

## **INFORMATION NEEDED FOR RESIDENTIAL TREE CLEARING PERMITS**

### For lots located within:

- Unincorporated Volusia County
- Note: Stand-alone tree permits will not be issued within the Class II overlay zone

### Information on application:

- Section (02) – Fill out completely, including street name and number (if unknown, get that information from Mapping Division first)
- Section (03) – Write “Tree Clearing” on line following “Other”
- Section (05) – Fill out, if applicable
- Signature(s)
  - Owner must sign application, unless submitted by a licensed building contractor
  - If owner’s name is not shown in Property Appraiser system and/or if property has transferred within the last six (6) months, applicant must provide a copy of the recorded warranty deed
  - Agent/contractor is not required to be licensed
  - Signature(s) must be notarized
- Section (11) [on back of application] – Fill in lot size and dimensions

### Information with application:

- Boundary survey
  - No more than five (5) years old
  - Is not required to be signed and sealed
  - Any copies must be to scale
- Site plan showing all items listed on reverse side of permit application, plus zoning setbacks, areas to be cleared, and location of tree barricades to be installed on site
- Application fee of \$57
- Corporate business check, cashier’s check, or money order payable to County of Volusia

### Additional processing information:

- Application form is available online at <http://volusia.org/permitcenter>
- Submit to: Permit Center, 123 W. Indiana Ave., Room 203, DeLand, FL 32720
- Property Locator Placard should be posted on site as soon as possible; site inspection is typically performed the next business day
- Applicant is responsible for marking lot corners, and ensuring that corner markers are intervisible, before the initial tree inspection can be performed
- Tree barricades must be installed around the drip lines of all trees to be protected on site, and must be inspected and approved by Environmental Permitting staff, before a permit will be issued
- Tree permits will be issued in the office (in the field by request only)
- If there are questions, please contact Environmental Permitting at (386) 736-5927