (SFD) #	Fee: \$60.00	Received by:	Date:



Land Alteration/Landscaping (LAL) New Single Family/Duplex or Model Home Construction Application Sufficiency Checklist

Applicant's Initials
(Provided) (Not Applicable)

- I. Completed LAL-SFD Permit Application _____
- II. Completion of a No Tree Affidavit, as applicable _____
- III. Completion of a [Grand Oak Pruning Affidavit](#), as applicable _____

IV. Completed Plot Plan identifying the following information drawn to scale:

- A. Plot plan scale: No smaller than 1 inch = 60 feet. Information not legible may require a scale no larger than 1 inch = 30 feet. _____
- B. Surveyed property boundaries with frontage road shown and labeled. Provide one (1) copy of the plot plan on paper no larger than 11" x 17". _____
- C. North arrow on plot plan _____
- D. **TREED SITES ONLY (Otherwise Go To Item E)**

Emphasis: On treed sites, all proposed improvements to be identified in a manner to minimize tree removal & disturbance to their critical root zone. Critical root zone is defined as that portion of a tree's root system within the tree canopy dripline. Canopy dripline equates to 1 foot radius from tree trunk for each trunk diameter inch at a point measured 4.5 feet above the soil line (i.e. 10 inch tree trunk = 10 foot radius).

- 1) Accurate location of all trees 5" DBH (trunk diameter at 4.5 feet above grade) on the property with type and DBH size identified. For ½ acre or larger properties, locate trees minimally within 30 feet of **all** proposed improvements. Trees 5" DBH & larger located within 30 feet of proposed improvements within that portion of the frontage road right of way abutting the property must also be identified by type & DBH size _____
- 2) Location of all improvements that exist & that are proposed for construction including but not limited to (specify if existing or proposed):
 - Home and type of construction (i.e. stilted, stemwall, or slab on grade) _____
 - Garage and type of construction (i.e. stilted, stemwall, or slab on grade) _____
 - Driveway and type of driveway construction (i.e. concrete, asphalt, paver bricks). Identify as grass or dirt, as appropriate _____
 - Septic tank & drainfield drawn to scale in accordance with the Health Department's permit _____
 - Water and sanitary sewer lines _____
 - Pool and/or patio _____
 - Accessory structures _____
- 3) Identify all trees to be removed with an "X", as applicable. _____
- 4) Identify any required special design techniques (i.e. tree wells, aeration systems, retaining walls, grade dishing) due to existing & proposed grade differential, as applicable. _____
- 5) Submission of an International Society of Arboriculture (ISA) Certified Arborist Tree Evaluation Report (optional). _____

E. NO TREE SITES ONLY

- 1) Location of all improvements that exist & are proposed for construction inclusive of:
 - Home _____
 - Driveway _____



Land Alteration/Landscaping (LAL) New Single Family/Duplex or Model Home Construction Application Sufficiency Checklist

	(Provided)	(Not Applicable)
• Septic tank and drainfield	_____	_____
• Pool	_____	_____
• Patio	_____	_____
• Accessory structures	_____	_____
2) Trees 5" DBH & larger located within 30 feet of proposed improvements (i.e. driveways, utilities, etc.) within that portion of the frontage road right of way abutting the property must be identified by type & DBH size.	_____	_____
F. Documented Environmental Protection Commission approved boundaries of environmentally sensitive areas (i.e. wetlands and/or upland significant or upland essential wildlife habitat), as applicable.	_____	_____
G. Wetland setback line identified as 30 or 50 feet, as applicable.	_____	_____
H. GRADING (initial only one):		
1) Predevelopment (natural) & proposed finished topographic grades, finished floor elevations for the home and garage, swales, and wetland setback erosion control symbolisms as identified on the County approved subdivision Lot Grading Plan;	_____	_____
OR		
2) If no County approved lot grading plan, submittal by a registered Professional Engineer grading information and finished floor elevations as identified in (1) above in the format represented on sample plot plan on Page 5;	_____	_____
OR		
3) Submission of a No Fill Affidavit, as identified on Page 6	_____	_____
I. Identify type "A", "B" or "C" grading scheme in accordance to the County approved subdivision Lot Grading Plan, as applicable.	_____	_____
V. Copy of the Health Department Permit & approved site plan identifying the septic system, as applicable.	_____	_____
VI. Copy of the Wetland Setback encroachment authorization document for the placement of permanent structures or other impervious and semi-pervious surface improvements shown within the wetland setback, as applicable.	_____	_____
VII. MODEL HOMES (IF APPLICABLE) (initial only one):		
All information specified in Items I-VI to address lots for model homes and parking, and:		
1) Copy of the Transportation Technical Manual Drawing # TD-19, as applicable;	_____	_____
OR		
2) Alternate Model Home Parking Lot Design by a Professional Engineer or Surveyor;	_____	_____
OR		
3) Submittal of a Model Home Center Parking Lot Site Development Plan Approval Letter.	_____	_____

Print Applicant Name

Date

Applicant Signature

Staff Reviewer



Natural Resources Authorized Agent Consent
(If applicant is other than owner)

(Print name of all property owners)

1. That (I am/we are) the owner(s) and record title holder(s) of the following described property, to wit:

Address or general location: _____ Folio No(s): _

2. That this property constitutes the property for which a request for a:

_____ (Nature of request)
is being applied to the Board of County Commissioners, Hillsborough County.

3. That the undersigned (has/have) appointed _____
as (his/their) agent(s) to execute any permits or other documents necessary to affect such permit.

4. That this consent has been executed to allow Hillsborough County, Florida, to consider and act on the above-described property;

5. That (I/we), the undersigned authority, hereby certify that the foregoing is true and correct.

Signed (Property Owner)

Signed (Property Owner)

Type or Print Name

Type or Print Name



Hillsborough
County Florida

No Fill Affidavit

Property of Proposed Improvement

Street Address Folio #

Subdivision Block Lot

I, the undersigned, do attest the placement of fill shall conform to the following:

1. Fill shall be restricted to the septic drainfield and the building foundation only with the exception of minor foundation grading not to exceed 6 feet from the building footprint and,
2. Foundation grading shall be placed no nearer to the side property boundary than 3 feet with the slope from the structure not to exceed 4:1.

I understand that any misrepresentation by me on this Affidavit voids any permit or exemption that I might attain based upon this Affidavit and will lead to appropriate legal action against me.

Typed or Printed Name (Property Owner or Authorized Agent)

Signed (Property Owner or Authorized Agent)

Date

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, _____, by _____.
(day) (month) (year) (name of person acknowledging)

Personally Known OR Produced Identification

Type of Identification Produced

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

(Notary Seal)

(Commission Number)

(Expiration Date)



Hillsborough
County Florida

No Tree Affidavit

Street Address

Subdivision

_____/_____/_____
Section/Township/Range

Folio #

Legal Description or Location Description

Proposed Improvement(s)

Project Title, if applicable

1. That, I, the Owner or Authorized Agent, do swear under penalty of perjury, that no tree(s) five (5) inches or greater in trunk diameter at 4 ½ feet above the ground surface exists outside the limits of wetland environmentally sensitive areas as determined by the Hillsborough County Environmental Protection Commission on the property described above.
2. That, I understand that any misrepresentation by me on this Affidavit voids any permit or exemption that I might attain based upon this Affidavit and will lead to appropriate legal action against me:

Typed or Printed Name (Property Owner or Authorized Agent)

Signed (Property Owner or Authorized Agent)

Date

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF FLORIDA

COUNTY OF HILLSBOROUGH

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____ day of _____, _____, by _____.
(day) (month) (year) (name of person acknowledging)

Personally Known OR Produced Identification

(Signature of Notary Public - State of Florida)

Type of Identification Produced

(Print, Type, or Stamp Commissioned Name of Notary Public)

(Notary Seal)

(Commission Number)

(Expiration Date)



Grand Oak: A Grand Oak is a tree of the genus *Quercus* with a trunk measuring 34” DBH and greater, a condition rating of good or better in accordance to the Tree Condition Evaluation Form (sheet 2) and whose trunk circumference, height and crown measurements are of the size and character to total a minimum 175 points in accordance to the Tree Point System methodology.

Tree Point System: The tree point system classifies the significance of a tree species through three measurements of a tree’s anatomy and asserts a point value for each measurement. One (1) point per inch is allotted for the tree trunk circumference to the nearest inch measured at 4.5 feet above grade, one (1) point per foot is allotted for the tree’s overall height to the nearest foot measured vertically from the ground surface to a point level with the base of the highest twig and one (1) point per four (4) feet is allotted for the crown spread to the nearest foot averaging a measurement of the longest and shortest diameters of the tree canopy.

The developer shall preserve all trees identified as a Grand Oak unless authorized for removal by the Administrator. This provision shall not apply for a Grand Oak located in road site distances, recovery and maintenance areas as shown in the Transportation Technical Manual unless the County Engineer, otherwise, renders a determination that a Grand Oak may be preserved in these areas. A determination by the Administrator to authorize the removal of a Grand Oak shall require replacement as indicated below:

Grand Oak Trunk Measurement	Replacement Ratio (in DBH)
34” --- < 48” DBH	1:1
48” --- < 60” DBH	1.5:1
60” DBH and greater	2:1

Pruning of a Grand Oak, with the exception of minor pruning, is prohibited unless conducted in accordance with the ANSI A 300 Pruning Standards as performed by an Arborist certified by the International Society of Arboriculture (ISA) or a Registered Consulting Arborist with the American Society of Consulting Arborists (ASCA). A notarized affidavit affirming an ISA Certified Arborist or an ASCA Registered Consulting Arborist will conduct or onsite supervise the pruning shall be submitted to the County prior to the pruning of a Grand Oak. An ISA Certified Arborist or an ASCA Registered Consulting Arborist contracted by a property owner to prune a Grand Oak shall assume full responsibility for all pruning activities determined in noncompliance with standards specified within the Land Development Code.

Minor Pruning: The pruning of a tree by removing branches measured no greater than 3 inches in diameter at the point of connection to a supporting branch and in accordance to the American National Standards Institute (ANSI) A 300 Pruning Standards.

Further information on Grand Oak Regulations can be found on the Hillsborough County Development Services Department website or contact the Natural Resources Unit of the Development Services Department at (813) 272-5600.



Tree Condition Evaluation

For Certified Arborist Use Only

A tree's condition is determined from the sum of the condition points established from the rating of a tree's roots, trunk, limb/branch structure, twigs and foliage. The condition point system is structured as follows: **no apparent problems (4 points), minor problems (3 points), major problems (2 points) and extreme problems (1 point).**

ROOTS

- Root anchorage
- Restricted root system relative to canopy
- Mechanical injury
- Girdling roots
- Compaction or water-logged roots
- Presence of insects or diseases

Condition points _____

TRUNK

- Sound bark and wood, no cavities
- Upright trunk (well tapered)
- Included bark between co-dominant stems
- Mechanical or fire injury
- Cracks
- Swollen or sunken area
- Presence of insects and diseases

Condition points _____

LIMB AND BRANCH STRUCTURE

- Strong attachments, no included bark
- Free of decay and cavities
- Well proportioned, good form
- Wound closure
- Dead limbs/epicormic sprouting
- Presence of decay, insects and diseases

Condition points _____

TWIGS

- Shoot vigor compared to past 3-year growth
- Presence of weak or dead twigs
- Presence of insects and diseases

Condition points _____

FOLIAGE

- Normal appearance (size, color, density)
- Nutrient deficiencies
- Herbicidal, chemical injury symptoms
- Wilted or dead leaves
- Presence of insect or disease

Condition points _____

Total Condition Points _____

TREE CONDITION RANKING: The ranking does not incorporate a wood density evaluation of the root collar and includes an evaluation of the tree's canopy from the ground surface only.

Total Points	Condition
18-20	Excellent
15-17	Good
12-14	Fair
11 or less	Poor

Evaluated by: _____

Date: _____

File Number: _____

Tree Species: _____

Application Number: _____



Grand Oak Pruning Affidavit

Land Development Code | Natural Resources Regulations

I, _____ am Certified as an Arborist by the International Society of Arboriculture or am a Registered Consulting Arborist with the American Society of Consulting Arborists. I understand the American National Standard Institute (ANSI) A300 Pruning Standards is a standard of Division 4.0, Hillsborough County Land Development Code and this standard is required when pruning a tree defined by the Land Development Code as a Grand Oak.

I understand my responsibility to ensure the ANSI A300 Pruning Standards are administered when pruning or overseeing the pruning activity and that I assume full responsibility for all pruning determined in noncompliance with these Standards.

I also realize my responsibility to submit this notarized Affidavit to the Hillsborough County Development Services Department's Natural Resource Team (P.O. Box 1110, Tampa 33601) prior to commencing pruning on a Grand Oak.

Property Address for Pruning Activity

Folio #

of Grand Oaks

Owner's Name

Arborist Name (Print)

Owner's Address

ISA Certified Arborist or ASCA
Consulting Arborist #

Owner's Phone Number

Arborist Phone Number

Arborist Signature

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, _____, by _____.
(day) (month) (year) (name of person acknowledging)

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Type of Identification Produced

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(Print, Type, or Stamp Commissioned Name of Notary Public)

(Notary Seal)

(Commission Number)

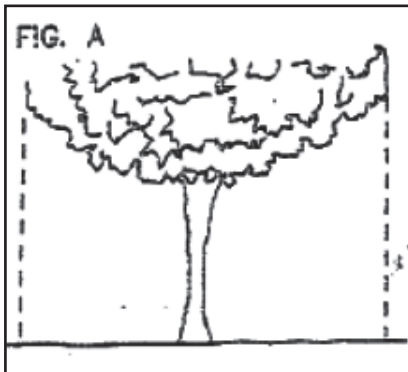
(Expiration Date)



Protective Barrier Requirements & Specifications for Existing Trees to Remain

PROTECTIVE BARRIERS are used during land alteration and construction activities to protect trees and natural areas to be retained on a site.

PROTECTIVE BARRIERS must be erected around TREES to be retained within an area where land alteration and construction activities will occur as well as along NATURAL AREAS where such areas are adjacent to permitted land alteration or construction activities. A PROTECTIVE BARRIER must remain in place until the land alteration and construction activities are completed or until commencement of grade finishing and sodding. No ground disturbance must occur within the barricaded area. The following represents the County's minimum protective barrier specifications.

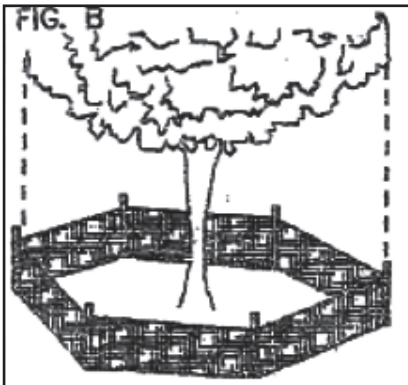


- 1. TREES** – To restrict access into the area within the CANOPY DRIPLINE of a tree, a physical structure not less than 3 feet in height, comprised of wood or other suitable material, is placed around the tree at the CANOPY DRIPLINE, except where land alteration or construction activities are approved within the CANOPY DRIPLINE.

The CANOPY DRIPLINE of a tree is the imaginary, vertical line that extends downward from the outermost tips of the tree's branches to the ground.
Fig. A

BARRIER SPECIFICATIONS FOR TREES:

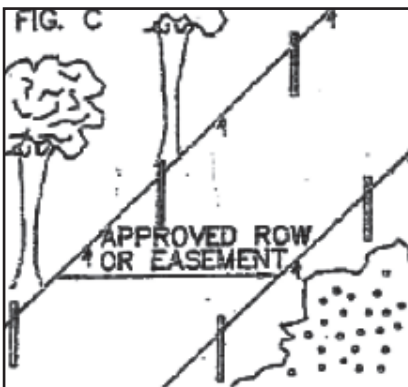
Four corner upright stakes of no less than 2" x 2" lumber connected by horizontal members of no less than 1" x 4" lumber; or upright stakes spaced at 5' intervals of no less than 1" x 1" lumber connected by silt screen fabric or material of comparable durability. Fig. B



- 2. NATURAL AREAS** – To restrict access into areas where land alteration and construction activities are not authorized a physical structure not less than 3 feet in height is placed along the perimeter of such areas.

BARRIER SPECIFICATIONS FOR NATURAL AREAS:

Upright stakes of no less than 1" x 1" lumber spaced no more than 25' apart and connected by twine flagged with plastic surveying tape at regular intervals of 5-10'. Fig. C. Other methods of demarcation will be considered depending upon the characteristics of the site.



WHY A BARRIER

1. To protect all above ground portions of trees and other significant vegetation from mechanical damage.
2. To protect root systems from compaction.
3. To provide awareness of protected areas to equipment operators



Site Plan Example

SITE PLAN must be drawn to scale to show the following items:

1. PROPERTY BOUNDARIES with lot dimensions and total lot square footage.
2. STREETS/ROADS abutting property.
3. ALL EXISTING and PROPOSED STRUCTURAL IMPROVEMENTS (i.e., house, drives, pools, septic tank and drainfield, patios, porches, etc.)
4. NORTH ARROW.
5. Location and type of any ENVIRONMENTALLY SENSITIVE AREAS.
6. TREE SURVEY showing the location of existing trees having a DBH (tree trunk diameter measured at 4-1/2 feet) of 5 inches or greater and the DBH and type of each tree (e.g., 10" oak, 12" maple, 20" pine)
7. EXISTING GRADES and proposed FINISHED GRADES for each corner of the property. Show any DRAINAGE FEATURES, i.e., swales or ditches. Drainage flow arrows and other methods of protecting adjacent properties must be shown. (Make sure proposed fill does not impact drainage flow).

