



## LANDSCAPE PERMIT APPLICATION

### Instructions

1. The applicant must fill and sign below, and provide all material listed under *Submittal Requirements*; otherwise, the request will be considered INCOMPLETE and NOT accepted for processing.
2. Landscape Permit fees are based on the City's Fee Schedule as amended and paid at the time of application, unless a fee exemption is requested and approved. **Fees shall be doubled for work done without a permit.** As special service costs may vary, the final amount will be reconciled upon receipt of invoices from the consultants.

**For more information, refer to the City of Greenacres Code of Ordinance Article VII regarding landscaping.**

### Project Details

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Control Number (PCN): \_\_\_\_\_

*(If more than one PCN is included in the application request, please check here ☐ and attach a list of all PCNs involved.)*

Total Value of Work: \$ \_\_\_\_\_ Type of Work: ☐ Relocation ☐ Removal ☐ Site Clearing

Detailed Description of Work: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

### Tree List to be Complete by Applicant (Please add separate list as necessary) \*

# Identified on Plan/Survey	Species / Botanical Name	Common Name	Caliper in inches for Tree/ Clear Wood or Clear Trunk in feet for Palm	Relocating (Y/N)	Removing (Y/N)

### Landscape Inspection

- I confirm that the site will be clearly identified and accessible for the inspector to verify the accuracy of the tree survey.
- I acknowledge that a copy of the permit shall remain on site at all times prior to commencement of tree removal.
- The installer is responsible for having underground utilities located by calling 811 for proper location, prior to any digs.

Is there a locked gate or any reason that would hinder our access to your property for inspection?

☐ No ☐ Yes (Please explain): \_\_\_\_\_

Applicant Information and Application Certification	
Property Owner	Agent/Contractor
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
<p><b>APPLICANT CERTIFICATION:</b> I affirm and certify that I will comply with all provisions and regulations of the City of Greenacres. I certify that all statements and diagrams submitted herewith are true and accurate to the best of my knowledge and belief. Further, I understand that the application, attachments, and fees become part of the City's Official Records of the of Greenacres and are not returnable.</p> <ul style="list-style-type: none"> <li>• I acknowledge that tree replacement(s) shall be required where minimum tree requirement is not met upon removal as authorized by this permit.</li> <li>• I acknowledge that submitting a permit application does not constitute approval, and the issuance of a Landscape permit is required before I remove any tree(s) on the subject property.</li> <li>• I acknowledge the exemption for permits under the provisions set forth in Code Section 16-1249 must be met prior to submittal of Tree Removal permit application.</li> </ul> <p><b>WARNING TO OWNER:</b> Issuance of a permit by the City does not create any right on the part of an applicant to obtain a permit from any other local, state, or federal agency. If the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a local, state, or federal agency or undertakes actions that result in a violation of local, state, or federal law, issuance of a permit does not create any liability on the part of the municipality. Further, this permit does not ensure compliance with the Homeowners Association's rules, regulations and/or deed restrictions.</p> <p>Signature of Applicant: _____ Date: _____</p>	

Submittal Requirements	
<input type="checkbox"/>	1. Application Fee
<input type="checkbox"/>	2. Agent's authorization or power of attorney must be attached if applicant is other than owner.
<input type="checkbox"/>	3. Provide assessment of conditions (good, fair, and poor).
<input type="checkbox"/>	4. Landscape plans that show all required information. Plans are to be a minimum size of 11" x 17". <ul style="list-style-type: none"> <li>a. Show all existing trees to remain labeled as E for existing.</li> <li>b. Show all structures</li> <li>c. Show the driveways and parking area dimensions</li> <li>d. Show all buffers.</li> </ul>
<input type="checkbox"/>	5. If irrigation work is required, a Building Permit shall be submitted to the Building Division in conjunction with this application.
<input type="checkbox"/>	6. A thumb drive with all the above information included. Each document must be in an individual PDF format (ex: A five-page form is to be converted into ONE PDF document.)
<input type="checkbox"/>	7. <b>Common Area and Nonresidential:</b> Landscape Plan signed and sealed by a Florida licensed landscape architect unless waived by the Development and Neighborhood Services Director. If applicable, provide previously approved Landscape Plan with clouded proposed modification, etc..
<input type="checkbox"/>	8. Depending on the nature of your application, additional items, plans, or studies may be required. Please check with the Planning, Engineering, & GIS Division at the time of submittal as well as during the processing period.



## **LANDSCAPE APPLICATION INFORMATION AND INSTRUCTIONS**

**NOTE: This is a general outline and is subject to change.**

- **Single family homeowners may be their own contractor and submit their own Landscape Permit Application.**
  - Properties other than single family homes shall have a licensed contractor submit a Landscape Permit Application.
  - Landscape Permit fees are based on the City's Fee Schedule as amended unless a fee exemption is requested and approved. **Fees shall be doubled for work done without a permit.**
  - Landscape Permits are required for the removal of all trees within the municipal limits unless:  
1) it is a prohibited tree as listed in table 16-1312(a) of the Code of Ordinances; 2) the tree poses an unacceptable risk, if removal is, in the only means of practically mitigating its risk below moderate as outlined in **Best Management Practices-Tree Risk Assessment, Second Edition (2017)** and documented by a Florida licensed landscape architect or ISA certified arborist; and 3) trees with a trunk less than one (1) inch in diameter measured at a point which is at least four and one-half (4 ½) feet above finished grade.
1. Complete the Landscape Permit Application and provide the required submittal items to the Building Division via email at [permitcenter@greenacresfl.gov](mailto:permitcenter@greenacresfl.gov) for processing; a permit number will be issued to track your permit status. If replacement trees are required, the replacements must meet the City Code requirements. A pamphlet outlining the City's replacement trees is available on the City's webpage.
  2. The permit application will be routed to the Planning, Engineering & GIS Division for review. If the documentation provided is incomplete, this office may perform a site inspection of the property to verify accuracy of the documents submitted with the permit application.
  3. If the permit is denied, the applicant will be notified for corrections to be made. **Submittal of a Landscape Permit Application does not constitute approval; the issuance of a Landscape Permit is required before any trees are removed from the subject property.**
  4. If the permit is approved, the permit shall be processed and routed back to the Building Division for permit issuance. The applicant will be notified when the permit is issued.
  5. Once the permit is issued, work can be performed in accordance with permit conditions.
  6. After all work is completed, the contractor must schedule an inspection. If a replacement tree is required, it must be installed prior to calling in for an inspection. If requested by Monday, this inspection will be performed on the next available Friday. The contractor or representative must be present at the inspection and all permit information must be readily available. To schedule a landscape inspection for the tree permit, contact the Building Division at (561) 642-2062 or via email at [inspections@greenacresfl.gov](mailto:inspections@greenacresfl.gov)
  7. If the inspection fails, a re-inspection will be required, and applicable fees may apply.
  8. Upon approval of the inspection, the permit will be closed.