



## CITY OF MIRAMAR TREE TRIMMING ASSISTANCE PROGRAM POLICIES AND PROCEDURES

The City of Miramar Tree Trimming Assistance Program was established to assist eligible residents in obtaining tree trimming services to trim potentially and verifiably hazardous trees encroaching into existing infrastructure and overhead power lines. Funding is available to Miramar residents up to a maximum of \$750 per tree. Applications will be accepted on a first come, first served basis, and awarded quarterly based on highest priority until funds are exhausted.



### PROGRAM ELIGIBILITY

1. Property must be located in the City of Miramar.
2. Property must be owner-occupied. Residential rental units and/or commercial properties are not eligible for tree trimming assistance.
3. Financial assistance is available for trimming trees that could damage infrastructure, utility lines or homes. The determination regarding whether a tree is encroaching or soon to be encroaching into infrastructure or existing power lines or whether damage could be caused to a home will be made by the City. Trimming shall be conducted by a professional, licensed tree trimming company.
4. Due to the invasive nature of Australian Pine and Norfolk Pine trees in the State of Florida and their susceptibility to uprooting during storms, financial assistance is available for the removal of Australian Pine and Norfolk Pine trees not to exceed \$750 per tree.
5. Trees that are declared dead due to a natural occurrence, or invasive tree species qualifying for tree trimming under this program may qualify for tree removal.
6. Removal of tree stumps is not included in the Tree Trimming Program.
7. Otherwise healthy trees requiring trimming for property development or aesthetic purposes, or trees requiring regular maintenance will not be considered for assistance under this program.

### APPLICATION SUBMITTAL REQUIREMENTS

1. Miramar residents applying for financial assistance must submit a fully completed application to the City of Miramar Community Development Department at 2200 Civic Center Miramar, Florida 33025, ATTN: Tree Trimming Assistance Program
2. In order to verify City of Miramar residency, applicants must provide proof of residency in the form of a State of Florida driver's license and a utility bill.
3. Contract for tree trimming services will be entered into between the property owner and the selected tree trimming service company; the City of Miramar will not be a party to this contract. It is the responsibility of the property owner to request proof of insurance from the selected contractual service company. Upon completion of tree trimming services, a

final inspection by City personnel will be conducted prior to the City of Miramar's final payment to the selected vendor.

4. All Companies performing tree trimming services must possess a Tree Trimmer's license from Broward County Class A or B and provide the City with a W-9 form prior to commencing service.
5. All signed and notarized tree trimming applications will constitute an acknowledgement by the property owner that City of Miramar personnel shall be granted exterior property access for the purpose of inspecting the proposed tree(s) requiring tree trimming.
6. After applying to the City of Miramar, City personnel will provide an on-site inspection to determine whether the tree(s) is/are eligible for trimming based on requirements of the program. Photographs will be taken by City staff to formally document all tree(s) requiring trimming. Within 30 days of application deadline, City personnel will provide notification to the applicant indicating whether the application has been approved or disapproved.
7. If the requested tree trimming service is determined to be eligible, the property owner will be notified in writing regarding eligibility. City personnel will then mark the approved tree(s) with an orange paint marking. Note: City personnel shall contact the selected tree trimming company to confirm payment disbursement terms.
8. Appeals: If the requested tree trimming service is determined by City personnel as ineligible, the owner may contract an independent Florida Certified Arborist to provide City with a report stating the requested tree trimming is needed for a potentially and verifiably hazardous tree encroaching into existing infrastructure and/or overhead power lines. The application will then be considered for up to two application quarters.

#### **FOLLOWING COMPLETION OF TREE TRIMMING SERVICES:**

1. Following receipt of notification from the tree trimming company regarding completion of tree trimming services and receipt of a final invoice, the City of Miramar personnel will re-inspect the property to ensure that tree trimming services were completed in accordance with the Tree Trimming program and the City's Land Development Code.
2. Following notification from the tree trimming company regarding completed tree trimming services, submission of a final invoice, submission of W-9 form, and final inspection, the City will make final payment to the company for all eligible costs relating to the authorized tree trimming services (excluding sales tax) not to exceed \$750 within 10-15 business days. The City is a tax-exempt organization and is exempt from paying taxes.
3. The applicant shall also be responsible for any unauthorized work completed by the tree trimming service company, including services relating to, but not limited to, lawn repair, trimming of other trees, stump removal, or any other additional services provided to the applicant.

Tree Trimming Assistance Program  
2200 Civic Center Place  
Miramar, FL 33025  
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[www.miramarfl.gov](http://www.miramarfl.gov)

