



CITY OF WEST PARK
LANDSCAPING PERMIT CHECKLIST

This Permit Application is for:

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

Required Permit Applications:

- [Landscape Permit](#)
- [Engineering Permit](#) (for tree work in public right-of-way areas)

Permit Review Stops:

- Landscape
- Engineering (if applicable)

Minimum Plan Submittal

- A completed [Tree Permit Application](#).
 - Both sides of the application must be completed. 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 must include, in list format:

- Botanical and 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.

***Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**