

DIRECTIONS FOR OBTAINING A PERMIT TO INSTALL LANDSCAPING OR IRRIGATION WITHIN A
CITY OF WESTLAKE RIGHT-OF-WAY

Items required for submittal to the City of Westlake Engineering Department, Permit Section:

- 1) **One (1)** completed landscaping and irrigation permit application. A **\$150 application fee.** Three (3) sets of plans signed and sealed by a Landscape Architect registered in the State of Florida for landscaping only, irrigation only, or if both are proposed. If automatic irrigation is not proposed, indicate on the landscaping plans the proposed method of watering the landscaping during the period after installation and thereafter. Irrigation plans are to be separate from landscaping plans for clarity, but can be combined with the landscaping plans to form a new set. Plan sheets shall contain a job number and be numbered in sequence. The Landscape Architect's name, business address and license number shall be clearly indicated on the plans or application.
- 2) One **Cost Estimate**, signed and sealed by the Landscape Architect, or a cost estimate from a nursery licensed to do business in Palm Beach County. The cost estimate can be itemized, or it can be a bulk figure.
- 3) Each set of plans shall contain a **Maintenance of Traffic Plan** for installation and future maintenance of the landscaping/irrigation system.
- 4) One copy of the **Maintenance Covenants** shall be submitted to the Engineering Department for review/approval.
 - A) The covenants shall be prepared by an attorney, or be accompanied by a letter from an attorney indicating he/she has reviewed them. Once the covenants have been approved, the permittee will be notified to record them and submit a recorded copy to the Land Development Division. **Legal questions regarding the covenants shall be directed to Pam Booker, City Attorney for Westlake, at (561) 530-5880.**
 - B) The maintenance covenants example is not applicable when a project being subdivided per Article 11 of the Land Development Code is required to landscape a median in the right-of-way. Check with the city Engineering Department for maintenance requirements.
- 5) If the plans and maintenance covenants are found satisfactory, the permit will be processed by the Engineering Department. The **permittee** (or permittee's representative) **will be notified** to pick up the permit and advised of any additional fees due.

Questions regarding the above shall be directed to:

**City of Westlake, Engineering Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
Phone: (561) 530-5880**

Enclosures: Landscaping and Irrigation Permit Application
Permit Fee Sheet
Example of Maintenance Covenants