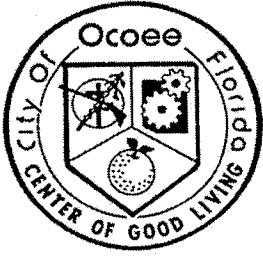


CITY OF OCOEE
ARBOR POLICY
AND
TREE PROCEDURE



"CENTER OF GOOD LIVING - PRIDE OF WEST ORANGE"

MAYOR • COMMISSIONER
S. SCOTT VANDERGRIFT

CITY OF OCOEE

150 N. LAKESHORE DRIVE
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RUSTY JOHNSON
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CITY MANAGER
JIM GLEASON

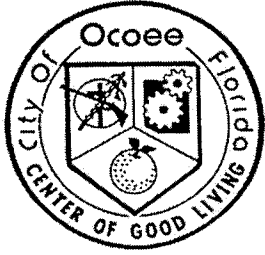
MEMORANDUM

TO: JULIAN HARPER, ZONING COORDINATOR
FROM: MARTIN VELIE, BUILDING AND ZONING OFFICIAL
JIM SHIRA, CITY ENGINEER/UTILITIES DIRECTOR
RUSS WAGNER, DIRECTOR OF PLANNING
DATE: NOVEMBER 14, 2001

**SUBJECT: STANDARD FIELD RULES FOR TREE REMOVAL
FOR SINGLE FAMILY RESIDENCES IN SUBDIVISIONS**

If the building has been properly located within required setbacks on the lot, protected trees under 24" may be removed without mitigation if the following conditions exist:

- 1) All trees located within five (5') feet of the building foundation, a paved road, or driveway. *
- 2) All trees that will be affected by a fill or cut that exceeds two and a half (2.5') feet measured from existing natural grade in side yard in between homes.
- 3) Any tree that poses a probable hazard to the building. Example: Any tree that leans unduly towards the structure.
- 4) Any diseased tree.
- 5) All trees that are within five (5') feet of a swimming pool or screen enclosure.
- 6) Non-protected trees, less than 8 inches diameter at breast height are encouraged to be preserved but may be removed at owner or builder option.
- 7) All remaining protected trees shall be safeguarded by erecting barriers around the perimeter of the tree to keep vehicles, trash, dumpsters and other manmade objects out of the root zone at the drip line unless otherwise approved by the city. This barrier to be in place prior to pre-construction meeting and approved by city and shall remain in place during the construction process.
- 8) Other tree conservation and tree management procedures will be done in accordance with a published and recognized tree management system, i.e. by FL University Studies and/or State of Florida Department Agriculture Extension office.



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- 9) When a conflict arises due to engineering features versus tree conservation, the City Engineering Inspector will make final field decision on the conflict.
 - 10) House pad elevation or lot grading changes will not be allowed from approved plans unless approved by City Engineer.
- * Specimen trees will be given special consideration on driveway location.

STANDARD OPERATING PROCEDURE FOR TREE PROTECTION

Containing: Purpose, Review, Inspections, Enforcement & Appendix A

Purpose

Purpose:

The purpose of this policy is to establish and make known the procedures for review, inspection, modification and final approval for projects with regards to the tree protection ordinances of the City of Ocoee. The intent of this policy is to provide a set of guidelines for consistent enforcement when dealing with approved plans and subdivision plans.

No person shall undertake land clearing or the removal of any protected tree without first obtaining a permit from the Building Department. In addition to approval by the Building Official, the permit must also be approved by the Staff Forester. An application for land clearing or tree removal shall be made on forms provided by the Building Department.

Definitions:

1. *DBH*: Diameter at breast height. "Breast height" is defined to be fifty-four (54) inches above the surface of the ground at the base of plant or tree.
2. *Historic Tree*: A historic tree is one that has been designated by the City Commission as one of notable historical interest and value to the City because of its location or historical association with the community. A public hearing shall be held by the City Commission on the designation with due notice to the owner of the tree.
3. *Protected Tree*: Any tree that has a DBH of more than eight (8) inches, and which is not otherwise exempted from this code. In addition, all palms with at least four and one-half (4 1/2) feet of clear trunk between the ground level and the lowest frond are declared to be protected trees. In addition, all Specimen and Historic Trees are Protected Trees.
4. *Specimen Trees*: All native trees with a DBH of twenty-four (24) inches or greater. A specimen tree is one that has been officially designated by the City Commission, upon the advice of the Staff Forester, to be of high value because of its type, size, age, or other relevant criteria. A public hearing on the designation shall be held by the City Commission with due notice to the owner of the tree.
5. *Tree Protection Zone*: A circular zone around each protected tree defined as that area within a radius of the full drip line around the tree.

Review

Documents For Review:

All plans and subdivision plans are submitted to the Planning Department for processing and routing. Plans must clearly show

1. A tree survey consisting of scaled aerial photography or drawing (one inch equals 100 feet or greater) indicating the property boundaries with dimensions and bearings, surrounding streets, north arrow, scale, and existing/proposed development improvements.
2. Stands of trees, including:
 - a) Location indicating extent of drip line.
 - b) Common names of major tree classes.
 - c) Estimated average height.
3. All protected trees, as identified by the Staff Forester, including:
 - a) Location
 - b) DBH
 - c) Common name
 - d) Estimated height
4. An indication of the trees proposed for removal.
5. The reason for removal.
6. Plans showing typical protective barriers to be used at the tree protection zone.

Exception: When both the Planning Director and the Staff Forester agree that the project site does not have a sufficient number of protected trees to justify the need for a formal tree survey.

Review Process:

Both the Planning Director and the Staff Forester shall review or cause to be reviewed all land development projects. They shall compile their comments and be in full agreement prior to issuing a written critique (comments/conditions of approval) of the tree protection plan.

Prior to pre-construction meeting, "All remaining protected trees shall be safeguarded by erecting barriers around the perimeter of the tree to keep vehicles, trash, dumpsters and other manmade objects out of the root zone at the drip line unless otherwise approved by the city." This barrier to be in place prior to pre-construction meeting.. At the pre-construction meeting, the arbor inspection process shall be explained by the Staff Forester or their representative to the Developer.

Inspections

NOTE: Tree Barriers must be in place before pre-construction meeting.

Preliminary Arbor Inspection:

The preliminary arbor inspection is scheduled after the pre-construction meeting. Its purpose is to “open up” the project for the intermediate arbor inspection by allowing the clearing of specific areas. All road rights-of-way, retention ponds and other areas of concern by the staff or developer must be clearly “staked out” for the preliminary arbor inspection. Protected trees bordering these areas shall have their barriers in place for the inspection. **APPROVAL TO COMMENCE CLEARING THESE AREAS MUST BE RECEIVED, IN WRITING, FROM THE PLANNING DEPARTMENT, ENGINEERING DEPARTMENT, AND THE STAFF FORESTER.**

Intermediate Arbor Inspection:

The intermediate arbor inspection(s) is scheduled after the areas approved at the preliminary arbor inspection are cleared and the lots & all other structures not included at the preliminary arbor inspection are “staked out”. The purpose of this inspection is to allow the removal of those trees deemed un-savable due to conflicts in the site design, building pad, site utilities, and the like. All modifications shall be documented and filed for record retention. All required tree barricades and protection must be in place. Approval to commence clearing these areas must be received, in writing, from the Engineering Department and the Building Department.

Note: This inspection is not intended to review the areas within the individual lots on residential subdivision. The lots are inspected at the “building” permit application review.

Final Arbor Inspection:

The final arbor inspection is required for a Certificate of Completion to be issued and is scheduled once the project is completed. The purpose of this inspection is to confirm the status of the protected trees per the approved plans. Approval of the project must be from the Staff Forester with respect to compliance with the tree protection ordinances.

Note: This inspection is not intended to review the areas within the individual lots on residential subdivision. The lots are inspected at during the “building” permit application review and the Building Arbor Inspection.

Building Arbor Inspection:

The building arbor inspection takes place as a "building" permit application is received the Building Department. . The lot and building pad must be clearly "staked out" for this inspection. Protected trees bordering these areas shall have their barriers in place for the inspection. The Staff Forester's approval is required for the issuance of the building permit for a single family residence. The protected trees and landscaping is confirmed completed at the final building inspection.

Enforcement

Replacement of Removed Trees:

1. All protected trees, identified by the Staff Forester, shall be replaced at a four to one ratio at the expense of the developer.
2. All replacement trees shall be greater than or equal to two (2) inches in diameter at breast height.
3. A replacement tree may be a tree removed from one location to another on the site, or moved off the site. The Staff Forester shall prescribe measures to ensure the survival of the tree.
4. Replacement trees shall, if practicable, be planted on the development site. If not practicable, replacement trees may be donated, or a fee in lieu may be paid to the City for the purpose of planting trees on public property. The fee in lieu shall be based on the cost of purchasing the requisite size and number of replacement trees.