



CITY OF WESTLAKE
Engineering Department
 4001 Seminole Pratt Whitney Road
 Westlake, Florida 33470
 Phone: (561) 530-5880
 www.westlakegov.com

DEPARTMENTAL USE ONLY
 Ck. # _____
 Fee: _____
 Intake Date: _____
PROJECT #

**LANDSCAPE PERMIT SUPPLEMENTAL APPLICATION
 (Supplemental Permit)**

PART I – APPLICANT INFORMATION:

- A.** This application is made by: () Property Owner
 () Agent for Owner

B. Applicant details: Please print or type **Owner** name(s) as it appears on your deed or other instrument of title. If **Agent**, also complete section C and check here ____.

1. Owner Name: _____
2. Address (to be used for all correspondence): _____

3. Telephone: _____ / _____
4. E-mail: _____

C. Agent information: Please print or type **Agent** information below.

1. Name: _____
2. Address (to be used for all correspondence): _____

3. Telephone: _____ / _____
4. E-mail: _____

PART II – PROPERTY INFORMATION:

- A.** Parcel Control Number (PCN): _____
- B.** Property Name/Description: _____

C. Associated Zoning Site Plan Application Number: _____

D. Site Plan Approval Date: _____

E. Choose a Landscape Permit Sub Type:

TYPE 1

- ____ Interior
- ____ Sign
- ____ Site Lights
- ____ Paving
- ____ Generator
- ____ Other

TYPE 2

- ____ Large Commercial
- ____ Out Parcel
- ____ Free Standing Building
- ____ Residential Development
- ____ Other

PART III – APPLICATION FEES (make check payable to ‘City of Westlake’):

A. Engineering Department Application Number: _____

B. Total Amount Due upon submittal: _____

- _____ 1. Landscape Permit and Inspections (\$623 + \$9/pg.)
- _____ 2. Irrigation Review (3% x 15% of LA Certified Irrigation Construction Cost)
- _____ 3. Annual Inspection (\$119 – verify all landscape still living, no modification to site plan)

PART IV – DOCUMENTS REQUIRED:

- A. Landscape and Irrigation Plans: 2 hard copy sets and 1 digital file
 - Plans need to be signed and sealed by a Florida Registered Landscape Architect
 - Maximum Plan(s) size 24” X 36”
- B. Cost Estimate: 2 hard copies and 1 digital file

PART V – CLOSEOUT AND INSPECTIONS:

- A. To closeout a permit, submit 2 hard copies and 1 digital file of the required items below to the City:
 - a. As-builts, reflecting any changes to the landscape from the originally approved set of plans
 - b. Signed and Sealed Certification Letter
- B. The City asks that inspection requests be made with at least 3 days advance notice. The City will do its best to accommodate the requested date/time. At the time that the inspection is requested, the applicant shall provide (if not already submitted prior) as-built documents showing any changes that might have been implemented during the construction process. The City inspection shall be scheduled after any and all punch list items have been completed, i.e., if there are any replacements or any other final items that are pending, this needs to be completed in advance of a City inspection.

I hereby certify that the information set out in this Application is true and correct to the best of my knowledge and belief.

Signature of Applicant

Date