

Minor Landscape Plan Modification (MLPM) Instructions

1. Complete the MLPM application.
2. Make proposed changes to 4 sets of plans.
3. Highlight damaged or trees to be removed with **RED**.
4. Highlight new installations (replacement trees, etc.) with **GREEN**.
5. Submit all plans along with the completed application and applicable fees.
6. If there are any plan revisions required to address review comments, submit 4 revised plans directly to Planning & Zoning.
7. When the plans are approved you will be notified to pick up your two plans. These approved plans are your landscape permit to do the work shown on the plans.
8. Upon completion of all work, a landscape inspection is required. Submit a signed and notarized affidavit to Planning & Zoning that confirms the landscape work is complete and was done according to the approved landscape plans. Also submit color photos of the areas before landscaping was installed and after landscaping was installed.

If you have any questions please call Planning & Zoning at 561-742-6260.

City Codes accessed via web site: www.boynton-beach.org or <https://codelibrary.amlegal.com/codes/boyntonbeach>

**City Of Boynton Beach, Florida
Planning & Zoning Division
MINOR LANDSCAPE PLAN MODIFICATION**

This application must be filled out completely and accurately and submitted to the Development Department. Incomplete applications will not be processed.

Proposed Landscape Plan – Native or drought tolerant species are required for all replacement trees

- a. Detailed description of new landscape plan showing all tree species
- b. Symbol for trees removed
- c. Total caliper inches of trees removed
- d. Symbol for tree replacements
- e. Total caliper inches of replacement trees

Is this work the result of a code enforcement action? Yes No

If so, name of citing Community Standards officer:

Do you require a permit for other site work (i.e. Irrigation)? Yes No

Reason(s) for tree removal:

- Property owner or contractor improperly pruned trees.**
- Trees were removed without a permit.**
- Trees had a fatal disease.**
- Trees were damaged by natural cause.**
- Trees removal is part of an approved site/landscape plan.**
- Other, please explain**

**Name of Removal Company:
REMOVAL**

Qty	Species	Height	Trunk Caliper	Month/Year of Removal
Total Tree Caliper Inches → → → → →				

Start of Removal: Month/Year
 Completion of Removal: Month/Year
 Gross Time Frame for removal:

**Name of Replacement Company:
REPLACEMENT**

Qty	Species	Height	Trunk Caliper	Month /Year of Planting
Total Tree Caliper Inches → → → → →				

Start of Planting: Month/Year:
 Completion of Planting: Month/Year:
 Gross Time Frame for Replacement:

NOTE: All contractors hired for service must have a Business Tax Receipt in the City of Boynton Beach and provide proof of insurance.

BTR #

VI. **CERTIFICATION**

(I) (We) understand that this application and all papers and plans submitted herewith become a part of the permanent records of the City of Boynton Beach. (I) (We) hereby certify that the above statements and any statements or showings in any papers or plans submitted herewith are true to the best of (my) (our) knowledge and belief. This application will not be accepted unless signed according to the instructions below.

Signature of Owner(s) or Trustee, or Authorized principal if property is owned by a corporation or other business entity.

Print name(s) and Date

OR

Letter of Authorization from Property Owner

Fee Schedule

Projects valued at less than \$5,000	\$150.00
Projects valued at greater than \$5,000	\$300.00
Project Escrow:	\$500.00

The project escrow is refundable upon the applicant's request to Building following the completion and approval of the landscape inspection. In the event that the applicant fails to call for a **timely final landscape inspection (within 60 days of plan approval)**, the deposit amount will be forfeited and an inspection will be completed by the City at that time.