



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

88 West McIntyre St., Suite 250
Phone (305) 365-5512

Key Biscayne, FL 33149
Fax (305) 365-5556

www.keybiscayne.fl.gov

Mission Statement: "TO PROVIDE A SAFE, QUALITY ENVIRONMENT FOR ALL ISLANDERS THROUGH RESPONSIBLE GOVERNMENT"

TREE REMOVAL/RELOCATION PERMIT APPLICATION

(Tree Removal Permit Provisions from Village Code Sec. 30-235)

Village permit is required for removal/relocation of any tree on private or public property except for the removal of any of the five species (see attached requirements). Removal/relocation of specimen trees of 18" or larger caliper on private property, and larger than 3" caliper or 12' height in the public right-of-way, also requires a County permit per Miami-Dade County Code Sec. 24-49. This permit can be obtained from Miami-Dade Permitting, Environmental and Regulatory Affairs (PERA; (305) 372-6600, ext. 2; <http://www.miamidade.gov/development/>). The County also has exemptions (see attached list).

REQUIREMENTS:

1. Do not begin work without receipt of your validated permit and permit card. Applying for a permit does not grant the right to begin work. Use of heavy equipment is limited to Monday-Friday from 7:00 a.m. to 6:30 p.m. The FEE FOR A TREE REMOVAL/RELOCATION PERMIT IS \$100.00.
2. A survey of your property showing locations of trees to be removed/relocated is required as part of the application.
3. Streets and neighboring properties shall be kept free from dirt or debris. Protect swales from being damaged by equipment or vehicles.
4. Do not discharge water into the right of way or storm drains without departmental approval. Equipment and materials shall not be stored within 10 feet from edge of pavement.

Application Date: _____ Permit No.: _____

Site Address/Location: _____

Description of Work: _____

Reason for Work: _____

Number & Type of Trees: _____

Current Use of Property: _____ Proposed Use of Property: _____

CONTRACTOR INFORMATION

Contractor Name: _____ License No.: _____

Address: _____

City: _____ ST _____ ZIP _____

Contractor Phone No.: _____ Owner's Name: _____

**** APPLICATION IS 2 PAGES – CONTINUED ON REVERSE SIDE ****

OWNER INFORMATION

Owner Name: _____

Address: _____

City: _____ ST _____ ZIP _____

Phone No. _____

I UNDERSTAND THAT IN SIGNING THIS PERMIT, I AM RESPONSIBLE FOR THE SUPERVISION AND COMPLIANCE OF THE WORK TO BE PERFORMED AS DESCRIBED IN PLAN AND/OR ON THIS APPLICATION. SAID WORK SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS. FAILURE TO COMPLY WITH THE CONDITIONS OF THIS PERMIT MAY RESULT IN THE ISSUANCE OF CIVIL VIOLATION PENALTIES.

Signature of Owner or Authorized Agent

Signature of Contractor

Print Name

Print Name

Date

Date

FOR OFFICE USE ONLY

APPROVAL/DENIAL:	TOTAL PERMIT FEE:
Date: _____ Permit No.: _____ Approved by: _____ Denied by: _____ (see Comment Sheet for reasons)	Tree Removal/ Relocation: \$100.00 TOTAL: \$ _____ Check #: _____ Date: _____

FIELD NOTES (For Staff Use) : _____



VILLAGE OF KEY BISCAYNE

Department of Building, Zoning and Planning

88 West McIntyre St., Suite 250
Phone (305) 365-5512

Key Biscayne, FL 33149
Fax (305) 365-5556

www.keybiscayne.fl.gov

Mission Statement: "TO PROVIDE A SAFE, QUALITY ENVIRONMENT FOR ALL ISLANDERS THROUGH RESPONSIBLE GOVERNMENT"

TREE REMOVAL/RELOCATION REQUIREMENTS

Any tree removal/relocation on private or public property requires a Village Tree Removal/Relocation Permit. The permit application, appended at the end of this document, also is available at the Village website.

The completed permit application should be submitted to the Building, Zoning and Planning Department (BZP) for review for trees on private property. Division of Public Works staff review permits for trees in the local public right-of-way (ROW). One exemption applies: Removal of pest trees classified by Village Code Sect. 30-235 (a) and shown below (part of a larger list of pest trees identified by Miami-Dade County (MDC) shown in the next section.)

1. *Melaleuca quinquenervia* (Cajeput, Paperbark Tree)
2. *Casuarina spp.* (Australian Pine, Beefwood)
3. *Schinus terebinthifolius* (Brazilian Pepper)
4. *Schefflera actinophylla* (Queensland Umbrella Tree)
5. *Araucaria heterophylla* (Norfolk Island Pine)

A Miami-Dade County (MDC) permit also is required for removing/relocating any specimen tree on private property within the Village of greater than 18" caliper (trunk diameter measured at 4.5' height from ground level; see http://www.miamidade.gov/derm/faqs/tree_removal.asp#DBH for more info), and any tree in the public right-of-way larger than 3" caliper or 12' height. MDC Permitting, Environmental and Regulatory Affairs Department (PERA) allows these exemptions per County Code Sect. 24-49 (4):

1. Non-specimen trees on Single Family Residential (SFR) zoned lots where new construction for builder/owner is occurring.
2. Non-specimen trees on any SFR lot where there is an existing home.
3. Removal of dead trees.
4. Removal of any tree on the Miami-Dade pest list, shown below.
 - a. *Melaleuca quinquenervia* (Cajeput, Paperbark Tree)
 - b. *Casuarina spp.* (Australian Pine, Beefwood)
 - c. *Schinus terebinthifolius* (Brazilian Pepper)
 - d. *Bischofia javanica* (Bishopwood)
 - e. *Ricinus communis* (Castor Bean)
 - f. *Psidium guajava* (Guava)
 - g. *Albizia lebbek* (Woman's Tongue)
 - h. *Acacia auriculaeformis* ((Earleaf Acacia)
 - i. *Schefflera actinophylla* (Queensland Umbrella Tree)
 - j. *Araucaria heterophylla* (Norfolk Island Pine)
 - k. *Metopium toxiferum* (Poisonwood)
 - l. *Adenanthera pavonina* (Red Sandalwood)
 - m. *Cupaniopsis anacardioides* (Carrotwood)
 - n. *Dalbergia sissoo* (Indian Dalbergia, Sissoo)
 - o. *Ficus microcarpa* (=R. nitida; =F. retusa varnitida) (Laurel Fig)
 - p. *Flacourtia indica* (Governor's Plum)
 - q. *Hibiscus tiliaceus* (Mahoe)
 - r. *Leucaena leucocephala* (Lead Tree)
 - s. *Mimosa pigra* (Catclaw Mimosa)
 - t. *Thespesia populnea* (Seaside Mahoe)