



Town of Manalapan

Building Department • 600 South Ocean Blvd., Manalapan, Florida 33462
Website: <http://www.manalapan.org> • Phone: 561-585-9477 • Fax: 561-585-9498

Landscaping Vegetation Removal/Trimming CHECKLIST

THE FOLLOWING INFORMATION & DOCUMENTS ARE REQUIRED FOR PERMIT PROCESSING

- The Town of Manalapan Building utilizes a new all-digital platform called My Government Online (MGO). You must first create an account to submit permits and schedule inspections which can be done by visiting: MGOconnect.org
- Completed Application for Vegetation Removal or Trimming/Pruning Permit
- Cost estimate on contractor letterhead. The cost estimate must include a description of the work and a breakdown of costs.
- Landscape Plan (if applicable)



TOWN OF MANALAPAN
APPLICATION FOR VEGETATION REMOVAL OR TRIMMING/PRUNING PERMIT

Site address: _____ Zoning District: _____
Property Owner's Name(s): _____ Owner's Mailing Address: _____
Owner's E-Mail Address: _____ Owner's Phone: _____
Applicant's (Agent) Name: _____ Applicant's (Agent) Address: _____
Landscape Architect's Name: _____ Landscape Architect's Address: _____
Landscape Architect's E-mail: _____ Landscape Architect's Phone: _____

In accordance with the provisions of §§ 157.40 – 157.50 of the Town code of ordinances entitled “Vegetation Protection and Preservation” application is hereby made for the following permit(s) (check appropriate box below):

Vegetation Removal Permit

Current height, type and location of vegetation to be removed (attach additional sheets if required):

Description of replacement vegetation, if applicable: _____

Trimming & Pruning Permit

Current height, type and location of vegetation to be trimmed/pruned (attach additional sheets if required):

Proposed height following trimming/pruning: _____

All required information and materials, pursuant to Chapter 157 of the Town Code of Ordinances must be submitted with and attached to this application form, **INCLUDING A NOTARIZED AGENCY AGREEMENT** from the property owner(s) designating an agent or agents clearly indicating that the property owner has delegated full authority to apply for the permit and to accept the terms of any special conditions that may be imposed, if a person other than the property owner(s) is making application. I (We) _____ (owner), (architect) or (authorized agent) certify that all landscape drawings, vegetation inventories and surveys are correct, true and accurate to the best of my (our) knowledge and that all work will be done in compliance with all applicable laws or ordinances regulating landscaping, construction and zoning. Furthermore, I (we) understand that any discovered inaccuracy may render any permit granted pursuant to this application null and void for failure to comply with the requirements of § 157.42. I (we) also understand and acknowledge that issuance of the above-referenced permit automatically grants the Town's agents permission to enter upon the site listed above for inspection and security purposes.

Signature(s)

THE STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing application was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or produced identification (Type of Identification _____) and who did/did not take an oath.

NOTARY SEAL

NOTARY PUBLIC, State of Florida



TOWN OF MANALAPAN

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CONSTRUCTION SITE MAINTENANCE

(refer to Construction Site Standards Sec. 152.110 of Town of Manalapan Code)

Construction Site Address; _____

Permit Number; _____

- No vehicles may be parked on the swale (public right-of-way)
- Any permission granted for off-site parking within the Town of Manalapan shall be provided in writing by the property owner and a copy received by Town Officials prior to parking off-site
- Contractor shall install a minimum six foot (6'-0") high temporary, fabric-lined chain link fence for the project per Town code Sec. 152.110. Please note: this fence may be required to be on all sides of the property
- Dumpsters must be covered and emptied when full and placed inside the fenced site
- Port-a-potties must be placed inside the fenced site and cannot be visible from the street
- No dirt piles shall be greater than six feet (6'-0") in height above the crown of the road
- All construction sites must be watered down daily or with more frequency as required OR covered in order to prevent dust and debris from escaping to adjacent properties
- Whenever possible/feasible, the Contractor shall notify adjacent property owners 24 hours in advance of any activity which is anticipated to create unusually loud noise, prolonged disturbance, or unusual occurrence (i.e... Demolition)
- Contractor shall contact Town Utilities at 561-586-3699 prior to starting work. Any damage including tampering, to water meter boxes, water meter box lids, and Town owned water lines shall be the responsibility of the Contractor.
- Meters should be visibly marked and kept clear of vehicles, building materials or dirt piles in order to facilitate meter readings and/or emergency shut offs

Contractor Signature; _____ Date _____