



The Village of North Palm Beach

Building & Zoning Department

Phone: (561) 841-3365 • Email: cdplanner@village-npb.org

701 U.S. Highway 1, Suite 100 • North Palm Beach • FL

33408 www.village-npb.org

TREE REMOVAL PERMIT APPLICATION FORM

Property Owner: _____ Email: _____

Phone number: _____ Address: _____
City State ZIP

Street address: _____
City State ZIP

PCN number: _____

Tree size (diameter at breast height (in inches) or size of clear trunk (in feet)): _____

Common name: _____ Scientific name: _____

Please provide a justification for removal, destruction, or relocation below:

[Empty box for justification]

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__.

By means of physical presence / online notarization by: _____
(Name of person making statement)

Who is personally known to me ___ or has produced identification ___

Type of Identification produced: _____

NOTARY

STAMP

(Signature of Notary)



Please attach the following documents to this application:

- A **site plan** or **photograph** showing the location of the tree(s).
- A **proposed mitigation plan** as required under section 45-109 (see pg 3).
- A **survey** showing the tree or trees to be removed, any relocated trees, and any trees proposed for installation.
- A **completed application form** with a **signature** of the property owner, or authorized agent of the property owner with **agent authorization letter**.

ORDINANCE NO. 2025-X

Sec. 45-109. – Mitigation Requirements.

To ensure the continued ecological and aesthetic benefits provided by trees, mitigation shall be required for all tree removal. Property owners or applicants shall implement one or more of the following mitigation measures as determined by the building and zoning director or designee.

1. *Relocation.* If feasible, relocation of the tree is the village's preferred mitigation. Relocation should occur on-site when feasible. If on-site relocation is not feasible, off-site relocation in a village-approved location is required. When appropriate, a combination of on-site relocation may be considered by the building and zoning director or designee.
2. *Replacement.* If relocation is not feasible, the removed tree must be replaced with native trees (selected from a village-approved list) such that the total caliper of replacement trees is equal to or greater than the DBH of the removed tree. Replacement should occur on-site (preferred) or at a location approved by the village council for tree mitigation.
 - a. Trees or palms that are relocated and do not survive in the first nine (9) months from the date of installation shall be replaced by the applicant at the applicant's expense. Replacement trees shall be the same species, or an alternate species approved by the building and zoning director or designee.
 - b. The required mitigation ratio for protected trees shall be 1:1 inches DBH.
 - c. All replacement mitigation trees must be planted within ninety (90) days of the issuance of the tree permit, or prior to issuance of conditional certificate of occupancy, except for tree replacements in connection with major storm events.
3. *Tree trust fund.* If no viable relocation or replacement options exist, the applicant shall continue to the village's tree trust fund in accordance with the adopted fee schedule.
4. *Development projects.* If tree removal is proposed as part of a development project, the village shall consider whether reasonable modifications to the project design could preserve the tree(s) before granting approval for removal.
5. *Financial hardship.* If an applicant demonstrates financial hardship, phased replacement or installment contributions to the tree trust fund may be approved.





The Village of North Palm Beach

Community Development Department

Phone: (561) 841-3365 • Email: cdplanner@village-npb.org

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Permit #: _____

(office use only)

TREE REMOVAL PERMIT APPLICATION FORM

Submittal Requirements Checklist

- Submittal of a completed application form with a signature of the property owner, or authorized agent of the property owner with agent authorization letter.
- Submittal of a site plan or photograph showing the tree(s).
- Submittal of a proposed mitigation plan as required under section 45-109.
- Submittal of a survey showing the tree or trees to be removed, any relocated trees, and any trees proposed for installation.

For Office Use Only

Application Rec'd on: _____	By: _____
Sent to NPBPD on: _____	
Approved by PD on: _____	
Attachment Rec'd on: _____	By: _____

