

Attention

The Planning and Building Department prides itself on customer service, and helping applicants achieve their goals within the parameters of the zoning code.

There are circumstances where applicants must go to a public hearing before the Planning and Zoning Board (PZB). There are legal requirements that need to be met to have a hearing before the PZB.

Due to the volume of applications and the increasingly complicated nature of applications the following policies and zoning code stipulations will be enforced:

- All applications must be received by the required deadline established for a specified meeting;
- All applications must be signed by the applicant and property owner, especially if different;
- All applications must be filled out as necessary based on the nature of the application and/or appropriate explanations or narratives describing the requested action must be attached; and,
- All applications must be accompanied by a site plan at an appropriate scale with measurements and level of detail that allows staff to review the application to determine and confirm any and all issues requiring review by the PZB, including an 11 x 17 inch copy of the proposed plan, and any necessary reports, surveys, plans and documents to accompany an application as appropriate.

Application submittals will be evaluated for completeness. Applications will not be scheduled for a PZB Public Hearing until they are “substantially complete” per Section 28-31 of the Zoning Code.

Complying with these submittal requirements will ultimately expedite applications and make the public hearing process more beneficial to all involved. Thank you for your cooperation.

Conservation Overlay Zone Developments:

- Dock applications for **Conservation Overlay Zone 1** require complete submittal packages that include:
 - a. Survey locations of the proposed docks or modifications to existing docks;
 - b. Plans of the proposed dock or dock modifications;
 - c. Bathometric surveys showing water depths at mean high tide and mean low tide, relationship of the proposed dock to water features, marsh, bank lines, creeks, navigable channels, other site specific issues;
 - d. Aerials of existing conditions, and showing proposed docks and/or water features;
 - e. Details of any railings, features, lighting, dock boxes, fish stations, boat lifts or other items that potentially impact scenic vistas; and,
 - f. Explanation of the impacts according to the 17 criteria outlined in Chapter 11 Conservation Zone Development.

- Preserved tree removal and tree canopy issues related to development in **Conservation Overlay Zone 3** require complete submittal packages that include:
 - a. Tree surveys locating all trees on the site 3” diameter and greater;
 - b. Tree survey including the proposed site plan at an appropriate scale to evaluate the proposed development’s impact on the trees, including specific trees and the tree canopy overall;
 - c. An arborist’s report outlining the type, size, condition, and professional opinion of the impact of the development on the trees and the specific condition of any “preserved” trees;
 - d. Explanation of the impacts according to the 17 criteria outlined in Chapter 11 Conservation Zone Development; and,
 - e. A detailed analysis of the proposed tree removal per Chapter 25, known as the Landscape Code, to determine tree credits and debits, and landscaping requirements per the Landscape Code.

Planned Unit Development (PUD) Applications:

Planned Unit Development (PUD) applications must comply with Division 8 of the Zoning Code.

A pre-application meeting is highly recommended prior to PZB submittal.

Subdivision Requirements:

Preliminary subdivision requirements must comply with Chapter 23 of the Land Development Code.

A pre-application meeting is highly recommended prior to PZB submittal.



TREE REMOVAL IN ST. AUGUSTINE

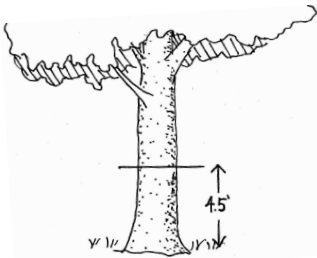
frequently asked questions

The City of St. Augustine recognizes the value of trees and their contribution to the beauty and health of community. To protect these community assets, a permit is required before removing trees of a certain size and species. **Trees removed without a permit can result in a fine of up to \$5,000 per tree.**



TREE CITY USA®

The City of St. Augustine has been recognized by the National Arbor Day Foundations as a Tree City USA since 1983



What trees require a permit to remove?

Any tree with a trunk 3" in diameter or greater when measured 4'-6" from the ground requires a tree removal permit.

Large trees of certain species are considered "significant" and require the approval of the Planning and Zoning Board. See the appendix 1 for a list of significant trees

Are there Exceptions for "weed" trees or invasive species?

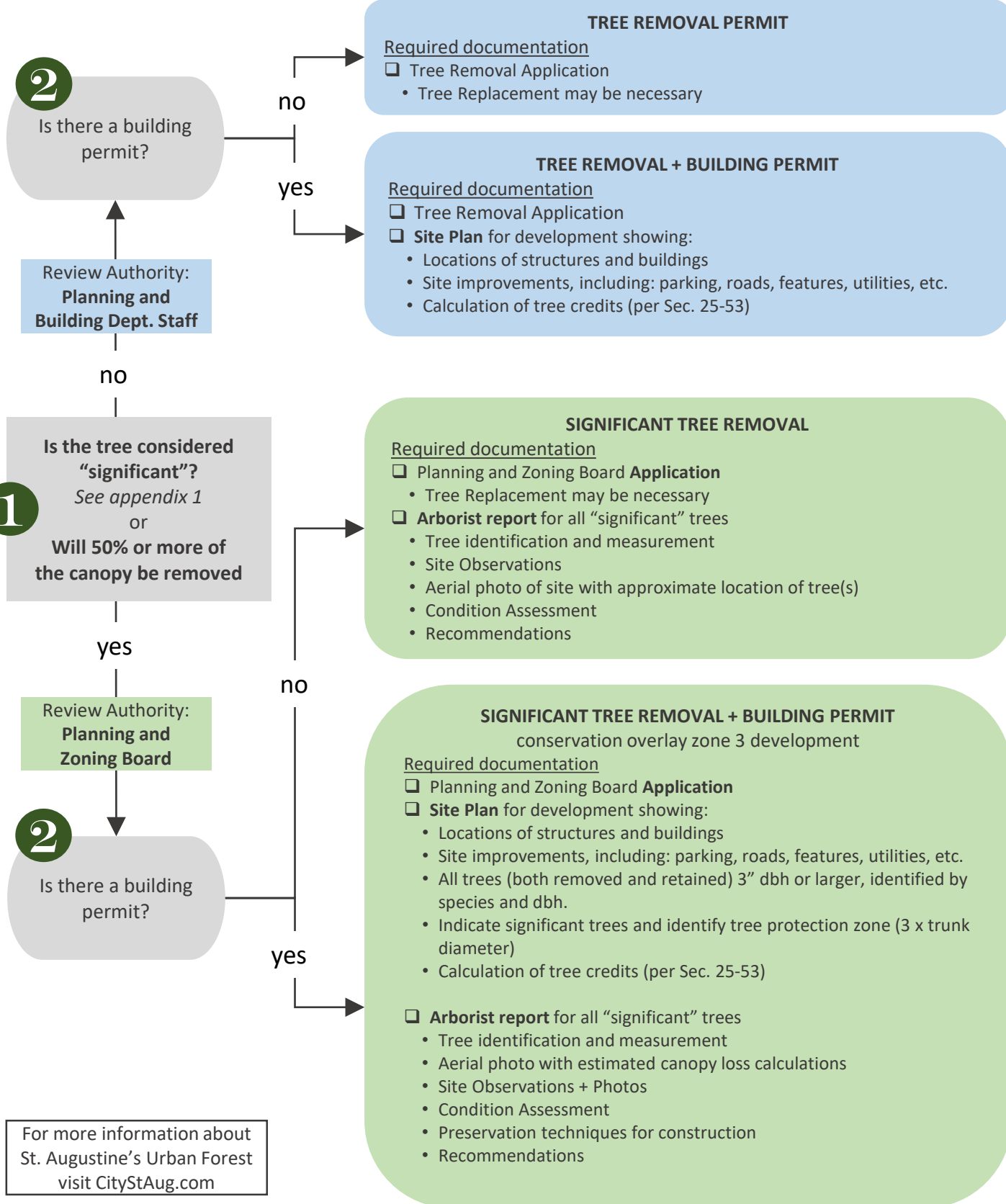
Yes. There is a list of invasive and exempt species that may be removed without receiving a permit. *See the appendix 2 for a complete list of these species.*

Are there fees? Do I need to plant a new tree?

"Preserved" trees (*see appendix 1*) require an application to the Planning and Zoning board where fees and advertising costs may vary. For all other trees A \$30 processing fee is submitted with the tree removal application. A new tree will need to be replanted on the same parcel of land and will need to meet the following requirements:

<u>Type of tree removed</u>	<u>Replacement Tree(s)*</u>	<u>Minimum Size</u>
Shade Tree	one (1) Shade Tree	10' height
Red Cedar	two (2) Red Cedars	per building official
Understory or Palm tree	one (1) Shade, Palm, or Understory Tree	10' height

*See appendix



TREE REMOVAL PERMIT

Required documentation

- Tree Removal Application
 - Tree Replacement may be necessary

TREE REMOVAL + BUILDING PERMIT

Required documentation

- Tree Removal Application
- Site Plan** for development showing:
 - Locations of structures and buildings
 - Site improvements, including: parking, roads, features, utilities, etc.
 - Calculation of tree credits (per Sec. 25-53)

SIGNIFICANT TREE REMOVAL

Required documentation

- Planning and Zoning Board **Application**
 - Tree Replacement may be necessary
- Arborist report** for all "significant" trees
 - Tree identification and measurement
 - Site Observations
 - Aerial photo of site with approximate location of tree(s)
 - Condition Assessment
 - Recommendations

SIGNIFICANT TREE REMOVAL + BUILDING PERMIT
conservation overlay zone 3 development

Required documentation

- Planning and Zoning Board **Application**
- Site Plan** for development showing:
 - Locations of structures and buildings
 - Site improvements, including: parking, roads, features, utilities, etc.
 - All trees (both removed and retained) 3" dbh or larger, identified by species and dbh.
 - Indicate significant trees and identify tree protection zone (3 x trunk diameter)
 - Calculation of tree credits (per Sec. 25-53)
- Arborist report** for all "significant" trees
 - Tree identification and measurement
 - Aerial photo with estimated canopy loss calculations
 - Site Observations + Photos
 - Condition Assessment
 - Preservation techniques for construction
 - Recommendations

For more information about St. Augustine's Urban Forest visit CityStAug.com

Significant Tree Species

Significant trees are described in the following list (sec. 11-27). Removal of any tree that meets the criteria of this list requires an arborist's report and review by the Planning and Zoning Board (sec. 25-56.c.2)

Scientific Name	Common Name	Min. dbh to Max. dbh
<i>Acer rubrum</i> and <i>Acer</i> spp.	maple, red or other maples	18
<i>Betula nigra</i>	birch, river	24
<i>Carya glabra</i>	hickory, pignut	18
<i>Carya illinoensis</i>	pecan	18
<i>Carya tomentosa</i>	hickory, mockernut	18
<i>Catalpa binoniodes</i>	catalpa	18
<i>Celtis laevigata</i>	hackberry (sugarbberly)	15 to 36
<i>Cercis canadensis</i>	red bud	10
<i>Chionanthus virginicus</i>	fringetree	10
<i>Fraxinus</i> spp.	ash	18
<i>Gordonia lasianthus</i>	loblolly bay	10
<i>Ilex cassine</i>	holly, dahoon	10
<i>Ilex opaca</i>	holly, American	10
<i>Ilex x attenuate</i>	holly, "East Palatka"	10
<i>Juglans nigra</i>	walnut, black	18
<i>Juniperus silicicola</i>	red cedar, southern	8
<i>Juniperus virginiana</i>	red cedar, eastern	8
<i>Lagerstroemia indica</i>	crape myrtle - single trunk	10
<i>Liquidambar styracilua</i>	sweetgum	18
<i>Liriodendron tulipifera</i>	tulip-poplar	18
<i>Magnolia grandiflora</i>	magnolia, southern	18
<i>Magnolia grandiflora</i> var.	magnolia, southern v. "Little Gem"	10
<i>Magnolia virginiana</i>	magnolia, sweetbay	10
<i>Nyssa sylvatica</i>	blackgum, black tupelo	18
<i>Platanus occidentalis</i>	sycamore	18
<i>Prunus caroliniana</i>	cherry laurel	10
<i>Prunus serotina</i>	black cherry	18
<i>Quercus falcata</i>	oak, red (southern red oak)	18
<i>Quercus geminate</i>	oak, sand live	10
<i>Quercus hemispherica</i>	oak, laurel	15 to 36
<i>Quercus laevis</i>	oak, turkey	18
<i>Quercus laurifolia</i>	oak, laurel (swamp)	15 to 36
<i>Quercus nigra</i>	oak, water	15 to 36
<i>Quercus nuttallii</i>	oak, nuttall	18

Significant Tree Species

Significant trees are described in the following list (sec. 11-27). Removal of any tree that meets the criteria of this list requires an arborist's report and review by the Planning and Zoning Board (sec. 25-56.c.2)

Scientific Name	Common Name	Min. dbh to Max. dbh
<i>Quercus phellos</i>	oak, willow	18
<i>Quercus shumardii</i>	oak, shumard	18
<i>Quercus spp.</i>	oak, other unlisted species	18
<i>Quercus stellata</i>	oak, post	18
<i>Quercus virginiana</i>	oak, live (southern live oak)	18
<i>Taxodium distichum</i>	cypress, bald (pond cypress)	10
<i>Ulmus alata</i>	elm, winged	10
<i>Ulmus Americana</i>	elm, American	18
<i>Ulmus parvifolia</i>	elm, drake	10

Exempt Tree Species

Exempt trees are described in the following list (sec. 25-52) and may be removed without a permit.

Scientific Name	Common Name
<i>Malus spp.</i>	apple
<i>Citrus spp.</i>	citrus
<i>Eucalyptus spp.</i>	eucalyptus
<i>Enterolobium cyclocarpum</i>	ear tree
<i>Koelreuteria paniculata</i>	golden raintree
<i>Parinsonia aculeate</i>	jerusalem thorn
<i>Cupressocypari leylandii</i>	leyland cypress
<i>Eriobotrya japonica</i>	loquat
<i>Nerium oleander</i>	oleander
<i>Bauhinia spp.</i>	orchid tree
<i>Prunus persica</i>	peach/nectarine
<i>Photinia x fraseri</i>	photinia, red tip, red top
<i>Prunus angustifolia</i>	plum
<i>Pyrus spp.</i>	pear
<i>Dispyros virginiana</i>	persimmon
<i>Coccoloba unifera</i>	sea grape
<i>Grevillea robusta</i>	silk oak
<i>Ailanthus altissima</i>	tree of heaven
<i>Myrica cerifera</i>	wax myrtle
<i>Salix Babylonica</i>	weeping willow
<i>Cornus Florida</i>	dogwood

Invasive Tree Species

Invasive trees are described in the following list (sec. 25-52) and may be removed without a permit. It is unlawful to plant any invasive species (sec. 25-53.c.9)

Scientific Name	Common Name
<i>Casuarinas spp.</i>	australian pine
<i>Bauhinia variegata</i>	orchid tree
<i>Shinus terebinthefolius</i>	brazilian pepper
<i>Cinnamomum camphora</i>	camphor tree
<i>Melia azerdach</i>	chinaberry
<i>Sapium sebiferum</i>	chinese tallow, popcorn tree
<i>Malaleuca leucadendion</i>	mallaleuca, punk tree
<i>Albizia lebeck</i>	woman's tongue, singer tree

Approved Replacement Tree Species

This list of tree species are approved species that may be planted as part of a landscap plan or as replacement for removed trees. Additional species may be allowed following review of City Staff.

SHADE TREES

Scientific Name	Common Name	Mature Height	Tree Shape
<i>Acer floridanum</i>	Florida sugar maple	30'	round
<i>Acer rubrum</i>	Red maple	65'	round
<i>Acer saccharum</i>	Silver maple	50'	round
<i>Betula nigra</i>	River birch	65'	round
<i>Carya glabra</i>	Pignut hickory	55'	upright
<i>Celtis laevigata</i>	Sugarberry	55'	vase
<i>Diospyros virginiana</i>	Persimmon	50'	round
<i>Gordonia lasianthumus</i>	Loblolly Bay	50'	upright
<i>Ilex x attenuata 'East Palatka'</i>	East Palatka Holly	35'	upright
<i>Ilex cassine</i>	Dahoon holly	35'	upright
<i>Ilex opaca</i>	American holly	35'	upright
<i>Juniperus silicicola</i>	Southern Red Cedar	35'	spreading
<i>Juniperus virginiana</i>	Eastern red cedar	35'	round
<i>Liquidambar styraciflua</i>	Sweetgum	80'	upright
<i>Liriodendron tulipifera</i>	Tulip tree	90'	round
<i>Magnolia grandiflora</i>	Southern magnolia	70'	pyramidal
<i>Magnolia virginiana</i>	Sweetbay	60'	round
<i>Pinus elliotii</i>	Slash Pine	85'	upright
<i>Pinus palustris</i>	Longleaf pine	70'	upright
<i>Pinus taeda</i>	Loblolly pine	85'	upright
<i>Platanus occidentalis</i>	Sycamore	100'	upright
<i>Prunus caroliniana</i>	Cherry laurel	30'	round
<i>Quercus laevis</i>	Turkey oak	50'	round
<i>Quercus michauxii</i>	Swamp chestnut oak	70'	round
<i>Quercus shumardii</i>	Shumard oak	80'	round
<i>Quercus virginiana</i>	Live oak	60'	spreading
<i>Taxodium distichum</i>	Bald cypress	60'	pyramidal
<i>Tilia caroliniana</i>	Carolina basswood	30'	round
<i>Tilia floridana</i>	Florida basswood	50'	round
<i>Ulmus alata</i>	Winged elm	50'	vase
<i>Ulmus parvifolia</i>	Lacebark Elm	40'	vase

Approved Replacement Tree Species

UNDERSTORY TREES

Scientific Name	Common Name	Mature Height	Tree Shape
<i>Cercis canadensis</i>	redbud	25'	round
<i>Chionanthus virginicus</i>	fringe tree	15'	round
<i>Citrus spp.</i>	citrus	15'	round
<i>Cornus florida</i>	flowering dogwood	20'	round
<i>Callistemon spp.</i>	Bottlebrush	15'	round
<i>Eriobotrya japonica</i>	loquat	25'	round
<i>Ilex vomitoria</i>	youpon holly	20'	round
<i>Lagerstroemia indica</i>	crape myrtle mult. varieties	30'	vase
<i>Ligustrum japonicum</i>	tree form wax privet	15'	round
<i>Magnolia ashei</i>	ashe magnolia	15'	round
<i>Magnolia grandiflora 'Little Gem'</i>	little gem magnolia	25'	pyramidal
<i>Magnolia x soulangeana</i>	saucer magnolia	20'	round
<i>Myrica cerifera</i>	wax myrtle	25'	round
<i>Olea europaea</i>	olive tree	20'	round
<i>Prunus angustifolia</i>	chickasaw plum	15'	round
<i>Vaccinium arboreum</i>	sparkleberry	20'	Round
<i>Vitex agnus-castus</i>	chaste tree	15'	Round
<i>Zanthoxylum clava-herculis</i>	hercules' club	20'	upright

PALM TREES

Scientific Name	common name	Mature Height	Tree Shape
<i>Phoenix canariensis</i>	canary island date palm	40'	palm
<i>Phoenix sylvestris</i>	wild date palm	30'	palm
<i>Sabal palmetto</i>	cabbage palmetto, sabal palm	50'	Palm
<i>Washingtonia robusta</i>	washingtonian palm	100'	palm



**CITY OF ST AUGUSTINE
APPLICATION TO PLANNING AND ZONING BOARD**

Application Fee: _____ (plus advertising costs) Project Number: _____

Receipt Number: _____ Meeting Date: _____

Advertising Costs: \$ _____ Paid On: _____ Receipt Number: _____

1. NAME OF APPLICANT: _____ Contact Number: _____

Business (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

2. NAME OF PROPERTY OWNER: _____ Contact Number: _____

Business (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail Address: _____

3. LEGAL DESCRIPTION OF PROJECT PROPERTY:

Lot: _____ Block: _____

Subdivision: _____ Parcel Number: _____

4. PROJECT STREET ADDRESS: _____

5. SPECIFIC PROPOSED USE: _____

6. ACTION REQUESTED:

Conservation Zone Development Appeal of Staff Determination

Exception Land Use Plan Amendment

Variance Rezoning

Other: _____

7. DESCRIPTION OF ACTION REQUESTED: _____

8. JUSTIFICATION FOR ACTION REQUESTED: _____

9. IF APPLYING FOR A VARIANCE, PLEASE COMPLETE THE FOLLOWING AND EXPLAIN THE SITUATION FULLY ALONG WITH PROVIDING DOCUMENTATION:

- (a) Does the property because of size, shape, topography or other physical conditions, suffer singular disadvantage, which disadvantage does not apply to other properties in the vicinity: _____

- (b) Can you establish that this disadvantage causes the owner to be unable to make reasonable use of the affected property: _____

- (c) Can you establish that this disadvantage does not exist because of conditions created by the owner or applicant: _____

- (d) Can you establish that granting of the variance will not be contrary to the public interest; will not adversely affect other property in the vicinity; and will be in harmony with the spirit, intent and purpose of this Section: _____

10. PREVIOUS APPLICATIONS:

Has any application been submitted to the Planning & Zoning Board concerning any part of the subject property within the past year?

Yes No If yes, please give date and final disposition below.

11. AGREEMENT:

In filing this application, I understand that it becomes a part of Public Record of the City of St. Augustine and hereby certify that all information contained herein is accurate to the best of my knowledge.

Application must be signed by both applicant and property owner if different. Letter of authorization must be submitted in absence of the property owner's signature or where an authorized agent signs in lieu of either property owner or applicant.

Florida Statute 286.0105 states that a person appealing any decision by this board at any meeting regarding this application may need a verbatim record of the proceedings which includes testimony and evidence upon which the appeal is to be based.

IMPORTANT NOTICE: When the hearing date has been set and a legal notice has been published or posted, the applicant must be prepared to present the request at the scheduled hearing date. If the applicant requests a continuance, the decision to grant or deny the request for continuance will be decided by a vote of the Board at the scheduled hearing date. The applicant, or a duly authorized representative with authority to bind, should be present at the scheduled hearing date to answer questions from the board regarding the application. If the board votes to deny the request for a continuance, the hearing on the application will go forward, whether or not the applicant is present, and could result in a denial of the application if the Board finds that the application and supporting documents submitted prior to the meeting do not meet the criteria of the Code.

Signature of Applicant

Date

Signature of Property Owner

Date



City of St. Augustine Arboriculture Report

This report is to be completed by an ISA certified arborist to accompany a request for removal of a significant trees as defined in chapter 11 of the City of St. Augustine Development Code. The information described below does not constitute a "hazard inspection" and the inspecting Arborist is responsible for providing additional information, if necessary, regarding the condition of the subject tree(s).

ARBORIST INFORMATION

NAME OF APPLICANT _____
ISA Certification # _____
Business (if applicable) _____
Address _____
City _____ State _____ Zip Code _____
Daytime Telephone _____ Other Phone _____
Email Address _____

PROPERTY INFORMATION

STREET ADDRESS _____
Legal Description: Lot _____ Block _____ Subdivision _____
Parcel _____

SCOPE OF WORK & SITE OBSERVATIONS

Provide a short description of the work completed, reason for removal, any targets and the method(s) of inspection. Include any additional information or explanation on an attached report.

TREE INVENTORY (attach additional trees on separate sheet)

Size (dbh)	Species	Condition (good, fair, poor, dead)	Recommendations
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TREE CONDITION & POTENTIAL TARGETS

Provide a short description of defects, hazards or items of concern to the board. Include any additional information or explanation on an attached report.

ADDITIONAL REQUIRED MATERIALS

- Aerial photo of the subject property indicating the approximate location of the tree
- Photo(s) of the subject tree(s)

Continue onto next sheet if applying for Significant Tree Removal and Building Permit



City of St. Augustine Arboriculture Report

This below information is to be submitted in conjunction with development plans when the removal of a significant tree is associated with improvements to the property and requires the issuance of a building permit.

CANOPY COVERAGE ESTIMATE

Provide an aerial view of the property indicating (a) the location of examined trees, (b) the approximate canopy coverage pre-development and (c) the approximate amount of canopy coverage post-development. Aerial measurements can be taken from the St. Johns County GIS website; www.co-st-johns.fl.us

(attach to application)

CONSERVATION OVERLAY ZONE DEVELOPMENT CRITERIA

Provide a response to the seventeen (17) “standards for review” listed in section 11-29 of the City of St. Augustine Land Development code

(attach to application)

SITE PLAN

Provide a scaled plan of the property to be developed, showing the locations of all structures and buildings, required yards, required parking, surface drive areas, loading spaces, stacking spaces, planting areas (both bufferyards and interior), dumpsters, exterior mechanical equipment, storm drainage retention areas, and all trees three (3) inches or larger dbh., by species and dbh (both to be removed and to be retained), and any other necessary details required for review.

Indicate “significant” trees to remain by marking them in green and “significant” to be removed by marking them in red. Indicate the tree protection zone (tpz of each “significant” tree at three times the diameter of the tree. Indicate the location of all tree barricades or tree protection fencing.

(attach to application)

IMPACT ANALYSIS & TREE PRESERVATION

Describe the impact the proposed development will have on the existing trees and if any consideration or development techniques are proposed to preserve trees on the site.

(attach to application)



**CITY OF ST. AUGUSTINE
DEVELOPMENT PERMIT APPLICANT WAIVER**

The applicant acknowledges and agrees to waive the limitation of three requests for additional information by the City of St. Augustine, pursuant to Chapter 166.033, Florida Statutes.

The applicant acknowledges and agrees that the City offers weekly Friday Review development review meetings, as well as, department specific applicant meetings with its reviewing staff at any point in the application process to attempt to resolve outstanding issues. The applicant is responsible for scheduling any requested meetings with City staff directly.

The applicant acknowledges and agrees that if after three unresolved submittals the applicant elects to proceed with final approval or denial proceedings, the applicant must request so in writing to the City.

Print name of applicant

Signature of applicant

Date



Owner's Authorization For Agent

_____ is/are hereby authorized TO ACT ON BEHALF OF _____, the owner(s) of those lands described within the attached application, or described within the previously filed Application number: _____, and as described in the attached deed or other such proof of ownership as may be required, in applying to the City of St. Augustine's Planning & Zoning Board, located at: _____

BY: _____

Signature of Owner

Print Name of Owner

Telephone Number

State of _____

County of _____

Signed and sworn before me on this _____ day of _____, 20__.

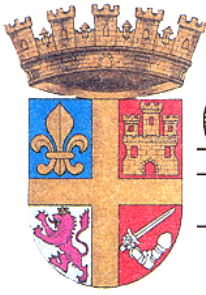
By _____

Identification verified:

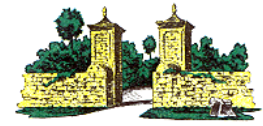
Oath sworn: _____ Yes _____ No

Notary Signature: _____

My Commission expires: _____



City of St. Augustine



St. Augustine, Florida

Planning/Building

CREDIT CARD AUTHORIZATION FORM

CARDHOLDER INFORMATION

Business Name: _____

Billing Street Address: _____

Street Address (cont.): _____

City: _____ State: _____ Postal Code: _____

Email _____

Business Telephone: (____) _____ - _____

CREDIT CARD INFORMATION

Credit Card Type: MasterCard Visa

Name on card: _____

Number: _____

Expiration Month: _____ Expiration Year: _____

Security Code: _____

Cardholder Signature X _____

Date ____/____/____

Credit Card Authorization:

By signing this form, you give the City of St Augustine Planning & Building Department permission to charge your account for the amount due. This is permission for a single transaction only, and does not provide authorization for any additional unrelated charges to your account. I understand that there is a \$5.00 processing fee per credit card transaction.