



RESIDENTIAL 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
- No excessive pruning is allowed and could be considered a removal

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 for Urban Forestry to assess the site.
- You will be notified by email, phone, etc. 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 tree(s) to be preserved and tree(s) 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. Contact arborist for specifics.
- **Contact Urban Forestry to inform us that you are ready for initial 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