



DEVELOPMENT SERVICES DEPARTMENT – BUILDING DIVISION

LANDSCAPING PERMIT CHECKLIST

Rev: 2 | Revision Date: 3/7/2024 | Print Date: 3/7/2024 I.D. Number: LP

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 Steps:

- 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.
- Survey or site plan of the property illustrating the location of all existing landscaping.
- 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)
- Proposed landscape plan. This must be a professional, scaled drawing and include requirements as per ULDR 47-21.6.

Other Requirements:

- [Engineering Permit](#), [Owner/Builder Affidavit Form](#), [Zoning Affidavit](#), [City Engineer Swale Profile Detail](#), and [Landscape Permit Application](#) (if proposed work includes areas in the public right-of-way).

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