



**PALM BEACH COUNTY  
 PLANNING, ZONING AND BUILDING DEPARTMENT  
 ZONING DEPARTMENT  
 POLICY AND PROCEDURE**

**JON P. MACGILLIS, ASLA, ZONING DIRECTOR**

**PPM #           ZO-O-061**

**Effective:       03/26/18**

- SUBJECT:**           **Processing Violations for Illegal Tree Removal**
- AUTHORITY:**       Article 7.G.2 – Enforcement, of the Unified Land Development Code (ULDC)  
 Article 10.B – Enforcement by Code Enforcement Special Masters, of the ULDC
- PURPOSE:**           To provide an overview of the existing procedure for the removal of trees and guidelines for processing illegal tree removal violations.
- PROCEDURES:**       **Tree Removal**  
 In order to remove any tree(s) from a property, the owner must apply and obtain a Tree Removal Permit from the Zoning Division, Landscape Section, prior to the removal of the tree(s).
- The following procedures are for applying for a tree removal permit:**
- 1) The applicant shall schedule a meeting on site with a Zoning Landscape Inspector to discuss and inspect the tree(s) to be removed.
  - 2) The Landscape Inspector will determine whether or not the tree(s) are eligible for removal based upon; a) the applicants request for removal, b) site conditions that warrant the removal, c) the health condition of the tree(s), and, d) any safety concerns that may arise if the removal is not allowed
  - 3) If the tree(s) is eligible for removal the applicant is required to submit a complete "Landscape Tree Removal and Replacement Application" and pay the associated fee for processing. The applicant will be required to:
    - a. Describe the plant material that will be removed;
    - b. Provide a site plan depicting the location of the tree(s) slated for removal and the location of the replacement tree(s);
    - c. Submit a timeline for removal and replacement activities;
    - d. Select and identify the replacement tree(s) based upon Table 7.E.3.C. – Tree Credit and Replacement;
    - e. Complete and notarize the application forms, and submit all documents relevant to the application.
    - f. Mail or hand deliver the application with the appropriate fees to the Zoning Division.
  - 4) The Zoning staff will review and if approved a Tree Removal Permit will be issued allowing the applicant to proceed, as outlined in the timeline on the permit.
  - 5) The applicant shall contact the Zoning Landscape Inspector when the trees are removed, so that a final inspection can be schedule to confirm the trees identified were properly removed and if any replacement trees were required as a condition of the permit have been installed.

Repealed Ordinance 2018-002


- 6) The Tree Removal Permit is valid for six months from date of issuance. Failure to comply with the established dates or any conditions of the approval associated with the permit may result in enforcement action by Palm Beach County (PBC).

**Processing Violations and Fines for Illegal Tree Removal**

PBC Violations and fines shall be assessed and processed based upon the type of development where the tree(s) were illegally removed without a valid Tree Removal Permit. Refer to the ULDC Section, Article 7.G.2, Enforcement, for code provisions related to Fines, Violations, and Additional Sanctions.

**Types of Projects with Violation:**

1. **Projects with a Development Order** - Required trees depicted on an approved landscape or site plan shall not be removed without prior approval from the Zoning Division. In addition, the property owner is required to follow the procedures above by applying for a tree removal permit.
2. **Projects without a Development Order** - Property owners of individual lots and developments without a Zoning approved Development Order shall be issued a Notice of Violation by the Code Enforcement Division. The Notice shall stipulate that compliance must be achieved by following the procedures above by applying for a tree removal permit.

  
3-29-18  
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Zoning Director

**Supersession History:**

PPM ZO-O-061, Issued 7/26/2016  
PPM ZO-O-061, Revised 3/28/2018

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