



City of Greenacres
Department of Development and
Neighborhood Services
Planning, GIS and Engineering Division
5800 Melaleuca Lane, Greenacres, FL 33463
Phone: 561-642-2054, Fax: 561-642-2049

Tree Permit 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 Tree Permit Application.
 - All properties other than single family homes shall have a licensed tree contractor submit a Tree Permit Application.
 - The Tree Permit fee is based upon the job value unless a fee exemption is requested and approved. Fees are doubled for work done without a permit. If mitigation is required, mitigation fees will be included.
1. The permit application is available at City Hall in the Building Division or on the City's webpage www.greenacresfl.gov.
 2. Complete the Tree Permit Application; mark a survey or site plan where the existing trees you wish to remove are located and where any replacement trees will be planted; provide documentation to support the tree removal, provide information on the number, size, and condition of any replacement trees and include a copy of an assessment or appraisal listing the tree number, size, condition, status and \$ dollar value for each existing tree on site if applicable. If replacement trees are required, a pamphlet outlining a list of recommended replacement trees is located on the City's webpage www.greenacresfl.gov.
 3. Submit the completed permit application, survey, documentation for tree removal and/or replacement trees and assessment copies (if applicable) to the Building Division and a Permit number will be issued. This number is your tracking number for your permit status.
 4. The permit application is then routed to the Planning, GIS and Engineering Division. If the documentation provided is not sufficient, this office may perform a site inspection of the property to verify accuracy of the documents submitted with the permit application.
 5. If the permit is rejected, the applicant will be notified for corrections to be made.
 6. If the permit is approved, the permit is processed and routed back to Building Division for issuance. The applicant will be notified when the permit is ready and the total cost will be available at that time.
 7. Once the permit is issued, work can be performed in accordance with permit conditions.
 8. 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 by email at inspections@greenacresfl.gov
 9. If the inspection is disapproved, a re-inspection is required and applicable fees may apply.
 10. Upon approval of the inspection, the permit will be closed.

NOTE: If the property is under citation from the Code Enforcement Division, the property agent must contact the Code Compliance Division at 561-642-2043 for information regarding compliance.

**For further assistance, please call the Planning, GIS and Engineering Division at
561-642-2054 or visit the Planning, GIS and Engineering web page at
www.greenacresfl.gov**