

Development Services Department  
1515 NW 167<sup>th</sup> Street, Bldg.5, Suite 200  
Miami Gardens, Florida 33169  
Phone: (305) 622-8023  
Fax: (305) 622- 8857  
www.miamigardens-fl.gov



**Office Use Only**

Date Received: \_\_\_\_\_

Process No. \_\_\_\_\_

## LANDSCAPE PLAN APPROVAL APPLICATION (Single Family Residence, Duplex, Townhouse)

**TYPE OF APPLICATION (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Residential (single family, duplex, townhouse) | <input type="checkbox"/> Landscape plan revision |
| <input type="checkbox"/> New home construction                          | <input type="checkbox"/> Pending building permit |
| <input type="checkbox"/> Existing tree removal/relocation required      |  |

**APPLICANT INFORMATION:**

APPLICANT'S MAILING ADDRESS, TELEPHONE NUMBER:

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

**OWNER INFORMATION:**

OWNER'S NAME, MAILING ADDRESS, TELEPHONE NUMBER:

Owner's Name (Provide name of ALL owners): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROJECT INFORMATION:**

1. PROJECT NAME: \_\_\_\_\_

2. LIST FOLIO NUMBER OF ALL PARCELS:

_____	_____
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_____	_____
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ADDRESS OR LOCATION OF PROPERTY: \_\_\_\_\_

(for location, provide general location i.e. NE corner of, etc.)

**SUBMITTAL CHECKLIST**

<b><u>Required</u></b>	<b><u>Provided</u></b>	<b><u>Description</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Application</b> – original application <u>completely</u> filled out and properly executed.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Landscape plans</b> – two (2) sets of landscape plans showing the required information. Please see attached instructions and guidelines for information required.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Landscape Plan Table</b> – two (2) copies of completed table required. Follow instructions and complete the table. Instructions and blank table are provided with the Instructions and Guidelines enclosed.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Tree Removal/Relocation Permit</b> – required ONLY if there are any trees to be removed or relocated requiring a permit. This is a separate application. See Instructions and Guidelines enclosed for details.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Applicant Affidavit</b> – fully executed. See enclosed.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Fees:</b> See fee schedule below.

**FEE SCHEDULE**

<b><u>Description</u></b>	<b><u>Fee</u></b>	<b><u>Applicable</u></b>
Landscape Plan review fee	\$50.00	\$50.00
80% Discount until April 2012	80% discount	\$- 40.00
Subtotal		<b><u>\$10.00</u></b>
Surcharge of 15%	\$15%	\$1.50
<b>Grand Total</b>		<b><u>\$11.50</u></b>

NOTE: Please make all checks payable to 'City of Miami Gardens' / Cash, Credit or Debit accepted

**APPLICANT AFFIDAVIT**

**PROPERTY OWNER**

(I)(WE), being first duly sworn, depose and say that (I am) (we are) the  owner,  duly authorized to sign on behave of the property owner, of the property herein described and which is the subject matter of the proposed application. (I)(WE) certify that all the forgoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

And,

(I) (WE) hereby authorize \_\_\_\_\_, as the contractor , applicant  or contact person  to submit and obtain the necessary permit(s).

Property Owner Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Sworn to and subscribed before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known to me  Produced Identification  Type of Identification \_\_\_\_\_

Notary

(Stamp/Seal)

Commission Expires:

## **INSTRUCTIONS AND GUIDELINES FOR FILING THIS APPLICATION**

The following information is provided as general instructions and guidelines for completing this application. Specific requirements and details provided in the City's Land Development Regulations and the City's Landscape Manual may apply that will impact your application. Applicants should refer to all applicable regulations prior to filing an application and should include all necessary information for compliance with the City's landscape regulations.

**Code requirements.** Please refer to **Article XIV, MINIMUM LANDSCAPE AND BUFFERING REQUIREMENTS, FENCES, WALLS, HEDGES, of the City's Land Development Regulations** for specific regulations that may impact your application. The City's Land Development Regulations is available on the City of Miami Garden's website [www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)

### **STEP 1: Determine if you require a landscape plan approval.**

**When is a Landscape plan approval required.** Prior to the issuance of a building permit, a landscape plan shall be submitted to and approved by the Administrative official or his designee, except for City installation of landscape and related improvements in rights-of-way. A landscape permit is required for all landscape installations including new single family homes that are not part of a planned community. No trees or other plant material may be planted in public rights-of-way (swale areas) without a landscape permit from the city.

### **STEP 2: Prepare your landscape plans and landscape plan table.**

**Preparing a Landscape plan.** A landscape plan may be in the form of a survey, plot plan or drawing that may be prepared by the owner or the owner's representative showing required landscaping detail, including quantity, size and location of shade trees, street trees, sod, lawn and ground cover. Plans shall list the species, common name, size and caliper of the species to be planted, and note any trees to be removed or relocated. Landscape plans shall include a Landscape Plan Table providing the required information. The Landscape Plan Table is attached which is required to be completed and submitted with this application.

### **STEP 3: Determining what are the landscape requirements.**

All single family residences, duplex and townhouse units are required to provide the following landscaping:

**Residential shade trees. Three (3) shades required per lot.** Trees shall be planted to as to provide shade to residential structures that are of a height of thirty-five (35) feet or less. At least two (2) required shade trees shall be positioned in the energy conservation zone as defined herein this chapter. All exterior air conditioning units, except for air conditioning units placed on the roof, shall be shaded by trees and/or shrubs as referenced in the City's Landscape Manual. Individual townhouse units shall be required to meet the same standards as single family residences.

One (1) required shade tree shall be allowed to be substituted with a minimum three (3) palm trees.

**Street trees. One (1) street tree required per 25.0' of lot frontage.**

- (1) **Height, spacing and species.** Street trees shall be of a species as listed in the Landscape manual and which normally mature at a height of at least twenty (20) feet. Street trees shall have a clear trunk of four feet, an overall height of fourteen (14) feet and a minimum caliper of three (3) inches at time of planting, and shall be provided along all roadways at a maximum average spacing of twenty five (25) feet on center, except as otherwise provided in these tree regulations. The twenty five (25) foot average spacing requirement for multiple single-family units such as zero-lot-line and townhouse units shall be based on the total linear footage of roadway for the entire project and not based on individual lot widths. Street trees shall be planted no further apart than sixty (60) foot intervals and no closer than eighteen (18) feet apart depending on the species.

(2) **Swale areas.** Street trees shall be placed within the swale area or shall be placed on private property where demonstrated to be necessary due to right-of-way obstructions as determined by the administrative official. Street trees planted along private roadways shall be placed within seven feet of the edge of roadway pavement or, where present, within seven feet of the sidewalk. Suggested canopy trees that are drought tolerant are strongly encouraged. Appropriate types of street trees shall be in compliance as listed in the landscape manual.

(3) **Exceptions.**

(A) **Power lines.** Where the height and location of overhead power lines require the planting of low growing trees, street trees shall have a minimum height of eight (8) feet, a minimum caliper of two (2) inches at time of planting with a maximum average spacing of twenty five (25) feet on center.

(B) **Street lights.** No street trees shall be located closer than twelve (12) feet from street lights, no palms may be closer than seven (7) feet.

(C) **Electric, utility lines.** The spacing of trees from electric utility lines must follow those guidelines established by Florida Power and Light publication "Right Tree, Right Place, available from the Public Work's office.

**Shrubs, hedging. Thirty (30) required.** A continuous, extensively planted greenbelt of shrubs and hedging shall be provided along all property lines abutting a public rights-of-way in accordance the following minimum standards:

All shrubs shall be a minimum of eighteen (18) inches in height when measured immediately after planting. Shrubs shall be provided at ratio of ten (10) per required tree. Of the provided shrubs at least:

1. Thirty (30) percent shall be native species; and
2. Fifty (50) percent shall be low maintenance and drought tolerant; and
3. Eighty (80) percent shall be listed in the City's Landscape Manual.
4. When used as a visual screen, buffer, or hedge, shrubs shall be planted at a maximum average spacing of thirty (30) inches on center or if planted at a minimum height of thirty-six (36) inches, shall have a maximum average spacing of forty-eight (48) inches on center and shall be maintained so as to form a continuous, unbroken and solid visual screen within one (1) year after time of planting, except penetrated only at approved points for ingress or egress to the property. Shrubs used as a buffer, visual screen, or hedge need not be of the same species.
5. The height of any hedge shall not exceed eight (8) feet in height.
6. Hedges may be placed on the property lines, however, this regulation shall not be construed to permit such hedges to extend beyond the official right-of-way lines or property lines.

**Sod, lawn areas, ground cover. The front yard area of single family residences must maintain 50% of the area as lawn area.** All lawn areas, landscape open spaces and landscape buffers shall be planted with sod, lawns, or ground cover in compliance with the following standards:

- (1) **Sod and lawn areas.** Sod and lawns shall be planted in a species well adapted to localized growing conditions in the City. Lawn areas may be sodded, plugged, sprigged, hydro mulched, or seeded except that solid sod shall be used in swales or other areas subject to erosion. In areas where other than solid sod or grass seed is used, over seeding shall be sown for immediate effect and protection until coverage is otherwise achieved. Developers are encouraged to have at least forty (40) percent of open area reserved as lawn areas.
- (2) **Ground covers.** Ground cover plants used in lieu of grass, in whole or in part, shall be planted in such a manner as to present a finished appearance and reasonably complete coverage within one year after planting.
- (3) No parking on the required lawn areas is permitted.

#### **STEP 4: Where to get more details and information on the City's landscaping requirements.**

**Landscape manual reference.** Applicants should reference the City's landscape manual, which provides an illustrative and descriptive interpretation of the standards and suggested guide for landscaping and irrigation in accordance with the City's standards and requirements. All plant material and installation requirements shall be consistent with the landscape manual. When street, shade, palm, trees, and hedging, sods and other vegetation are referenced they shall be installed and shall be consistent species as with those species listed in the landscape manual, unless otherwise specified.

#### **STEP 5: Providing irrigation, and building permit required.**

Irrigation is required for all new landscape installations. Details of the required irrigation system can be referenced in the City's Landscape Manual. The installation of irrigation requires a building permit, which is a separate requirement from this application. Please contact the Building and Code Compliance Department for more information at 305-622-8027.

**Irrigation plan required.** Irrigation shall be provided for all landscape areas for single-family, duplex dwelling or townhouse, and shall include irrigation for swale areas. The irrigation plan may be indicated on a plot plan or a separate drawing prepared by the owner or the owner's agent indicating area(s) to be irrigated, locations and specifications of lines and heads and pump specifications.

#### **STEP 6: Is a tree removal/relocation permit required.**

**When a Tree Removal/Relocation Permit is NOT required.** If your plan requires a tree to be removed or relocated AND if it is for any of the following activities, you are NOT required to obtain a tree removal permit:

1. Removal of any dead tree.
2. Removal of any of the tree species listed in the City's Landscape Manual as approved for removal without permit.
3. Removal of any tree which has been destroyed or effectively destroyed by an act of God, or by acts outside of the control of any person, individually or otherwise, who has or had a legal, beneficial or equitable interest in the real property upon which such tree is located, which acts could not have been prevented by the exercise of reasonable care by that person. Where a tree has been destroyed or effectively destroyed as described above, it is the intent of this provision to exempt from liability for such destruction or effective destruction the person who has or had a legal beneficial or equitable interest in the real property upon which such tree is located if the person could not have prevented the destruction by the exercise of reasonable care.
4. Removing, trimming, cutting or altering of any mangrove tree or removal of any tree located upon land which is a wetland as defined in this Code, provided the entity has obtained a valid wetlands permit from the appropriate authority.

**NOTE:** For all other tree removals/relocation not listed above a Tree Removal/Relocation Permit is required. There is a separate permit application that must be filed. A copy of the tree removal permit must be submitted with this application.

For questions and inquiries on the DERM tree removal permit please contact Miami Dade County Department of Environmental Resources Management, Tree Resources section at 305-372-6600.

#### **STEP 7: After the installation of all landscaping and irrigation and any tree removal or relocation.**

After the installation of all landscaping materials and irrigation and removal or relocation of any trees is complete a final inspection is required. Contact the Building and Code Compliance Department at 305-622-8027 to schedule the final inspection. A completed Certificate of Landscape Compliance form must be provided prior to or at time of final inspection, otherwise the final inspection cannot be passed. Complete the form and submit it to Building and Code Compliance Department prior to the final inspection or have it available at the time of final inspection for the inspector.

**Approval of final inspection or issuance of certificate of occupancy.** The Administrative official or his designee shall inspect all landscaping and no certificate of occupancy or similar authorization will be issued unless the landscaping meets the requirements of the approved plans.

**Certification of landscape compliance required.** For a new single-family, townhouse, or duplex residence on its own lot or applicable existing development, the owner or owner's agent may certify in writing that landscape and irrigation improvements have been installed according to approved plan(s). A copy of the Certification of Landscape Compliance form is enclosed with this application, and is required to be completed prior to final inspection of the work.

**Questions and inquiries.** For questions and inquiries contact the Planning and Zoning Department at 305-622-8023.

**Contact information and Resources:**

Chapter 34, City Code of Ordinances, Article XIV, MINIMUM LANDSCAPE AND BUFFERING REQUIREMENTS, FENCES, WALLS, HEDGES, of the City's Land Development Regulations (LDRs) [www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)

City of Miami Gardens Landscape Manual [www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)

City of Miami Gardens Planning and Zoning Department – Landscape Plan Approval 305-622-8023 [www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)

City of Miami Gardens Building and Code Compliance Department – Final inspections, Irrigation permit information 305-622-8027, [www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)

Miami –Dade County Department of Environmental Resources Management (DERM), Tree Resources Section 305-372-6600 [www.miamidade.gov](http://www.miamidade.gov)

**LANDSCAPE PLAN TABLE – INSTRUCTIONS ON PREPARATION**  
*Single family residences, duplex and townhouse units*

	Required	Provided	Species	Height, caliper and spacing
Shade trees	3 (minimum required)	3 <i>List the number of shade trees being provided. If providing palms specify how many as a separate number. Three (3) palms are required to substitute for one (1) shade tree.</i>	<i>List the native species name, and common name. Species must be listed the City's Landscape Manual</i>	<i>List the height can caliper of shade trees at time of planting. Must meet the minimum requirements specified in the City's Landscape Manual</i>
Street trees	3 (based on 75.0' frontage)  <i>One required per 25.0' of street frontage</i>	XX ft. lot frontage XX trees  <i>Indicate lot frontage and number of trees to be planted</i>	<i>List the native species name, and common name. Species must be listed the City's Landscape Manual</i>	<i>List the height, caliper, and spacing of street trees at time of planting. Must meet the minimum requirements specified in the City's Landscape Manual</i>
Shrubs	30 (minimum required)	30	<i>List the native species name, and common name. Species must be listed the City's Landscape Manual</i>	<i>List the height and spacing of the shrubs at time o planting. Must meet the minimum requirements specified in the City's Landscape Manual</i>
Sod, lawn cover Front yard area	50% - XXXX sq.ft. <i>Requires that 50% of front yard area be lawn area. To calculate the front yard lawn area multiply the lot frontage by 25.0'. 50% of that area is required to be lawn area</i>	50% - XXXX sq.ft. <i>Indicate area of front yard in square feet. Indicate percentage of front yard area with lawn cover.</i>	<i>List the native species name, and common name. Species must be listed the City's Landscape Manual</i>	<i>Must meet the minimum requirements specified in the City's Landscape Manual</i>
Other landscaping	<i>Not required unless providing other landscape materials. List other landscape materials and numbers that will be provided but not required by the regulations</i>	<i>List other landscape materials and numbers</i>	<i>List the native species name, and common name. Species must be listed the City's Landscape Manual</i>	<i>List the native species name, and common name. Species must be listed the City's Landscape Manual</i>
Tree removal and relocation	<i>Tree removal/relocation permit if required. Information is provided in the guidelines and instructions on this application.</i>	<i>Provide a copy of tree removal permit from City with application for trees requiring tree removal/ relocation approval.</i>	<i>Provide a list of native species, and common name of all trees to be removed or relocated with a cross reference to number on the landscape plan.</i>	

**LANDSCAPE PLAN TABLE**  
**Single family residences, duplex and townhouse units**  
**(Complete and submit this table with application)**

	Required	Provided	Species	Height, caliper and spacing
Shade trees				
Street trees				
Shrubs				
Sod, lawn cover Front yard area				
Other landscaping				
Tree removal and relocation				

