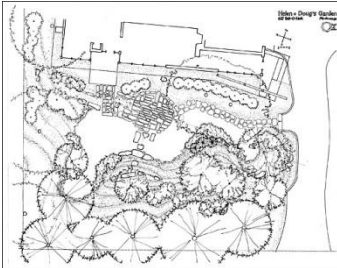




# LANDSCAPING PERMIT APP. SUBMITTAL INFO

Rev: 1 | Revision Date: 2/21/2017 | Print Date:  
2/21/2017 I.D. Number: LANDAPPINFO



This permit application is used for compliance with:

- General Landscaping
- Retroactive Vehicular Use
- Code Enforcement
- Permit Renewal
- Change of Contractor

This application process is required for both public and private property for the installation, removal, or replacement of any required landscaping, as per ULDR Section 47-21.4.

1) All items listed shall be submitted:

- A completed landscape permit application.
  - Both sides of the application shall be filled out. For areas that do not apply, write “n/a”.
  - For single family homes, the property owner may qualify the permit, so in area #2 you may indicate ‘owner’.
  - The owner and contractor signatures must be notarized.
- Two copies of a survey or site plan of the property illustrating the location of all existing landscaping.
- Two copies of a corresponding assessment of all existing landscaping. This shall include, in list format:
  - botanical/common name of all material
  - overall height of all material
  - quantity of plants
  - condition of plants
  - status for each (remove, remain, relocate)
- Two copies of a proposed landscape plan. This must be a professional, scaled drawing and include requirements as per ULDR 47-21.6.
- All items shall be submitted in person to:  
Sustainable Development Center  
Building Services Division  
700 NW 19<sup>th</sup> Avenue  
Fort Lauderdale, FL 33311

- Once the permit application and items are submitted, staff will assign an application number and route the items to Landscape Office for review. There is not a difference in routing for either submittal method. Note that incomplete information will not be accepted.
- The information will be field verified by Landscape staff.
- Once information is reviewed and verified, the department shall determine compliance with code requirements. Approval conditions may be noted and the permit application is processed for issuance.
  - If determined by the department that there are large desirable existing trees and the proposed site plan will not preserve such a tree, then the permit may be denied by the department and revised plans shall be submitted.
  - If further information is required, the applicant will be contacted with a status update, or the applicant can track the status online.
  - If the application is approved, the applicant will be contacted with a status update, or the applicant can track the status online. The permit is ready to be issued.
- Once the permit application is paid for, the permit shall be issued to the applicant. The permit and approved plans must be posted on the jobsite. The approved work may then commence on site.
- It is recommended to schedule a landscape job-check inspection for preliminary discussion of planting locations, etc. There is no fee for this service and it is helpful to the applicant to discuss options with the inspector before work is performed.
- Once permitted work is completed, a final landscape inspection shall be scheduled by applicant.
- Once inspection is passed, the permit will be closed.

**For further information, please visit our website at [www.fortlauderdale.gov](http://www.fortlauderdale.gov)**