COMMERCIAL CHECK LIST

In an effort to process your permit application in a timely manner please see detailed information below.

☐ Tree protection
  • Obtain Tree protection barricade detail sheet
  • Obtain approved tree species list
  • Obtain tree protection signs

☐ Tree removal permits
  • A separate tree removal permit application is required for any tree(s) you are requesting to remove.
  • The following information is required on your permit application: species, diameter, reason for removal and location of trees to be removed. Mark trees to be removed with flagging only, no paint.
  • Tree Preservation and Protection Ordinance Chapter 58 allows 14 business days to assess the site.
  • You will be notified when the tree removal permit application has been processed.
  • For demolition and new construction the following shall be provided:
    • Approved architectural/landscape drawings
    • Existing structures
    • Proposed structures
    • Existing trees
    • Indicate trees to be preserved and trees proposed for removal on the plan and in the field.
    • Retain copy of tree removal permit for mitigation requirements to insure final urban forestry inspection is satisfied.

☐ Prior to issuance of your permit or sign off by the Urban Forestry Division
  • Ensure tree protection barricades are installed per the detail sheet.
  • Extend tree protection barricade that may have been limited during demolition. See arborist for specifics.
  • Full size landscape plans, irrigation plans, survey and tree survey may be required
  • Contact Urban Forestry to inform us that you are ready for an inspection.

☐ Prior to Urban Forestry final inspection
  • Ensure that any replanting requirements have been met and landscaping installed.
  • Contact Urban Forestry to inform us that you are ready for an inspection.

Please contact the Urban Forestry Office for assistance.

407-599-3325

Urbanforestry@cityofwinterpark.org