

Permit Processing Number: \_\_\_\_\_ Date Application Received: \_\_\_\_\_  
Application Fee Paid: \$ \_\_\_\_\_

**TOWN OF SOUTHWEST RANCHES  
TREE REMOVAL, RELOCATION AND CLEARING PERMIT APPLICATION**

**GENERAL INFORMATION:**

Property Owner: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_  
Address or Location of Property requiring Tree Removal and/or Relocation: \_\_\_\_\_  
Explain Why Tree Removal, Relocation and/or Clearing is Necessary: \_\_\_\_\_  
\_\_\_\_\_

**PERMIT REVIEW:**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Comments: \_\_\_\_\_

**SUBMISSION REQUIREMENTS AND PROCESS**

**IMPORTANT:**

**Notify Broward County Environmental Protection Department (EPD)  
at (954) 519-1414 prior to any tree removal.**

**INVASIVES (NON-NATIVE) - Requirements:**

1. Completed application.
2. Tree survey showing the location of all invasive trees on the site that will be removed. The survey should contain the botanical and common names for each tree being removed.

**PROTECTED (NATIVE) - Requirements:**

1. Completed application.
2. Tree survey showing the location of all protected trees on the site that will be removed and/or relocated. The survey must be prepared by a registered landscape architect or person authorized pursuant to Chapter 481, Part II of the Florida Statutes. The survey should contain the following information for each tree being removed:
  - (a) Botanical name and common name.
  - (b) Caliper inches of the trunk measured at breast height.
  - (c) Square footage of the tree canopy.
  - (d) Comments on the condition of the trees being removed.
3. Landscape plan, prepared by a registered landscape architect or person authorized pursuant to Chapter 481, Part II of the Florida Statutes, showing proposed location of replacement and/or relocated trees. The plan should include the following information:
  - (a) Botanical name and common name for each replacement tree.
  - (b) Caliper inches of the trunk (measured at breast height) and height of each tree.
4. Application fee payable to the Town of Southwest Ranches.

**PROCESS:**

1. Bring the required documents to the Zoning Department at Code Services Inc. 13400 Griffin Road, Southwest Ranches, Florida 33330. All required documents must be presented to be accepted.
2. Upon receipt of the permit application and permit fee, Town staff will review the permit and will schedule a site visit.
3. Once the tree removal application has been approved, you will be contacted. The approved survey will serve as your permit. A final inspection will be required to verify compliance with the permit if protected trees are on the site. Please contact Code Services Inc. upon completion of work.

Final Inspection Approval: \_\_\_\_\_ Date: \_\_\_\_\_