



HABITAT AND TREE MANAGEMENT PERMIT APPLICATION

WHEN IS THIS FORM REQUIRED?

This form must be uploaded in the Accela Citizen Access portal when applying for any work that may impact vegetation, including but not limited to trees and tree roots, native vegetation, wetlands and wetland buffers, preserve areas, or conservation easements as described in the [Pinellas County Land Development Code Chapter 166, Article II](#).

Once the application is received, staff will perform a site inspection to assess existing vegetation on the subject site. Please ensure that the property is accessible by providing any instructions or gate codes required, securing pets, and ensuring any trees or vegetation proposed for removal are clearly marked. If staff are unable to complete a successful inspection, you may experience delays and be charged a reinspection fee. You do not need to be present during the inspection. Review comments and inspection results will be communicated through Accela. *If you do not provide an email address on the last page, you will not receive these system notifications.*

***SECTION H is required.** Section I is required if using an agent, representative, or contractor.

A. PROJECT INFORMATION

- | | |
|--|--|
| <input type="checkbox"/> Development – Residential | <input type="checkbox"/> Tree Removal – No Development |
| <input type="checkbox"/> Development – Commercial | <input type="checkbox"/> Habitat Management |

TREE REMOVAL INFORMATION: *(leave blank if no tree removal is proposed)*

1. Species: _____ Size (DBH): _____ Reason: _____
2. Species: _____ Size (DBH): _____ Reason: _____
3. Species: _____ Size (DBH): _____ Reason: _____

*Attach a separate document if additional space is required.

B. PROPERTY INFORMATION

Address: _____ City: _____ Zip Code: _____
Property Identification No. (PID): _____ Gate Code: _____

C. SELECT AN INSPECTION OPTION BELOW:

- ☐ The site is **ready for inspection now**. The trees are clearly marked, site is accessible, and any gate codes have been provided below.
- ☐ **Applicant will schedule the inspection when ready**. Inspections can be scheduled through the Accela portal.

D. STATEMENT OF OWNERSHIP

I hereby certify that I am the owner or authorized representative of the property described in Section B above, which is situated in Pinellas County, Florida. I certify that as the owner or representative of record, I have or will have, prior to undertaking the work associated with this project, all necessary approvals or permissions to conduct the work proposed in this application, from all persons with a legal interest in said property.

I agree to allow any authorized employee of Pinellas County, and any duly empowered law enforcement officer, to enter upon the premises associated with the project for the purpose of ascertaining compliance with the terms and conditions of the permit/authorization, Pinellas County Code, and the Comprehensive Plan.

Under penalty of perjury, I certify that all the information contained in this application is true and correct to the best of my knowledge and that the authorized work will be consistent with the plans, specifications, and conditions of approval contained in the permit or other authorization, and with any applicable laws and regulations. I agree to pay all legally constituted fees regarding this permit application, including, but not limited to, all review and permit fees.

This application is made with my approval as the owner or representative of the property. I assume legal responsibility for any and all violations of Pinellas County Code on the property for the duration of the permit.

E. STATEMENT OF OWNER'S AUTHORIZATION

I hereby authorize _____
to apply for the permit or authorization as described in this application and to act on my behalf in other matters
pertaining to the permit/authorization.

F. AGENT / REPRESENTATIVE / CONTRACTOR STATEMENT

Under penalty of perjury, I certify that all the information contained in this application is true and correct to the best of my knowledge and that the authorized work will be consistent with the plans, specifications, and conditions of approval contained in the permit or other authorization, and with any applicable laws and regulations. I agree to pay all legally constituted fees regarding this permit application, including, but not limited to all review, permit, and inspection fees.

I further certify that I have entered into a contract with the owner of the subject property or their agent to perform the work specified in this application. I certify that the property owner or agent will be informed of any and all conditions of approval contained in the permit or authorization, which may require work beyond the scope of the permit or authorization, and which may be subject to monitoring by county staff or designee for a period of time.

G. STATEMENT OF UNDERSTANDING

The undersigned understands that the granting of a permit or other authorization shall not be deemed to create a duty or responsibility on the part of Pinellas County and its officers, agents, and employees to assure or guarantee construction and work complies with the permit/authorization or plans and specifications incorporated therein. Inspections made by Pinellas County employees of the work conducted pursuant to the permit/authorization are only spot checks made to the best of the employee's ability and within the limitations of the available time and personnel.

The undersigned understands that granting of a permit/authorization by Pinellas County does not relieve the undersigned of the responsibility to comply with all applicable Federal, State, and Pinellas County laws, ordinances, or rules, nor is the undersigned relieved of the responsibility to obtain any licenses, permits, or other authorization which may be required by Federal, State, or Pinellas County laws.

The undersigned understands that any deviation from the permit/authorization, plans, specifications, and conditions of approval contained therein may invalidate the permit/authorization and subject the owner, contractor, and any other persons or entities responsible for the deviation, to prosecution pursuant to the code enforcement procedures contained in the Pinellas County Land Development Code. The undersigned further understands that failure to comply with any conditions of the permit or authorization may result in failed final inspection(s).

The undersigned agrees to hold and save Pinellas County, its officers, and employees, harmless from any damage or injury, no matter how occasioned and no matter what amount, to persons or property which might result from the work, activity, or structures authorized by any permit/authorization granted by Pinellas County, and from any and all claims or judgements resulting from such damage or injury.

H. PROPERTY OWNER. I hereby acknowledge that I have read and fully understand the items listed above.

Signed this _____ day of _____, 20__

Signature of **Property Owner**

Print or type name of **Property Owner** (or
name or title of person signing, if representing
a corporation)

Email address of **Property Owner**

Phone Number of **Property Owner**

** If you do not provide your email address, you will not receive system updates about the status of your application.*

I. AGENT/REPRESENTATIVE/CONTRACTOR. I hereby acknowledge that I have read and fully understand the items listed above.

Signed this _____ day of _____, 20____

Signature of **Agent/Representative/Contractor**

Print or type name of
Agent/Representative/Contractor (or name or
title of person signing, if representing a
corporation)

Email address of **Agent/Representative/Contractor**

Phone Number of
Agent/Representative/Contractor

FOR ADDITIONAL INFORMATION, CONTACT:

Pinellas County Building & Development Review Services
440 Court Street, Clearwater, FL 33756
Phone: (727) 464-3888
Email: BDRSEnvGroup@pinellas.gov