



TREE TRIMMING REGISTRY PROGRAM CRITERIA

I. Program Overview:

The Town of Miami Lakes Tree Trimming Registry Program is designed to ensure that tree care professionals operating within the Town of Miami Lakes adhere to industry standards for safety, environmental stewardship, and proper tree maintenance. Registered tree trimmers who meet the Town's stringent requirements will be listed on the Town of Miami Lakes Arbor Services webpage, providing residents with a reliable directory of certified professionals.

II. Registry Requirements:

1. Certification:

- Companies applying to be registered with the Town must submit proof of certification from recognized organizations, such as:
 - International Society of Arboriculture (ISA) Certified Arborist or
 - Tree Care Industry Association (TCIA) Accreditation
 - American Society of Consulting Arborists (ASCA)
- Other certifications may be considered if they adhere to similar standards, such as the American Society of Consulting Arborists (ASCA).

2. Insurance:

- Applicants must provide proof of:
 - Liability Insurance: A certificate of insurance, reflecting a minimum of three hundred thousand dollars (\$300,000.00) of commercial general liability insurance to include bodily injury and property damage.
 - Workers' Compensation Insurance: A certificate of insurance, reflecting a minimum of three hundred thousand dollars (\$300,000.00) of commercial general liability insurance to include bodily injury and property damage. The applicant shall certify compliance with Chapter 440, Florida Statutes, Worker's Compensation Insurance, as amended. The Worker's Compensation insurance shall be for landscapers and tree trimmers.
- The policy(ies) of insurance shall be issued in the name of the applicant or the business organization. The Town of Miami Lakes shall be named as additional insured. A copy of the required policy(ies) or a copy of a certificate of insurance shall be available for inspection at each site where landscaping or tree trimming activities are in progress.

3. Supplemental Documents:

- A copy of the applicant's valid driver's license or other form of photo identification.
 - A copy of the applicant's current Local Business Tax receipt.
 - Signed acknowledgement that the applicant has been provided a copy of the Town's tree pruning and removal regulations and that the applicant has read and agreed to the requirements.
4. Training and Education:
- At least one staff member must have completed a training program in proper tree pruning practices, as outlined in ANSI A300 Standards for tree care operations. Proof of completion of such training from institutions like UF/IFAS (University of Florida's Institute of Food and Agricultural Sciences) or an equivalent educational provider must be submitted.
 - The program must be renewed every year, with ongoing education to maintain certification.
 - Courses must cover topics such as:
 - Correct pruning techniques
 - Safety protocols (per ANSI Z133 guidelines)
 - Disease prevention and pest management
5. Experience:
- Companies must have at least three (3) years of professional experience in tree trimming or a related arboriculture field.
 - Applicants should provide at least three client references or a portfolio of past projects. References will be verified by the Miami Lakes Parks and Recreation department.
6. Safety Standards:
- All applicants must follow OSHA safety guidelines and provide a documented safety program that includes the use of proper personal protective equipment (PPE) and safe worksite practices.
7. Environmental Best Practices:
- Companies must adhere to environmentally sustainable practices, including proper disposal of green waste and minimizing damage to surrounding vegetation.
 - Tree care must align with the Florida-Friendly Landscaping™ principles, which promote the health of the urban forest by conserving water, protecting water quality, reducing waste, and creating wildlife habitats. For more information, applicants can visit <https://ffl.ifas.ufl.edu/about-ffl/9-principles/> or request resources from the Town's Parks and Recreation Department.

III. Registration Process:

1. Application Submission:
- Companies interested in becoming registered must complete an online application form on the Miami Lakes Arbor Services website.

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- 2. Application Fee:
 - A non-refundable application fee of \$100 is required for companies applying for registration. The fee covers the processing and review of the application, including verification of certifications, insurance, and references.
 - Please make checks payable to **Town of Miami Lakes**.
 - Checks should be mailed or delivered to:

**Town of Miami Lakes
6601 Main Street, Miami Lakes, FL 33014
Attention: Parks and Recreation Department**

- The application will not be processed until payment has been received.
- 3. Review and Approval:
 - The Parks and Recreation Department will review applications to ensure they meet all requirements.
 - An inspector from the Town of Miami Lakes will conduct an on-site review of the company's practices if necessary or concerns are presented from the public.
- 4. Issuance of Registration:
 - Upon approval, a digital certificate and badge will be issued to the company. This badge can be displayed on their website or marketing materials. Physical badges are also available upon request to display on company vehicles and uniforms for public visibility.
 - Registered companies will be listed in a public directory on the Miami Lakes website for residents to view and be referred to by Town Staff.
- 5. Terms of Registration:
 - Registration shall be valid for a period of (1) one year (January 1 – December 31).
 - Registration is not transferable or assigned to any other person or entity.
 - Landscaper's whom perform work within the Town shall have the name as shown on their landscaper registration clearly marked on each of their vehicles located on site: and can display a Town-issued registration Decal **on each vehicle working within the Town.**

IV. Maintaining Registration:

- 1. Renewal Fee:
 - A \$75.00 annual registration fee is due on or before January 1st of every year.
 - Companies are required to submit updated proof of certification, insurance, and any changes to their personnel or practices.
- 2. Ongoing Education
 - Companies must complete a minimum of 8 hours of continuing education in arboriculture and tree care annually to maintain certification. At least one

employee must take refresher courses every two years in proper pruning techniques (ANSI A300 Standards) and safety protocols (ANSI Z133). Proof of ongoing training must be submitted with the renewal application.

3. Compliance Checks:

- Miami Lakes will perform random audits of registered companies to ensure they are maintaining the standards set forth in the program.

4. Public Feedback:

- Residents will have the ability to submit reviews and feedback on the performance of registered tree trimmers, helping to ensure ongoing accountability and service quality.

V. Public Registrar:

1. Directory of Approved Companies

- Once registered, companies will be added to a searchable online directory available to all residents. Each listing will include:
 - Company name
 - Contact information
 - Certifications and credentials
 - A link to the company's website