



CITY OF WEST PARK
**TREE REMOVAL RELOCATION
PERMIT CHECKLIST**

This Permit Application is for:

- Relocation of trees/palms
- Removal of trees/palms
- Removal of Specimen Tree(s)
- Relocation of Specimen Tree(s)
- Change of Contractor
- Renewal of Tree Permit

Required Permit Applications:

- [Tree Permit Application](#)
- [Right of Way Permit Application](#) (if proposed work includes area in public right-of-way areas)

Permit Review Stops:

- Landscape
- Engineering (if proposed work includes area in public right-of-way areas)

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 a single family home, the property owner may qualify the permit as the owner, so in area #2 on the application, indicate ‘owner’.
 - For a stand-alone Tree Permit Application for properties other than single family homes, the contractor must be a Broward County Registered Tree Trimmer and a City of Fort Lauderdale Registered Contractor.
 - The owner and contractor signatures must be notarized.
- Two copies of a survey or plan of the property illustrating the location of all existing trees and palms on site. These locations must be numbered.
- Two copies of a corresponding assessment of all existing trees and palms. This must include, in list format:
 - tree number
 - botanical and common name
 - overall height
 - trunk diameter measurement at chest height for trees
 - clear trunk measurement (height of trunk from ground to base of palm frond) for palms
 - condition percentage rating
 - status (remove, remain, relocate)
- For specimen trees, an ISA Certified Arborist report must be submitted.



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Other Requirements

- [Landscaping Permit Application](#) (if proposed work includes area in public right-of-way areas).

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