

## Frequently Asked Questions

1. Can I preserve the existing trees on my site instead of planting new trees? **Yes.** Tree preservation is the preferred method. An acceptable barricade must be placed around the drip line of the trees prior to lot clearing. The trees should be identified on the plans submitted with the Tree Permit Application and once the permit is issued a barricade inspection must be scheduled by calling 941.743.1204. The barricades must remain in place throughout construction.
2. How many trees are needed in order to comply with the Tree Ordinance so that a Certificate of Occupancy can be issued? Compliance with the code is based on the number of Tree Points rather than the number of trees.
3. How many tree points are needed to receive a Certificate of Occupancy? One tree point is required for every 2,000 square feet, or fraction thereof, of development.
4. How are trees measured? By their "caliper", which is the diameter of the tree trunk measured 12" from grade.
5. What size must installed trees be in order to count toward points? The minimum size allowable for points is two (2) caliper inches with a minimum height of eight (8) feet from grade.
6. Do citrus trees count for points? No.
7. Is speculative clearing allowed? **No!** "Speculative clearing" or prepping a lot without intention to build is prohibited in Charlotte County.
8. What is a prohibited tree? An undesirable or exotic species which disrupts natural habitats or is otherwise destructive. The planting of prohibited trees is strictly forbidden.

## Helpful Web-links

Charlotte County  
[www.CharlotteCountyFL.com](http://www.CharlotteCountyFL.com)

County Code Information  
[www.municode.com](http://www.municode.com)

Charlotte County GIS  
[www.ccgis.com](http://www.ccgis.com)

Department of Environmental Protection  
[www.dep.state.fl.us](http://www.dep.state.fl.us)

Landscaping Information  
[www.floridata.com](http://www.floridata.com)

Right Tree - Right Place  
[www.fpl.com/residential/trees](http://www.fpl.com/residential/trees)

This brochure is distributed by  
Charlotte County Government

Charlotte County Government  
Growth Management Department  
18500 Murdock Circle, B-105  
Port Charlotte, FL 33948

Phone: 941.743.1964

Fax: 941.743.1598

[www.CharlotteCountyFL.com](http://www.CharlotteCountyFL.com)



Charlotte County  
Growth Management

## Current Planning and Zoning Division Tree Permit Basics



All proposed site development must first obtain a Charlotte County Tree Permit approved by the Growth Management Department before any clearing of the site may begin.

## What information must be provided in order to make up a complete Tree Permit Application?

The completed application must contain the following information:

**Applicant information** - identify contractor name, mailing address, phone number and license number **or** owner/builder name and pertinent information along with a completed notarized affidavit

**Property information** - job address and legal description

**Type of application requested** - check the line next to the situation that applies:

- 1 - Tree Preservation - indicate number of trees preserved
- 2 - Tree Removal Authorization - indicate number of trees removed that do not meet the exemption criteria of Section 3-2-193 of Article IX. Tree Requirements of the Charlotte County Code (fee of \$1 per caliper inch)
- 3 - Memorandum of Exemption of Fees - indicate number of trees removed that meet the exemption criteria of Section 3-2-193 of Article IX. Tree Requirements of the Charlotte County Code (exempt from \$1 per caliper inch fee only)
- 4 - No Tree Affidavit - use only if **no** trees equal to 4 caliper inches or greater are on the property. **Must** have notary signature

**Applicant's signature and date**

## Checklist of items to be submitted with the completed application

- Tree removal and/or tree preservation plan (4 copies)
- Tree survey/inventory with all Heritage Trees identified. The tree inventory must indicate the location, types, sizes of trees overlaid on a site plan of the building, parking, and other site amenities. Identify the trees proposed to be removed, preserved and relocated. The plan scale must be suitable for evaluation. (4 copies)
- Spread sheet of trees to be removed (types and caliper inches)
- DRC preliminary approval letter (1 copy)
- County stormwater approval letter (1 copy)
- SWFWMD/SFWMD Environmental Resource Permit (ERP) or written exemption letter from the applicable district
- All applicable state and federal permits
- All environmental requirements as set forth by the Charlotte County Environmental Specialist

## Fee Requirements

Tree permit review fee for commercial and multi-family sites-\$80.00 plus \$1/inch removed  
Resubmit for commercial /multi-family - \$95.00  
Review for single family and duplex sites-\$70.00  
Resubmit for single family/duplex - \$60.00

## To which department should Tree Permit Applications be delivered?

All Tree Permit Applications that are associated with a building permit need to be delivered to the Building and Construction Services Department to be included with the project building permit folder.

**Tree Removal Permit Application will be accepted with Building Permit Applications only.**

**Exceptions** - (Tree Removal Application required, but can be submitted without building permit application.)

- Mulching of exotic/underbrush only
- Removal of individual dead/damaged trees for safety issues
- Commercial projects - with Preliminary DRC approval
- Excavations - a copy of the **Exemption Excavation Application** must be provided

## What is the average time required to review a permit after one is submitted?

Depending on the complexity of the plans and the degree to which the plans are in compliance, a review can take anywhere from 1 day to 5 days to complete. Plans that are not approvable must be revised to come into minimum compliance with Charlotte County Code and be resubmitted for review, prior to approval.