



**CITY OF GREENACRES  
PLANNING AND ENGINEERING DEPARTMENT  
POLICY AND PROCEDURES**

**POLICY#** PDO-009  
**ISSUED:** 08/03/14  
**EFFECTIVE:** 08/03/14

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**SUBJECT:** Review and Inspection Procedures for Landscape Permits

**CROSS REFERENCE:** Landscape Code, Section 16-1245  
Chapter 16, Article I, Section 16-2  
Chapter 16, Article II, Division 9

**PURPOSE:** To establish procedures for the processing of reviews of landscape permits for tree removal and to establish inspection procedures for landscape permits.

**POLICY:** The review of proposed civil engineering work and the inspection of civil engineering construction shall be conducted so as to ensure that City Code requirements are met and that the life safety, health, and welfare of the public are protected. The work shall be organized in a manner to provide efficient and effective use of City resources, including the resources of the Planning and Engineering Department and the Building Department. For the purposes of this policy, "civil engineering" shall be considered to include striping, sidewalks, paving, grading, stormwater drainage, potable water and sanitary sewer systems, and construction within a road right-of-way.

For private development projects with a private engineer of record, water and sewer utility installation shall be inspected by the engineer of record and the Palm Beach County Water Utilities Department. Since the City will not need to perform inspections of these components, their cost should be excluded from the "cost of work" used to calculate permit fees.

**PROCEDURE:**

1. Site Plan conceptual engineering reviews shall be conducted by the Department's assigned project manager and the City's consulting engineer, with a list of written comments generated.
  - a. The Zoning Administrator shall coordinate distribution of the plans for review, with the work divided between the City's consultants on an alternating basis. Firms with a relationship to the project (such as the subject branch or another branch office of the firm having prepared the plans, etc.) shall not be used and the review shall be done by the City's other consultant.
  - b. The project manager shall ensure that the review comments are distributed to the applicant as part of the Land Development Staff comment package and shall ensure that the comments have been adequately addressed prior to the proposal being heard by the Planning Commission. Depending on the nature and complexity of the comments, the proposal may or may not need further review by the consulting engineer to determine satisfaction of the comments. This shall be determined by the Zoning Administrator and Planning & Engineering Director.

2. The project manager shall include a condition of approval within the staff report to address drainage permitting through the South Florida Water Management District, the Lake Worth Drainage District, and any other jurisdiction receiving stormwater discharge from the project (Florida Department of Transportation, Palm Beach County, or the City of Greenacres). The project manager shall also include a condition of approval to address National Pollution Discharge Elimination System (NPDES) permitting requirements. Examples:

a. Other Drainage Permits Required:

“Permits from the South Florida Water Management District, Lake Worth Drainage District, and Palm Beach County Land Development (or Florida Department of Transportation or Greenacres as appropriate depending on if the adjacent roadway system is being used for outfall and who owns the road), as required, for the stormwater management system must be obtained prior to the issuance of building permits.”

b. NPDES for properties with less than 1 acre of land to be disturbed by development:

“In accord with the requirements of the National Pollution Discharge Elimination System (NPDES), best management practices shall be used to control runoff from construction activities.”

c. NPDES for properties with 1 acre or greater of land to be disturbed by development:

“In accord with the requirements of the National Pollution Discharge Elimination System (NPDES), a Storm Water Pollution Prevention Plan, Owner/Operator Certification, and Notice of Intent shall be submitted and accepted by the City prior to the issuance of building permits.”

3. Permit plan reviews and inspections shall be conducted in accord with the enclosed matrix (Attachment A) based on the type of project or proposal. Such review shall ensure that City Code requirements are met and that all necessary outside agency permits (SFWMD, LWDD, PBC Land Development, FDOT, PBCWUD, NPDES as appropriate) have been issued prior to the issuance of the City permit.

**REVISED:**

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Planning and Engineering Director