

DEPARTMENT OF PUBLIC WORKS  
Building Inspection Division



September 8, 2005

**MEMORANDUM**

**BULLETIN – L-3-05**

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P. E., C.B.O.  
Chief Building Inspection Division

SUBJECT: **Use of Certified Arborist for Protected Tree Exemptions**

Per 656.1206(h), no replacement shall be required for protected trees which are determined by the Chief to be dead or deteriorated as a result of age, insects, disease, storm, fire, lightning or other acts of nature.

The use of Certified Arborists is the accepted format to request this exemption. The Certified Arborist information should be included on the plans submitted for tree removal permits or Preliminary 10 Set reviews. Providing the Arborist information after the preliminary 10 set will in most cases necessitate a third review due to additional field work being required.

Unless it is for a single tree removal permit the information should be provided on 24" x 36" plans and include the Arborist name, certification number, location and identification of trees and list the reasons for the exemption.

The trees should be evaluated based upon the current site conditions and viability of the tree. Trees that require trimming or other simple forms of abatement shall not be considered as candidates for this exemption. The Arborist shall be responsible for conveying this information and recommendations as part of the reports submitted for the permitting process.

Potential impacts of construction shall not be considered as an exemption. An example of this would include the removal of a majority of the existing trees and creating a 'target' situation for proposed site features by newly exposed trees. If these trees require removal for safety reasons then they do not qualify for the exemption because the 'target' was created by the construction and design impacts.

While not required, we highly recommend the use of Certified Arborists and suggest that they be involved from the tree survey through completion of the over all project. The



use of a Certified Arborist during the tree survey will reduce the likelihood of a plan being returned due to improper identification and sizing of trees at the 10 set submittal.

During the design process they are a valuable resource for determining the survival of trees due to potential impacts of the construction and identifying 'hazard' trees which should be removed for safety reasons. Many have been trained to complete the mitigation calculations and can also identify unprotected trees, which may be used for mitigation credits.

A certified Arborist on your design team will be able to provide assistance during construction of your project. The intent of this exemption is to provide better service during development, which will hopefully create a significantly better final project for all of Jacksonville.

Xc: Mike Sands  
James Schock  
Kim Stewart  
Larry Donahue