



Accela Guide

Compliance Packet for Good Neighbors

PUBLIC NOTICE

Public Notice to Participating Organizations and Neighboring Property Owners

Note: Prior approval by Natural Resources to remove a hazardous grand tree must be obtained

When a permit to remove a hazardous grand tree is issued, either through a TRE or BLD permit record, applicants are required to issue Public Notice, per Tampa Municipal Code (Municode) Section 27-149, as follows:

1. To all Good Neighbor Participating Neighbors within a 300-foot radius from the subject property
2. To all Good Neighbor Participating Organizations
3. To the property owner, as listed in the most current ad valorem tax rolls, if the property owner of where the hazardous grand tree is located is not the applicant.

This Compliance Packet consists of this Cover Page, plus the following five (5) pages:
Good Neighbor Notice for Participating Neighbors (Pg 2) – This guide shows you how to generate a mailing list of Property Owners within a 300-foot radius from the subject property (where the Hazardous Grand Tree is located).

1. **Good Neighbor Notice for Participating Organizations** (Pg 3) – This guide shows you how to generate a mailing list of organizations that requested to be notified of zoning changes, including the removal of Hazardous Grand Trees
2. **Public Notice Checklist** (Pg 4) – This guide contains a checklist of the applicant's responsibilities for mailing a Public Notice. It contains a list of all items needed for a Public Notice and how to complete the process. It must be signed and uploaded to the corresponding permit record application in Accela (TRE- or BLD- , whichever applies).

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3. **PUBLIC NOTICE** (Pg 5) – This Public Notice form must be filled out, signed, and mailed to all Participating Organizations and Property Owners from the lists obtained by following steps on pages 2 and 3.
4. **AFFIDAVIT OF COMPLIANCE** (Pg 6) – This form needs to be filled out, signed, and **notarized**.

After the Public Notice has been mailed according to the instructions in this packet:

Upload copies of the two mailing lists, the Public Notice *Checklist*, the Public Notice, and the Affidavit, to the corresponding TRE or BLD tree removal permit record in Accela. (“**TRE-XX-XXXXXXX**” or “**BLD-XX-XXXXXXX**”).

Upload each document individually. Select “**Other Documents**” as the Document type, and enter **filename** as follows:

1. Mailing list of Participating Neighbors (See Pg 2), stamped by the US Post Office
 - ✓ **Filename: OWNERS**
2. Mailing list of Participating Organizations (See Pg 3), stamped by the US Post Office
 - ✓ **Filename: ORGANIZATIONS**
3. Page 4: The signed and dated PUBLIC NOTICE CHECKLIST
 - ✓ **Filename: CHECKLIST**
4. Page 5: The signed and dated PUBLIC NOTICE
 - ✓ **Filename: NOTICE**
5. Page 6: The signed and dated AFFIDAVIT OF COMPLIANCE
 - ✓ **Filename: AFFIDAVIT**

PUBLIC NOTICE TO PARTICIPATING NEIGHBORS

(Mailed after getting an approved permit to remove a hazardous grand tree, and prior to removing it)

Purpose

Public Notice, per [Municode Section 27-149](#), requires sending a notice to all property owners within

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a 300-foot radius from the subject property where the hazardous tree is located.

To comply with the notice requirements for Property Owners, follow the steps below. If you need additional information or clarification, please call the City of Tampa Natural Resources at 813-274-3100, option 1, or email treequestions@tampagov.net.

Process

Steps for creating the Good Neighbor Mailing List of Participating Neighbors (Property Owners):

1. The mailing list is generated on the Hillsborough County Property Appraiser website: <https://gis.hcpaf1.org/gissearch/>
2. On the upper right of the webpage, click the appropriate radio button next to Address or Folio and enter the address or folio number, then click **“Search”**.
3. On the top left, click on the **“Tools”** tab, and select **“Buffer”** from the available options.
4. In the **Distance** field, enter “300” to indicate the radius of the search.
5. In the **Unit** field, click the down-arrow for available options, and select **“Feet”**.
6. Click **“Buffer”** to produce results of all Property Owners within a 300-foot radius of the address or folio number entered.
7. The results will appear on the bottom of the page, showing on the left, the results and total number of pages of the list.
8. On the right side, click **Mailing Labels** to export the entire list.
9. **IMPORTANT:** Take a screenshot of the buffer notice map produced by the results of above steps, and print out a copy, or create a PDF of the screenshot. This map will later be uploaded with a copy of the mailing list to the permit record in Accela.

Mailing the Public Notice

- A. The PUBLIC NOTICE, on page 5, must be filled out, signed, and mailed to everyone on the list generated as instructed above.
- B. Provide a copy of the mailing list of Property Owners within 300-foot radius (as noted above) to the US Post Office, along with the addressed envelopes containing the Public Notice.

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- C. Request a “Certificate of Mailing” from the Post Office.
- D. Note: Sending each mail piece via Certified Mail can be costly. Instead, requesting a **Certificate of Maling** is economical and will serve as official proof that each mail piece was mailed. The Certificate of Mailing must be stamped by a US Postal Worker.
- E. The stamped Certificate of Mailing, along with and screenshot of the notice map, must be uploaded to the TRE or BLD permit record in Accela. (See Page 1, letter “A” under “**After the Public Notice has been mailed...**”, regarding uploading.)

PUBLIC NOTICE TO PARTICIPATING ORGANIZATIONS

(Mailed after getting an approved permit to remove a hazardous grand tree, and prior to removing it)

Purpose

Public Notice, per [Municode Section 27-149](#), requires sending a notice to all participating organizations within the neighborhood area in which the subject property is located. These participating organizations registered with the City of Tampa to be notified of proposed zoning changes, including notification of removal of hazardous grand trees.

To comply with the notice requirements for Participating Organizations, follow the steps below. If you need additional information or clarification, please call the City of Tampa Natural Resources at 813-274-3100, option 1, or email treequestions@tampagov.net.

Process

Steps for creating the Good Neighbor Mailing List of Participating Organizations:

1. The mailing list is generated on the City of Tampa website, at:
https://apps.tampagov.net/Zoning_Notice_WebApp/
2. At the bottom of the webpage, click “**GO**” next to “**Get listing of organizations to notify**”.
3. Click on “SEARCH FOR ORGANIZATIONS TO NOTIFY”.
4. Enter the **Folio Number** of the subject property, where the hazardous grand tree is located.
5. (To locate the Folio Number, go to the Hillsborough County Property Appraiser website
<https://gis.hcpafl.org/gissearch/>)

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6. After entering the Folio Number, click “**Get Details**”.
7. The list of participating organizations will be displayed at the bottom of the page.
8. Export the entire list by clicking on “Export to Excel” or “Export to PDF”.

Mailing the Public Notice

- A. The PUBLIC NOTICE, on page 5, must be filled out, signed, copied, and mailed to everyone on the list.
- B. Provide a copy of the Good Neighbor Participating Organizations mailing list to the US Post Office, along with the addressed envelopes containing the Public Notice.
- C. Request a “Certificate of Mailing” from the Post Office.
- D. Note: Sending each mail piece via Certified Mail can be costly. Instead, requesting a **Certificate of Mailing** is economical and will serve as official proof that each mail piece was mailed. The Certificate of Mailing must be stamped by a US Postal Worker.
- E. The stamped Certificate of Mailing must be submitted to the City of Tampa with the Affidavit of Compliance, on page 6.



PUBLIC NOTICE CHECK LIST

APPLICANTS' RESPONSIBILITY

Enter Complete Permit Application Number (TRE or BLD):

MAILED NOTICE

Participating Neighbors: (all property owners within 300-feet of the subject property and dated variance/buffer notice map upon which the list is based, obtained from the Hillsborough County Property Appraiser's office or via its official website/Web-based GIS service). Please note that the list received from the Hillsborough County Property Appraiser cannot be produced more than six (6) months prior to the date of the filing for the pending application.

- **Mailed by "Certificate of Mailing" through the United States Post Office**
(Submit stamped receipt from the Post Office with the Affidavit of Compliance, to serve as proof of mailing)

Participating Good Neighbor Organizations (all organizations registered at www.tampagov.net/ldc) who requested notification

- **Mailed by "Certificate of Mailing"** to the address of the authorized representative of the participating organization.

Submittal of **AFFIDAVIT OF COMPLIANCE (Exhibit C)**

- **Submitted to:** City Center at Hanna Avenue, Development & Growth Management, 2555 E Hanna Avenue, Tampa, FL 33610 or uploaded in th Accela system to the corresponding "TRE" or "BLD" Permit Record.

Attachments to the **AFFIDAVIT of COMPLIANCE must include:**

- The *stamped* Certificate of Mailing to participating Good Neighbor Property Owners and participating Organizations.
- The ad valorem tax rolls used for providing notice to participating Good Neighbor Property Owners and Organizations.
- A copy of the mailed Public Notice.
- The official mailing list of Property Owners and dated variance/buffer notice map upon which the list is based (obtained from the Hillsborough County Property Appraiser's office or via its official website/Web-based GIS service), shall be considered the most current tax roll, so long as the list has been produced no more than six (6) months prior to the date of the filing for the pending application.
- The list of participating Good Neighbor Organizations, to which the Public Notice was provided, that includes the mailing address and authorized representative.

I reviewed and understand the above requirements for public notice.

APPLICANT'S SIGNATURE

DATE

APPLICANT'S PRINTED NAME

Application for Hazardous Grand Tree Removal

CITY CENTER AT HANNA AVENUE
Development & Growth Management Dept
2555 E Hanna Avenue
Tampa, FL 33610
(813) 274-3100, Option 1



Permit Application Number: _____

GOOD NEIGHBOR NOTICE
TO PARTICIPATING ORGANIZATIONS
AND TO
PARTICIPATING PROPERTY OWNERS

PUBLIC NOTICE



Date

Parcel Address

Tree Species:

Tree Size (DBH):

Tree Location on Property:

Dear Good Neighbor: Participating Property Owner and/or Participating Organization,

Please be advised that the Natural Resources Coordinator has received a request for the above-described Hazardous Grand Tree Removal application and has determined that the tree IS HAZARDOUS, pursuant to City Code, Section 27-43.

As a surrounding property owner/participating organization, you may submit any comments, in writing, to the Natural Resources Coordinator at:

**City Center at Hanna Avenue
Development & Growth Management
2555 E Hanna Avenue
Tampa, FL 33610**

Pursuant to City Code Section 27-284.2.5(h), the Natural Resources Coordinator shall issue the tree removal permit within 15 working days of the Applicant filing the Affidavit of Compliance with the City.

APPLICANT/AGENT CONTACT INFORMATION

Applicant/Agent Name(s): _____

Applicant/Agent Phone No.: _____

Applicant/Agent email address: _____

Applicant/agent (signature): _____

Printed Name: _____

Application for Hazardous Grand Tree Removal

CITY CENTER AT HANNA AVENUE
Development & Growth Management Dept
2555 E Hanna Avenue
Tampa, FL 33610
(813) 274-3100, Option 1



Permit Application Number (TRE or BLD #) _____

AFFIDAVIT OF COMPLIANCE

Applicant Name(s): _____

"That I am (we are) the applicant(s) or agent(s) for the following described property:"

Parcel Address(es): _____

"That this property constitutes the property for which a hazardous grand tree removal permit is requested according to Application Number:"

Permit Application Number (Enter entire number, beginning with TRE or BLD): _____

"That attached is a copy of the postmarked Certificate of Mailing receipt for notice(s) to participating neighbors within 300 feet of the subject parcel and a copy of the notice mailed out. These notice(s) were mailed on:"

Date Mailed: _____

"That attached is a copy of the notice mailed to participating organizations as defined by the City of Tampa regulations. These notice(s) were mailed on:"

Date Mailed: _____

"That the Original List (property owners with addresses & legal descriptions) and Parcel Notice Map, all as generated by the Hillsborough County Property Appraiser, and list of participating organization(s) is attached and made a part of this Affidavit."

Sworn to and subscribed on this date: _____

Signature (Owner/Agent)

Printed Name: _____

Date: _____

ID Presented (Enter ID# above) or Personally known to me

Signature (Owner/Agent)

Printed Name: _____

Date: _____

Notary Signature

Commission Expiration
Stamp or date: