



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) A completed landscape permit application.
 - i) Both sides of the application shall be filled out. For areas that do not apply, write "n/a".
 - ii) For single family homes, the property owner may qualify the permit, so in area #2 you may indicate 'owner'.
 - iii) The owner and contractor signatures must be notarized.
 - b) Two copies of a survey or site plan of the property illustrating the location of all existing landscaping.
 - c) 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)
 - d) Two copies of a proposed landscape plan. This must be a professional, scaled drawing and include requirements as per ULDR 47-21.5.

- 2) All items shall be submitted:
 - a) In person to the Sustainable Development Center Building Services Division
700 NW 19th Avenue
Fort Lauderdale, FL 33311 or
 - b) By FAX to Building Services Division
(954) 828-6330.

Note that FAX permits are a copy of the original which allows the review process to start. The original permit application must be submitted to complete the review and permit issuance. A permit will not be issued without the original application on file.

- 3) Once the permit application and items are submitted, staff will assign an application number and route the items to Landscape Office for review. Note that incomplete information will not be accepted.
- 4) The information will be field verified by Landscape staff.
- 5) 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.
 - a) 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 tree permit may be denied by the department and revised plans shall be submitted.
 - b) If further information is required, a landscaping staff representative will contact the applicant to obtain owner acceptance of permit conditions of approval prior to issuance of permit.
- 6) 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 work may then commence on site.
- 7) 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.
- 8) Once permitted work is completed, a final landscape inspection shall be scheduled by applicant.
- 9) Once inspection is passed, the permit will be closed.

For further information, visit our website at www.fortlauderdale.gov