



CITY OF MIAMI
PLANNING DEPARTMENT
PRESERVATION SECTION

STANDARD CERTIFICATE OF ENVIRONMENT (COE)
SCENIC TRANSPORTATION CORRIDOR/ ENVIRONMENTAL PRESERVATION DISTRICT

ADDRESS OF PROPERTY

OWNER'S NAME

OWNER'S DAYTIME PHONE NUMBER

OWNER'S ADDRESS, CITY, STATE, ZIP CODE

OWNER'S E-MAIL

APPLICANT/AUTHORIZED REPRESENTATIVE (NAME & TITLE)

APPLICANT'S DAYTIME PHONE NUMBER

APPLICANT'S ADDRESS, CITY, STATE, ZIP CODE

APPLICANT'S E-MAIL

APPLICANT'S RELATIONSHIP TO OWNER

BELOW PROVIDE A DETAILED DESCRIPTION OF PROJECT AND THE REASONS FOR TREE REMOVAL OR RELOCATION. EXPLAIN ANY ADDITION OF TREES OR PLANTS TO REPLACE TREES. (USE ADDITIONAL PAGES, IF NECESSARY).

NO TREE REMOVAL AS PART OF THIS APPLICATION

NOTE: A COMPLETE CHECKLIST AND INSTRUCTIONS FOR REQUIRED ATTACHMENTS ARE ON REVERSE SIDE

OTHER MATERIALS SUBMITTED

OWNER ATTESTATION: I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT ALL INFORMATION PROVIDED IN THIS APPLICATION AND ATTACHMENTS ARE CORRECT

SIGNATURE OF PROPERTY OWNER

DATE

SIGNATURE OF APPLICANT (IF OTHER THAN PROPERTY OWNER)

DATE

FOR STAFF USE ONLY:

APPLICATION #

DATE RECEIVED STAFF INITIALS

- APPROVED
DENIED
APPROVED WITH CONDITIONS

- 1.
2.
3.

REQUIREMENTS FOR STANDARD CERTIFICATE OF ENVIRONMENT (COE)

SCENIC TRANSPORTATION CORRIDOR / ENVIRONMENTAL PRESERVATION DISTRICT

REQUIREMENTS FOR STANDARD COES: (One complete set of the following checked items)

- PLANS:** No larger than 11" x 17" preferred when this size yields sufficient detail.
- COE FORM:** Completed and signed
- PHOTOGRAPHS:** must be printed at 4" x 6" or 2 photographs printed on 8.5" x 11" paper. A minimum of two (2) photographs adequately showing the general landscape character of the site and at least 1 photograph of each tree proposed for removal. Each photograph shall be clearly numbered, dated and labeled with the property address, the tree number and brief description of what is shown. Photograph locations shall be keyed to the site plan.
- TREE SURVEY:** prepared by a registered land surveyor or landscape architect (except that for developed single family and duplex dwelling units such survey may be prepared by the homeowner), such survey shall show the location of all existing trees on the entire site. All trees shall be summarized in legend form and shall contain the botanical and common name, location, diameter (4.5 feet from grade), and approximate height and spread of all trees on the site. Groups of trees less than three feet (3') apart may be designated as clumps, with the exception that any tree with a trunk diameter six inches or more must be specifically designated. (Each trunk is calculated as a sum of inches.)
- SITE PLAN/SURVEY:** showing: location map; scale and north arrow; location, shape and spatial arrangement of all existing and proposed buildings, walls, driveways, parking area, structures and natural features; general location and description of surrounding buildings and adjacent land areas and uses; any tree canopy extending over the subject property from surrounding properties that may be affected by the proposed development; location of existing and proposed underground and above grade utility services; all existing trees labeled by number consistent with the tree survey; all existing and proposed paving materials and configuration of coverage, with an indication of existing and proposed grades; setback and yard requirements
- PLANTING PLAN:** Where tree relocation/replacement is proposed or required, provide a planting plan prepared by a licensed landscape architect. If desired by the applicant, information required for the planting plan may be shown on the site plan. Information on a planting plan shall be as follows:
 - All existing trees labeled by number consistent with the certified tree survey. A legend shall indicate the name, trunk diameter, and approximate height and spread of each tree, as well as its condition and whether it is proposed to be preserved, removed, or relocated. If relocated, the new location for each tree must be indicated on the planting plan.
 - Location, quantities, common name, botanical name, caliper, height and spread of all proposed new plant material including trees, palms, shrubs, and ground cover. Specifications for planting, fertilizing, and staking may also be required.
 - All site furnishings, such as benches, planters, trellises, gazebos, and lighting.
 - Irrigation or proposed method of watering.
- RELOCATION PLAN:** For trees to be relocated, provide one copy of a schedule for root and canopy pruning and method of relocation. Provide the name of the licensed landscape contractor that will perform the relocation.
- TREE PROTECTION PLAN:** Provide one copy of a site plan showing the location of protective barriers to be erected during construction to protect existing trees from damage.
- SIGNATURE OF ZONING INSPECTION OFFICIAL AND PUBLIC WORKS DEPARTMENT:** (for trees in the public right-of-way) on the site plan indicating compliance with all applicable zoning regulations or indicating required variances. This review may take approximately five days and must be completed before the Preservation Officer can accept the application.

ADDITIONAL REQUIREMENTS BY PROJECT TYPE:

SIGNAGE:

- SIGNAGE PROPOSAL

IMPROVEMENTS TO THE BUILDING ONLY:

- PROJECT PLANS
- ELEVATIONS

NEW DRIVEWAY / FENCE / POOL:

- SITE PLAN SHOWING PROJECT LOCATION

MECHANICAL EQUIPMENT:

- PHOTOS OF FRONT AND SIDES OF BUILDING FROM ALL FRONTING STREETS

REMOVING AN INVASIVE TREE SPECIES:

- LETTER FROM CERTIFIED ARBORIST

REMOVING DEAD, DISEASED, DANGEROUS TREE(S):

- LETTER FROM CERTIFIED ARBORIST
- TREE REPLACEMENT/MITIGATION (per ordinance Article 9)

QUESTIONS? PLEASE CONTACT :

- ALEXANDER ADAMS, PRESERVATION OFFICER AT (305) 416-1445 OR AADAMS@MIAMIGOV.COM
- MEGAN MCLAUGHLIN, PRESERVATION PLANNER AT (305) 416-1453 OR MMCLAUGHLIN@MIAMIGOV.COM
- OR VISIT OUR WEBSITE: HISTORICPRESERVATIONMIAMI.COM