



All trees that are on a tree removal application must be marked with **orange ribbon** within **24 hours** of submitting application. The ribbon can be supplied by the City at the time an application is submitted. The intent of this is to ensure that the correct trees are inspected by the City arborist for removal and to notify the public of the owners' intention to remove the tree(s). **Failure** to mark the tree(s) prior to initial inspection will result in a **failed** inspection and a **\$100** re-inspection fee. Please remember that the tree(s) need to be marked within **24 hours** of application to avoid re-inspection fees.



## **BUILDING & ZONING DIVISION MINIMUM PLAN REQUIREMENTS**

### **TREE REMOVAL OR RELOCATION**

*Please provide the following information:*

City of Sarasota  
Building & Zoning

1565 1st Street  
P.O. Box 1058  
Sarasota, FL 34230

**(941) 954-4156**

A permit is required to remove or relocate any tree (other than citrus) greater than four and one-half inches in diameter at breast height and most palms. While there is no fee to remove "nuisance" species of trees such as Malalueca (punk trees), Australian pine, and certain others, you must obtain a permit prior to their removal. Only citrus trees do not require permits (Excluding the Mango tree.)

#### **I. ONE (1) COPY OF THE TREE PERMIT APPLICATION (FORM B110) COMPLETELY FILLED OUT AND SIGNED.**

- A. You must provide a Primary Contact. This individual will be contacted for all plans, zoning or permitting issues throughout the permitting process.**
- B. Each tree to be removed or relocated must be listed on a numbered line on the back of the permit application.**
  - 1. Each tree listed must show the species of the tree. All trees, even nuisance trees, must be listed.
  - 2. Measure the trunk of each tree listed in either Diameter (through) or Circumference (around) at breast height. All trees greater than 4-1/2" diameter (approximately 14-1/4" circumference). If you have questions about measuring a particular tree (for instance, banyans and other trees with multiple "trunks"), please call the City of Sarasota Arborist at 365-2200 ext. 4345.
  - 3. You must provide a reason the tree is to be removed or relocated. If a tree is diseased or dying, you may be required to provide a signed letter from a certified arborist, on his or her letterhead, that states that the tree must be removed.
- C. Note: As stated on the application, all trees that will remain must be protected by a tree barrier during all phases of construction. Please see the Building Department for a copy of the Tree Protective Barrier specifications.**

#### **II. TWO (2) FOR RESIDENTIAL & FOUR (4) FOR COMMERCIAL COPIES OF A SITE PLAN DRAWN TO SCALE, ILLUSTRATING:**

Note: A sample site plan appears on the reverse of this form that may help you create your own site plan for this project. Please note that the specifics of your site plan must reflect all of the information noted below.

- A. An arrow indicating North**
- B. The name(s) of all streets adjacent to the property**
- C. Setbacks of the tree(s) from the front, side and rear property lines**
- D. Lot dimensions.**
- E. All structures on the property and all driveways.**
- F. Location of each tree to be removed. Marked with the number corresponding to the line on the second page of the permit application where that tree is listed.**
- G. Current location and proposed location each tree to be relocated, marked with number corresponding to the line on the second page of the permit application where that tree is listed.**



# BUILDING & ZONING DIVISION SAMPLE SITE PLAN

*Instructions for preparing a Site Plan*

- I. On an 8-1/2 x 11 sheet of standard paper (or larger), draw your individual property. Your drawing **MUST** be to scale and show adjacent street(s) and road(s), with a direction arrow indicating north.
- II. Show **ALL** buildings, mobile homes, garages, sheds and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- III. If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- IV. After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- V. Sign and date your site plan drawing before submitting it with your permit application.
- VI. The drawing below is **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR** property and **YOUR** project. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s).

