



TREE REMOVAL AND REPLACEMENT PERMIT APPLICATION INSTRUCTIONS

Palm Beach County Zoning Division

2300 North Jog Road, West Palm Beach, FL 33411, (561) 233-5200

INTRODUCTION

The Unified Land Development Code (ULDC) establishes consistent regulations of the review and approval of all proposed development of land in unincorporated PBC. The ULDC establishes objectives and regulations for the establishment of new vegetation for new developments, and regulations and programs to preserve and protect existing native vegetation. The Tree Removal and Replacement Permit (TRP) Zoning Application process is established to ensure that the removal and replacement of trees and vegetation is in compliance with ULDC Article 7, Landscape.

TREE REMOVAL PERMITS

Unincorporated County property owners are encouraged to email PZB-Zon-Landscape@pbc.gov with any questions prior to clearing or removing any trees or vegetation.

Vacant Property Clearing and Maintenance

The removal of any trees and/or vegetation on a vacant property requires TRP from Zoning and a Site Development Permit from the Building Division regardless of the zoning district.

Non-Residential and Multifamily Residential Property Clearing and Maintenance

The removal of any trees and/or vegetation on a non-residential or multifamily property requires TRP from Zoning and a Site Development Permit from the Building Division regardless of the zoning district.

Single Family Property Exception

The removal of any of any trees and/or vegetation on property built with an existing single family residence may or may not require a TRP. A TRP is not required for such properties provided that the property retains the minimum required vegetation is maintained in accordance with standards set forth in Table 7.C.3.A, Interior Landscaping Requirements, or the remaining trees are consistent with the approved Development Order (site plan).

Street Tree Removal and Replacement

Residential developments are required to install street trees along internal and external roadways by the County's Engineering and Public Works Department per their Streetscape Standards, and by ULDC Art. 3 for Planned Unit Developments (PUD). In some instances, individual PUDs are required to maintain Street Trees as part of the conditions of approval in the associated Development Order. Home Owner Associations or Property Owner Associations seeking to remove and/or replace Street Trees must submit a TRP application with a copy of the approved Street Tree Planting Plan and applicable documentation from the Engineering & Public Works Department, Streetscape Section. The standard for the replacement of Street Trees is on a 'one for one' basis.

Removal of Invasive Vegetation

A TRP is not required for the removal of invasive non-native vegetation species, as identified in Article 7.E.-Prohibited Species. Perpetual maintenance is necessary to prohibit the re-establishment of prohibited and non-native invasive species within landscape and preservation areas.

Vegetation Removal without a TRP

Property owners that remove trees and/or vegetation without a TRP when one is required by the ULDC is subject to being cited with a Code Violation by the County's Code Compliance Division, and may be subject to fines and corrective actions per Article 7.G. – Enforcement.

APPLICATION INSTRUCTIONS

The following guidelines provide instructions for the completion of the application. The blank application and forms are available via the Zoning Website at: [PZB - Zoning Division \(pbc.gov\)](http://PZB-Zoning-Division(pbc.gov)).

1. **Registration:** Register as an Agent or Log in at [Register/Log in Portal](#)
2. **Pre-Application Review by Landscape:** Applicants are required to email PZB-Zon-Landscape@pbc.gov prior to formal submittal of the TRP application to ensure that the TRP is required and review the necessary documents. Following review, Landscape Staff will email PZB-ZoningIntake@pbc.gov, cc'ing the Applicant, with a request for the issuance of a Reference Number for the Applicant to submit the TRP application through the Online Portal.
3. **Application Intake**
 - a. **Intake:** The intake of applications occurs typically by noon on the third Wednesday of each month as established by the [Zoning Calendar](#). Forms can be found at [PZB - Zoning Division Applications Forms \(pbcgov.org\)](#)
 - b. **Online submittal:** Upload Application with all documents and plans through the Online Portal using the reference number supplied by Zoning and in accordance with the Zoning Calendar. See below for application requirements.

Tree Removal Permit (TRP) Application Submittal Requirements
<u>Application Forms:</u> A. Form # 60 – Tree Removal & Replacement Application B. Form # 3 – Consent C. Justification Statement with an explanation of the proposed tree removal and replacement, including justification for the proposal. <u>Plans:</u> C. Street Tree Planting Plan obtained from the Engineering Dept., if applicable. D. Landscape Plan, Tree Survey, Site Plan, or Sketch identifying the location of the trees proposed for removal and/or replacement, indicating the following: • Tree Tag Number – which will match the tag number on site; • Tree Species – common name and/or botanical name; • Tree Diameter – as measured at 4.5 feet above grade; E. Proposed Replacement Location Plan identifying the location of the replacement trees, if replacement trees are proposed, indicating the following: • Tree species – common name and/or botanical name • Replacement Chart – quantifying the number of replacement trees required based on Article 7.E.3 – Credit and Replacement. • Note: The quantity and location of replacement trees are established in Table 7.E.3.C – Vegetation Credit and Replacement Chart.

4. **Application Processing:**

- a. **Site Inspection Preparation:** County Landscape Staff will perform a Site Landscape Inspection for Tree Removal/Replacement prior to completing the Sufficiency Review. Applicants are required to tag and number the trees on site consisted with the submitted sketches and plans to prepare for the site inspection. Tags can be marked with “tin tags” or “tagging tape” with a permanent marker and must remain in place for the duration of the application process.
 - b. **Sufficiency Review:** Landscape Staff will complete a Sufficiency Review within 10 working days of the Site Landscape Inspection. Applications found sufficient will be processed. Applications found Insufficient will be directed to modify the application or documents and re-submit. See ULDC Art. 2.C.2.A, Sufficiency Review.
 - c. **Fees:** Zoning Staff shall issue a Fee Invoice to the Applicant upon the finding that the application is Sufficient for processing, and prior to review. Fees can be paid online at [ePZB Admin \(pbcgov.org\)](https://pbcgov.org/ePZBAdmin). The Fee Schedule can be found at [Fees.pdf \(pbcgov.org\)](#)
 - d. **Application Review:** Landscape Staff shall review the submitted documentation to determine whether the proposed trees are eligible for removal and/or replacement based on the standards listed in Art 7.B.5.B.4 Standards for Removal and Replacement.
5. **Issuance of Permit:** Landscape Staff will issue the Tree Removal and Replacement Permit once all the standards are met.
6. **Removal and Replacement:** The permit is valid for six months from the date of issuance for the Applicant to remove the approved trees and vegetation and install the required replacements. Failure to comply with the permit requirements, which include the established dates, or any imposed Conditions of Approval, may result in a code violation.
7. **Final Inspection.** Upon completion of the tree removal and replacement, the Applicant is required to contact Landscape Staff for a final inspection. Landscape Staff will inspect the property to ensure the replacements are the required minimum heights, Florida Grade #1, and are mulched and irrigated per ULDC standards.

Should you have any questions regarding the above instructions you may contact the Zoning Division at 561-233-5200 or email PZB-Zon-Landscape@pbc.gov for assistance.