



# TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435  
(561) 732-2635 Main ♦ (561) 737-8359 Fax  
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

## Tree Permit Application

To: Administrative Official

Date: \_\_\_\_\_

Fee: \$10.00 (cash or check only)

Permit No.: \_\_\_\_\_

Please review the Tree Checklist and Town Code Section 66-151 prior to applying for the tree permit.  
*Note: For environmentally sensitive areas, proof of approval from appropriate agencies will be required.*

Owner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

PCN: 46-43-45 \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Species of Tree(s) and Work Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Therefore, in consideration of the granting of this permit, the undersigned, the owner and the contractor agree to perform the tree(s) alteration and/or removal, acknowledging that all ordinances and regulations of the Town of Ocean Ridge shall be complied with whether herein specified or not. The lot shall be left in a clean and manageable condition.

<b>PROPERTY OWNER</b>	
_____ Property Owner's Signature	
_____ Printed Name	
<b>NOTARY</b>	
Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20____.	
_____ Notary Signature	Stamp
Personally Known: _____ or ID: _____	

<b>AUTHORIZED AGENT</b> <small>(Attach Affidavit to Appoint Agent Form)</small>	
_____ Authorized Agent's Signature	
_____ Printed Name	
<b>NOTARY</b>	
Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20____.	
_____ Notary Signature	Stamp
Personally Known: _____ or ID: _____	



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## FOR OFFICIAL USE ONLY

Paid: \$ \_\_\_\_\_ cash \_\_\_\_\_ check # \_\_\_\_\_ Date Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

Permission is hereby granted to remove the tree(s) as described above and per the survey submitted with this permit application. The person holding an approved tree alteration permit shall notify the administrative official prior to the scheduled removal and/or alteration of the tree(s), allowing sufficient notice for necessary site inspections. This permit shall expired one year from the date of issue, unless extended for no more than 60 days by the administrative official for good cause shown.

\_\_\_\_\_  
Administrative Official

\_\_\_\_\_  
Date



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## Tree Checklist

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

### Sec. 66-151. – Tree permits.

- (a) Permit required. Except as provided herein, it shall be unlawful for any person to cut down, damage, destroy, move, or remove any tree, or to authorize the same, without first obtaining a tree removal permit.

#### Information Needed:

- Tree Alteration 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, altered, and/or relocated, 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)

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