



TOWN OF OCEAN RIDGE

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Landscape Alteration Checklist

Please review Town Code Article IV – Landscaping and then submit the following along with the permit application:

For Native/Specimen Tree(s) Removal Only (& Other Misc. Trimming/Removal Projects):

- Tree Removal Permit Application;
- Two (2) copies of a plans shall include and exhibit the following (per Town Code Section 66-151 (C) (3) (a-g):
 - Diagram of the property at a scale no less than one inch equals 30 feet, which identifies any tree to be removed, its location, common name and DBH, any existing or proposed development on the site, and details of replacement stock to be planted, including location, size and species.
 - Name, signature, address and telephone number of all fee simple property owners.
 - Legal description of the property and property control number,
 - North arrow, scale and identification of street abutting the property.
 - Reason for the removal or replacement of trees(s).
 - Identification and location of each historic or specimen tree.
 - A plan legend, showing designations and methods used.
- Contractor's Palm Beach County Business Tax Receipt and/or FL Dept. Business & Professional Regulation State License;
- Contractor's general liability insurance and worker's compensation or exemption;
- An Arborist may be required to certify work being performed;
- Construction Site Management Handbook;
- Fill Permit Application & Fee (if applicable).
- \$10.00 fee (cash or check only)

For Major Landscape Remodeling (not associated with additions, new structures):

- Building Permit Application;
- Three (3) copies of a tree survey shall include and exhibit the following (per Town Code Section 66-151):
 - A tree survey shall be to scale no less than one inch equals 30 feet, which identifies trees by location, common name and diameter breast height (DBH), and which also shows the following information:
 - Identification and location of each historic specimen tree;
 - Existing trees to be removed, relocated, or retained; or
 - Replacement stock to be planted;
 - Existing trees to be removed and trees to be retained requiring protection shall be clearly designated on-site; method of designation shall be included on the plans submitted for review, and each tree shall be designated as to species and approximate size;
 - Existing and proposed utility easements; and
 - Existing and proposed improvements on the site.
- Three (3) copies of signed and sealed Landscaping Plan
- Contractor's Palm Beach County Business Tax Receipt and/or FL Dept. Business & Professional Regulation State License;
- Contractor's General Liability Insurance and worker's compensation or exemption;
- An Arborist may be required to certify work being performed;
- Contract/proposal;
- Construction Site Management Handbook;
- Notice of Commencement if estimated cost is \$2,500+;
- Fill Permit Application & Fee (if applicable).
- \$300.00 fee (cash or check only)

For environmentally sensitive areas, proof of approval from appropriate agencies will be required.

Please Note: After application has been accepted by the Building Clerk, the Building, Zoning, and/or Engineering Depts. will then review and this process could take approximately 4 weeks. Any comments received from these departments will be forwarded to the Point of Contact on the building permit application.