

Development Support &  
Environmental Management  
435 North Macomb Street, 2<sup>nd</sup> Floor  
Tallahassee, FL 32301  
(850) 606-1300

# VEGETATION MANAGEMENT PLAN OR TREE REMOVAL PERMIT APPLICATION



### For Staff Use Only

Fee Paid, Date \_\_\_\_\_ LPR # \_\_\_\_\_  
Data Entry By & Date \_\_\_\_\_ LEM # \_\_\_\_\_ Stamp Date Received Above

This permit is for (check one):  Vegetation Management Plan  Tree Removal

Verified with Environmental Services Division that stormwater permit is not required?  Yes  No  
Environmental Services Staff Name: \_\_\_\_\_ Date Verified: \_\_\_\_\_

Has this application been submitted in response to enforcement action?  Yes  No  
Additional fees may apply upon completion of management activities [up to five (5) times initial application fee]

For Tree Removal Permit, please indicate the Number of Trees requested for removal: \_\_\_\_\_

### **Property Information:**

Plan Name: \_\_\_\_\_ Total Acreage of Site: \_\_\_\_\_

Parcel Tax ID# (s): \_\_\_\_\_

Site Address (or location): \_\_\_\_\_ Site Zip Code \_\_\_\_\_

### **Ownership Information:**

Owner: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address City State Zip

E-mail: \_\_\_\_\_

### **Physical Features Information:**

- |                        |  |  |  |
|------------------------|--|--|--|
| Protected Features     | <input type="checkbox"/> Floodplain                  | <input type="checkbox"/> Significant Slopes (10-20%) | <input type="checkbox"/> Native or High Quality Successional Forest    |
| Located on Property:   | <input type="checkbox"/> Wetland                     | <input type="checkbox"/> Severe Slopes (20%+)        | <input type="checkbox"/> Karst (Sinkhole or Spring)                    |
| (Check all that apply) | <input type="checkbox"/> Watercourse                 | <input type="checkbox"/> Waterbody                   | <input type="checkbox"/> Endangered/Threatened/Special Concern Species |
|                        | <input type="checkbox"/> Canopy Road Protection Zone |  | <input type="checkbox"/> Special Development Zone: _____               |

**For assistance completing this form, please contact the Environmental Service Advisor at 606-1300.**

Last updated May 1, 2024

**VEGETATION MANAGEMENT PLAN (VMP)  
OR TREE REMOVAL PERMIT APPLICATION**

**Submittal Checklist\***

- \_\_\_\_\_ 1. The application fee paid at time of submittal  
           \$120 Vegetation Management Plan  
           OR  
           \$114 Tree Removal Permit (for first 100 protected trees removed + \$1.97 per additional protected tree removed)
- \_\_\_\_\_ 2. The application form is complete with all blanks filled in or marked "N/A" as not applicable.
- \_\_\_\_\_ 3. Narrative expressing the intent and scope of the proposed plan. This may be a  
           single page document, part of a report.
- \_\_\_\_\_ 4. A location map provided on the plans or attached as a separate document.
- \_\_\_\_\_ 5. The "Affidavit of Ownership and Designation of Agent" must be signed by ALL owners of the property  
           and notarized.
- \_\_\_\_\_ 6. Legal Description of parcel(s).
- \_\_\_\_\_ 7. Vegetation Management Plan(s):  
           The following is provided as general guidance of requested information, and shall not be construed as  
           replacing well established and acceptable general vegetation management.
  - Show the location and extent of proposed activity (tree thinning area, staging area, dock improvements, etc.).  
 The Vegetation Management activity shall be located outside of protected environmental features (See  
 Application Form). A buffer shall be left in an unaltered state within 25' of the property line.
  - Show the access path for equipment from the roadway to the subject area on the property.  
 Provide notation that any sediment tracked onto roads shall be removed promptly.
  - Specify the location and type of sediment/erosion controls & stabilization downslope of disturbed areas (ex.  
 silt fence, vegetated buffers). Floating turbidity barriers may be required around dock construction.
  - Provide notation addressing the fate of tree stumps (ex. cut at grade, grind in place, remove and backfill).
  - Identify vegetation to remain once development activity completed (ex. sod, seed and mulch, understory trees).
  - Provide notation specifying a pre-construction conference with the county environmental inspector is required.

Signature of owner or designated agent preparing this checklist:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\* A reviewer will contact the applicant if any additional information is needed.  
 Staff Review Period = 10 Working Days