



Community Development Zoning Division

18400 Murdock Circle, Port Charlotte, FL 33948
Phone: (941) 743-1964 (941) 743-1230
Fax: (941) 743-1598
www.charlottecountyfl.gov

Landscape Permit - Application

Received By: _____	Date Received: _____
Receipt Number: _____	Permit Number: _____
(Office use only)	

APPLICANT: Please respond to all of the questions as appropriate. When additional space is needed, attach additional pages and number the response accordingly.

SUBMITTAL REQUIREMENTS: For landscape plans submitted outside of the Site Plan Review process and landscape plans submitted as revisions to previously approved plans, submit **ONE** signed and sealed copy of the landscape plan. After the landscape plan has been found in compliance with County Code, **FOUR** additional signed and sealed copies of the approved plan must be submitted to receive final approval and landscape permit.

For Site Plan Review - follow Site Plan Review process.

This application is for:

- New Landscape Plan
- Revised Landscape Plan (Provide Number: LS/ _____)

****All lines must be filled in and all documents attached or application will not be accepted****

1. Project Name: _____
2. Property Address: _____ (Job Address) (Address) (City) (Zip)
Tax ID/Parcel Number: _____
Lot(s): _____ Block(s): _____ Subdivision: _____
Section(s): _____; Township: _____ (South); Range: _____ (East)
3. Name of Applicant: _____ _____ (Address) (City) (State) (Zip) _____ (Phone Number) (Fax Number) (E-mail Address)
4. Landscape Architect: _____ _____ (Address) (City) (State) (Zip) _____ (Phone Number) (Fax Number) (E-mail Address)
LA's License Number: _____
5. Property Owner(s) of Record: _____ _____ (Address) (City) (State) (Zip) _____ (Phone Number) (Fax Number) (E-mail Address)
Owner's Authorization: Should an applicant not be the owner of the property the applicant must submit a notarized authorization giving the applicant the right to apply for this permit.

(Return completed form to the Zoning Office)



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6. Property Size (acres): _____

7. Existing Zoning District Designation: _____

8. Existing Land Use: _____

9. Comprehensive Land Use Designation: _____

10. Is the property located within a DRI (Development of Regional Impact)? Yes No
If yes, state which DRI: _____

11. Is the property located within the Charlotte Harbor CRA? Yes No

12. Is the property located within the ECAP (Enterprise Charlotte Airport Park?) Yes No

13. Is the property located within the Manasota/Sandpiper Key Overlay District? ... Yes No

14. Is the property located within the U.S. 41 Overlay District? Yes No

15. Are there any current zoning requests filed and/or pending decision? Yes No
If yes, indicate the type of request and the petition number: _____

16. Has this property received any other County approvals? Yes No
If yes, provide petition numbers:

a. Site Plan Review: _____

b. Variance: _____

c. Special Exception: _____

d. Tree Permit: _____

e. Occupation of Easement: _____

f. Release of Easement: _____

g. Building Permit: _____

h. Rezoning: _____

i. County Stormwater: _____

j. Other: _____

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17. Have Florida-Friendly landscape design principles been employed in the plans?

Yes No Provide explanation: _____

18. Is the landscape installation proposed to be phased?**Yes****No**

If yes, are phasing lines and all information clearly identified on the landscape plan?

ENVIRONMENTAL INFORMATION

19. Are all trees to be preserved and/or removed shown on the Landscape Plan?

.....**Yes****No**

20. Please provide a brief description of existing vegetation found on the property:

21. Is a Conservation Easement proposed for the site?**Yes****No**

If so, is it shown on the landscape plans?**Yes****No**

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Affidavit of Applicant

(To be completed by **ALL** applicants)

I, the undersigned, being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owners of the majority of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all sketches, data and other supplementary matters attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application may be considered, and that if I am not the owner of the property, I have attached a notarized authorization from the owner(s) to submit with this application. I further agree to comply with all stipulations and conditions that might be required by Charlotte County for approval of the landscape plan should it be approved.

State of _____, County of _____ The foregoing

The foregoing instrument was acknowledged before me, by means of physical presence or online notarization, this ___ day of _____ 20___, by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Signature of Notary

signature of applicant (or Agent)

Printed name of Notary

printed name of applicant (or Agent)

Commission Number

Property Owner's Consent

I, _____, property owner of _____
(printed name of owner)
do hereby give _____ permission to file this application for review of landscape plans for this property: _____

State of _____, County of _____

The foregoing instrument was acknowledged before me, by means of physical presence or online notarization, this ___ day of _____ 20___, by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Signature of Notary

Signature of Owner

Printed Name of Notary

Commission Number

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Landscape Plan Review - Sufficiency Check List

Submit:	Provided? Yes / No	Notes:
1. Complete Application:		
2. Fee:		
3. Landscape Plans (see Submittal Requirements, page 1):		
4. Tree Survey or inventory with all Heritage Trees identified:		
5. The following items must be indicated on the plans:		
5a Note on plans stating: " <u>Alterations to landscaping & buffers require the PRIOR written permission of Charlotte County.</u> "		
5b Property Lines:		
5c Street names:		
5d North Arrow:		
5e Graphic Scale:		
5f Zoning of development site and all surrounding properties:		
5g Parking spaces, access aisles, driveways, sidewalks, etc.:		
5h Notation of Section 3-9-100(g) Maintenance :		
5i Preservation Areas:		
5j Existing & proposed utility lines and stormwater lines (should be located 10' minimum from critical root zone):		
5k Existing & proposed easements:		
5l Existing & proposed overhead lines located on or adjacent to the development site:		
5m Trees installed adjacent to OHL must comply with Section 3-9-100.3, Exhibit 7 and FPL Guidelines:		
5n Size of development (square feet / gross acreage) :		
5o Tree point requirement (1 point per 2000 sq. ft.):		
5p Tree points provided:		
5q Number of trees provided:		
5r Number of species required (Section 3-9-100, Exhibit 1) verify that no individual species comprises more than 60% of the mix:		
5s Number of non-native trees allowed:		
5t Number of installed or relocated palms allowed:		
5u Sizes of all existing trees and palms (in caliper inches measured at 12" above grade):		
5v Multi-stem trees must have at least 1 stem equal to 2" cal.:		
5w All tree types in compliance with Section 3-9-100.3, Exhibit 8:		
5x Linear footage of the property abutting R-O-W (separate segments & exclude ingress/egress points):		
5y Perimeter Landscape Strips (PLS) 8' wide:		
5z Number of trees required for each segment of PLS:		
5aa Trees provided (1/35 L.F.) not planted more than 50' apart:		
5bb Number of shrubs required in PLS:		

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(continued) Landscape Plan Review - Sufficiency Check List

5cc	Size of shrubs at time of planting at least 18" (3 gal.):		
5dd	Shrub spacing 18" to 36" on center:		
5ee	Species type which attains a height of 4' at maturity:		
5ff	Shrubs for decorative perimeter landscaping at least 12" min. at time of planting:		
5gg	Sight Triangles graphically shown with a note that there shall be no obstruction between a height of 2' to 6', per Section 3-9-89:		
5hh	Square footage of parking area (includes vehicle sale area, driveways, ingress & egress lanes, specialized vehicular use areas, walkways and aisles):		
5ii	Planter islands proposed at ends of each row of parking spaces (max. # of spaces between islands is 10):		
5jj	Every required island must contain at least one tree:		
5kk	Every required island must contain shrubs and groundcover (sod is not permitted in landscape islands):		
5ll	Total square footage of interior landscaping provided:		
5mm	Identify square footage of specialized vehicular use areas:		
5nn	Wheel stops and/or curbing where landscaping abuts pavement:		
5oo	Identify conservation easements:		
5pp	Identify all stormwater detention/treatment areas:		
5qq	Provide berm detail, if applicable:		
5rr	Provide fence/wall detail, if applicable:		

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Reviewed By: _____ **Date:** _____

NOTES: _____

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