



**COUNTY OF VOLUSIA  
LAND DEVELOPMENT DIVISION  
LAND DEVELOPMENT CODE OF VOLUSIA COUNTY, FLORIDA  
TREE PERMIT CHECKLIST AND PROCEDURES**

Thomas C. Kelly Administration Center, County of Volusia, Land Development Division  
123 W. Indiana Avenue, Room 202, DeLand, Florida 32720-4604

DeLand 386-736-5942, Daytona Beach 386-248-8157, New Smyrna Beach 386-423-3872

**DIVISION 10 - TREE PERMIT DEVELOPMENT PERMIT (TRE)**

All applications shall be submitted to Land Development.

No application will be accepted unless all fees have been paid as indicated below, and all exhibits and plans, as required below, have been submitted. A determination of acceptance or rejection of the application will be made within three (3) working days after filing.

All applicants filing applications for a Subdivision Overall Development Plan (ODP) Development Order, Section 72-539 of the Land Development Code of Volusia County, Florida, or a Final Site Plan Development Order, Section 72-576 of the Land Development Code of Volusia County, Florida, shall include the following information and exhibits with those applications:

- a. A tree survey which identifies trees by location, common name, and caliper - The tree survey should be overlaid on the site development plan or subdivision ODP unless, in the judgment of the Land Development Manager, the plans are illegible when combined.
- b. The following information noted on the survey:
  1. existing trees to be removed, relocated, or retained, or
  2. replacement stock to be planted.
  3. existing trees to be removed and trees to be retained requiring designation shall be included on the plans submitted for review.
  4. existing and proposed utility easements.
  5. existing and proposed improvements on the site.
  6. calculations of total cross-sectional area of trees to be removed and total cross-sectional area of replacement trees.
- c. Fees shall be paid prior to issuance of the development order.

For any application in which the proposed site is one (1) acre or more in land area, the applicant may identify trees by major tree groupings. The plan may show existing tree groupings with tree types identified by approximate percentages in those areas where no trees are proposed to be removed and no soil is to be disturbed in any manner. In all cases, trees to be removed and trees directly adjacent to the clearing area that are to be protected shall be identified on the plan by type and location clearly designated on site. The designation method used shall be indicated on the plan submitted for review.

All applications seeking a TRE without concurrent development order review shall submit an application and three (3) copies of the following exhibits:

- a. An application and plans which include:
  1. A diagram of the property at a scale no greater than one inch equal to fifty feet (1-ft. = 50-ft.), which identifies any tree to be removed, its location and common name; any existing or proposed development on the site; and details of replacement stock to be planted, including location, size, and species.
  2. Name, signature, address, and telephone number of the property owner.
  3. The legal description of the property and Property Appraiser's parcel number.
  4. The depiction of the north arrow, scale, and the identification of streets abutting the property.
  5. The reason for the removal of the trees.
  6. The existing trees to be removed and the trees to be retained requiring protection shall be clearly designated on site. The designation method used shall be indicated on the plan submitted for review.

For any application in which the proposed site is one (1) acre or more in land area, the applicant may identify trees by major tree groupings. The plan may show existing tree groupings with tree types identified by approximate percentages in those areas where no trees are proposed to be removed and no soil is to be disturbed in any manner. In all cases, trees to be removed and trees directly adjacent to the clearing area that are to be protected shall be identified on the plan by type and location clearly designated on site. The designation method used shall be indicated on the plan submitted for review.

For processing procedures for a TRE Permit, pursuant to Section 72-836(d) of the Land Development Code of Volusia County, Florida:

- a. The county forester shall have 15 working days from the date of receipt from the land development division of a complete application to approve or deny the permit.
  1. Application requirements may be modified upon agreement of the county forester to reflect specific on-site needs for information.
- b. Fees shall be paid at the time the application is submitted.