

Permit No: \_\_\_\_\_ Project Name: \_\_\_\_\_



400 ALEXANDRIA BOULEVARD • OVIEDO, FLORIDA 32765

[www.cityofoviedo.net](http://www.cityofoviedo.net)

TEL: (407) 971-5775

FAX: (407) 971-5819

**CLEARING, GRADING, TREE REMOVAL PERMIT**

GENERAL PROCEDURES:

Pursuant to LDC **Section 3.4 Development Permits, D) Clearing, Grading, and Tree Removal Permit:** A clearing, grading, and tree removal permit authorizes the removal of trees, clearing, filling, and/or grading of property. A clearing, grading, and tree removal permit is required for all subdivisions; individual development projects associated with approved development applications or permits; and tree removal, clearing, filling and/or grading of undeveloped or developed land with no approved site development order or building permit.

Pursuant to LDC **Section 15.2 Tree Protection, Removal, and Replacement, B) Tree Removal, 1) Permit Required:** No person shall engage in tree removal without first obtaining a Clearing, Grading, and Tree Removal Permit. The Clearing, Grading and Tree Removal Permit, when issued, shall specifically identify which trees shall be permitted to be removed. The removal permit authorizes the removal of the trees specified therein. Nothing in this Section shall be construed to require the removal of such trees by the permittee.

A Clearing, Grading, and Tree Removal Permit shall not be issued by the City for any development related to a Site Development Order or a Site Construction Type II Permit until the City has been provided with an approved permit from the St. Johns River Water Management District or the Florida Department of Environmental Protection, or, written documentation from the appropriate agency stating that such a permit will not be required.

For clearing, grading, and/or tree removal to be done, not resulting from a Site Development Order or a Site Construction Type II Permit, **applicants are strongly encouraged** to notify the St. Johns River Water Management District and the Florida Department of Environmental Protection of the proposed to work ensure that a permit is not needed from these respective agencies and to avoid accruing fines.

**Note:** All Applications shall be subject to an eight (8) day Sufficiency Review. The Applicant will be notified on or before the eighth day of the Sufficiency of the Application and whether any additional information is required.

**1. Type of Work Proposed:** *Check all that apply.*

- Clearing                       Grading                       Tree Removal

**2. Property Parcel ID No(s):**

\_\_\_\_\_  
\_\_\_\_\_

Permit No: \_\_\_\_\_ Project Name: \_\_\_\_\_

3. Description of Work Proposed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Type of Property: *Check all that apply.*

- Subdivision                       Individual Development Project                       Developed Land  
 Undeveloped Land                       Occupied single or two-family home sites

5. Property/Site Information:

Property Owner Name: \_\_\_\_\_

Property Owner Phone No.: \_\_\_\_\_ Property Owner FAX No.: \_\_\_\_\_

Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

6. Property Size (Acres): \_\_\_\_\_

7. Applicant Information:

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone No.: \_\_\_\_\_ Applicant FAX No.: \_\_\_\_\_

Email: \_\_\_\_\_

8. Contractor Information:

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor Phone No.: \_\_\_\_\_ Contractor FAX No.: \_\_\_\_\_

Email: \_\_\_\_\_

Arbor Contractor Registration on File with City:                       Yes                       No

9. Required LDC Documentation is Included:\*

Permit No: \_\_\_\_\_ Project Name: \_\_\_\_\_

A. The drainage patterns of the area are indicated and the estimated quantity of stormwater runoff generated as a result of the modification is provided?  Yes  No

B. The soil erosion potential of the modification is documented and best management practices (i.e. silt fencing) are proposed for reducing soil erosion?  Yes  No

C. The size, location (on a survey sheet), health and species of individual tree(s) or other vegetation is provided?  Yes  No

D. The need for State or other jurisdictional permits is provided?  Yes  No

E. The extent to which existing vegetation and trees will be affected by the proposed activity and the appropriate measures to minimize the negative impacts (i.e. tree barricades) is adequately described.?  Yes  No

\* Where an entire Subdivision is not Permitted, information included in items A through E above must be provided for each individual lot.

**10. Miscellaneous Information: Fees: \$920.00 plus \$25.00 per acre  
\$35.00 per tree for Tree Removal only  
(see Resolution No. 1794-08)**

Staff Inspector: \_\_\_\_\_ Approval:  Yes  No

Conditions of Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. Application Fee paid**

Yes  No  N/A Check No. \_\_\_\_\_

**12. Prior to initiating clearing and grading activities, erosion control and tree protection must be in place, inspected and approved and this permit signed by an authorized City Inspector.**

**13. Prior to tree removal, tree(s) must be inspected by the City Arborist and their removal approved.**

**14. Signatures Required/Provided:**

**I understand that I must comply with all requirements of the City Of Oviedo LDC Section 3.4(D) Clearing, Grading, and Tree Removal Permit, and Sections 15.1, 2, and 3 of Article XV, Environmental Preservation. I further understand that any contractor hired to clear, grade or remove trees within the City Of Oviedo must have a current, valid and approved ARBOR CONTRACTOR REGISTRATION APPLICATION on file with the City of Oviedo prior to engaging in any clearing, grading or tree removal activities within the City of Oviedo. I further certify that I have read and understand all of the applicable information and that all information provided is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Property owner signature (if applicable) Date

\_\_\_\_\_  
Applicant signature (if applicable) Date

\_\_\_\_\_  
Contractor signature (if applicable) Date

**Clearing, Grading Tree Removal Permit**

Project Name \_\_\_\_\_

Project No. \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

**CLEARING, GRADING AND TREE REMOVAL SUFFICIENCY CHECKLIST**  
**If Any Item is Considered "Not Applicable" a justification Must be Provided**

<i>Item No:</i>	<i>Checklist Item</i>	<i>Yes</i>	<i>No</i>	<i>Location in Submittal</i>	<i>Comments/Justification</i>
<b>GENERAL INFORMATION</b>					
<u>1</u>	Type of Work Proposed (boxes checked)				
<u>2</u>	Parcel ID Number(s) Provided				
<u>3</u>	Description of Work Proposed				
<u>4</u>	Type of Property (boxes checked)				
<u>5</u>	Property Site Information				
<u>6</u>	Property Size (acres)				
<u>7</u>	Applicant Information				
<u>8</u>	Contractor Information				
<u>9</u>	Required LDC Documentation Included				
	A. Drainage and Runoff Addressed				
	B. Soil Erosion and BMPs Addressed				
	C. Trees Identified as Required				
	D. Other Jurisdictions Identified				
	E. Impact on Existing Vegetation Identified?				
<u>10</u>	Miscellaneous Information				
<u>11</u>	Permit Fee Paid				
<u>12</u>	Erosion Control and Tree Protection				
<u>13</u>	Inspection by City Arborist				
<u>14</u>	Required Signature Provided				

## Landscape Buffer Yard Table

**(Example)**

<b>BUFFER YARD</b> (LENGTH in l ft)		<b>LARGE TREES</b> (QTY)			<b>MEDIUM/SMALL TREES</b> (QTY)		
Location	Type	Required	Existing	Provided	Required	Existing	Provided
North							
East							
West							
South							
<b>TOTAL</b>							

Obs:

- 1) The length of the buffer yard for number of trees calculations does not include drive-ways widths within the buffer yard, and adjacent landscape buffer yard widths.
- 2) The number of trees of adjacent buffer yards cannot be over counted.

## Street Trees Table

**(Example)**

<b>STREET</b> (length in linear feet)		<b>LARGE TREES</b> (quantity)		
<b>Name</b>	<b>Length</b>	<b>Required</b>	<b>Existing</b>	<b>Provided</b>
1.				
2.				
3.				
4.				
<b>TOTAL</b>				

**OBS:**

1. One (1) large tree for every fifty (50) linear feet of ROW adjacent to a development order parcel.
2. Large trees must have a minimum trunk caliper of 2.5 inches at the time of installation.
3. Root barrier control necessary for trees planted closer than five (5) feet to a street sidewalk or street curb.
4. No paving may be placed within ten (10) feet of any existing tree retained that is eighteen (18) inches or more DBH (Diameter at Breast Height).