



# Community Development

## Zoning Division

18400 Murdock Circle, Port Charlotte, FL 33948-1094  
Phone: (941) 743-1964 (941) 743-1230 Fax: (941) 743-1598  
[www.charlottecountyfl.com](http://www.charlottecountyfl.com)

*"Leading the Way in Defining Community Development"*

## 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.

**This application is for:**

- New Landscape Plan**  
 **Revised Landscape Plan** (Provide Number: \_\_\_\_\_)

**\*\*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.

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(continued)

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 Storm-water: \_\_\_\_\_

j. Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(continued)

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?

\_\_\_\_\_  
\_\_\_\_\_

19. Attach five (5) **folded, signed** and **sealed** copies of the landscape plans.

### ENVIRONMENTAL INFORMATION

20. Are all trees to be preserved located on the Landscape Plan? .....**Yes** .....**No**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22. 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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## Landscape Permit - Application

(continued)

### 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 instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (Month) (Year) by \_\_\_\_\_ who is personally known to me or; 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 this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (Month) (Year) by \_\_\_\_\_ who is personally known to me or; 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

Received By: _____	Date Received: _____
Receipt Number: _____	File Number: _____
<b>(Office use only)</b>	

Submit:	Provided? Yes / No	Notes:
<b>1. Complete Application:</b>		
<b>2. Fee:</b>		
<b>3. Landscape Plans (5 copies - folded, s/s by RLA):</b>		
<b>4. Tree Survey or inventory with all Heritage Trees identified:</b>		
<b>5. The following items must be indicated on the plans:</b>		
5a Note on plans stating: " <u>Alterations to landscaping &amp; buffers require the 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 Irrigation Design Standards (3-5-398) :		
5i Preservation Areas:		
5j Existing & proposed utility lines and storm-water 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 3-2-188 Figure 8 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 (3-5-397(e)) 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 Tree sizes (heights and 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 must comply with code:		
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:		
5cc Size of shrubs at time of planting at least 18" (3 gal.):		

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# Landscape Plan Review - Sufficiency Check List

(continued)

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':		
5hh Square footage of parking area (includes vehicle sale area, driveways, ingress & egress lanes, specialized vehicular use areas, walkways and aisles):		
5ii Required interior landscaping (20% of parking area):		
5jj Planter islands proposed at ends of each row of parking spaces (max. # of spaces between islands is 15):		
5kk 75% of planter islands must have a min. interior width of 9' (soil) and the min. length must be equal to the length of one parking stall (18'):		
5ll Remaining islands have a min. width of 5' of soil:		
5mm Half of the 9' islands contain canopy trees:		
5nn Islands measuring less than 9' in width contain palms or other small root zone trees:		
5oo Every required island must contain at least one tree:		
5pp Every required island must contain minimum 35% coverage of shrubs or groundcover (excluding grass):		
5qq Total square footage of interior landscaping provided:		
5rr Identify square footage of specialized vehicular use areas:		
5ss Wheel stops and/or curbing where landscaping abuts pavement:		
5tt Identify conservation easements:		
5uu Identify all storm-water detention/treatment areas:		
5vv Provide berm detail if applicable:		
5ww Provide fence/wall detail if applicable:		
5xx		
5yy		
5zz		

**(Office use only)**

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_

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