

## Online Tree Trimming Permit Application Checklist

1. Your online permit application will require the tree/palm species, quantity, area to be pruned and the location of the tree/palm on the property.
2. The following components are required for the online permit application:
  - (A) Current Broward County Business Tax Receipt (of the contractor performing the work).
  - (B) Signed and dated letter from property owner (on official letterhead for commercial and multi-family residential properties) authorizing contractor to apply for tree trimming permit on his/her behalf.
  - (C) Valid ISA Certified Arborist card.
  - (D) Arborist consent letter for supervision of pruning with site address referenced.
3. Pruning shall conform to Article X – Landscape Standards: Sec. 27-261 of the city code of ordinances, and policies including, but not limited to:
  - Pruning trees according to ANSI A-300 Standards (available online at [www.ansi.org](http://www.ansi.org)).
  - Removing no more than 25% of the canopy of a tree and palm per pruning cycle.
  - No hat-racking, topping, over-lifting, overthinning, or lion-tailing trees.
  - Avoiding flush cuts and stub cuts on trees.
  - Removing only inflorescences/fruits and dead (brown) fronds on palm trees.

**Apply once checklist is adhered: <https://aca.plantation.org/CitizenAccess/Default.aspx>**