

Minor Construction Activity application **Date:** _____

PERMIT #

ADDRESS OF SITE:

Property Owner:

NAME: PHONE #:

ADDRESS:

Applicant:

(If applicant is not the owner, please provide the notarized owner responsibility affidavit signed by the owner)

NAME: PHONE #:

ADDRESS:

Builder/ Contractor:

NAME: PHONE #:

ADDRESS:

Zoning:

Description of Construction Activity:

Total Number of Trees:

On Entire Property: **In Public Right of Way:**

On abutting properties within ten (10) feet of property line:

Attach the following:

- Owner responsibility affidavit*
- Affidavit and certification of the site plan by licensed professional*
- Owner affidavit (secondary construction activities)*

*See reverse for full description.

This application form may not be used for any activity that otherwise may be considered minor construction activity as defined in this article, but that necessitates the removal of a protected tree or negatively impacts the Root Protection Zone of a protected tree outside the uncontested removal area. The application form for major construction activity will be required.

Applicant's signature _____

Plan Reviewer:

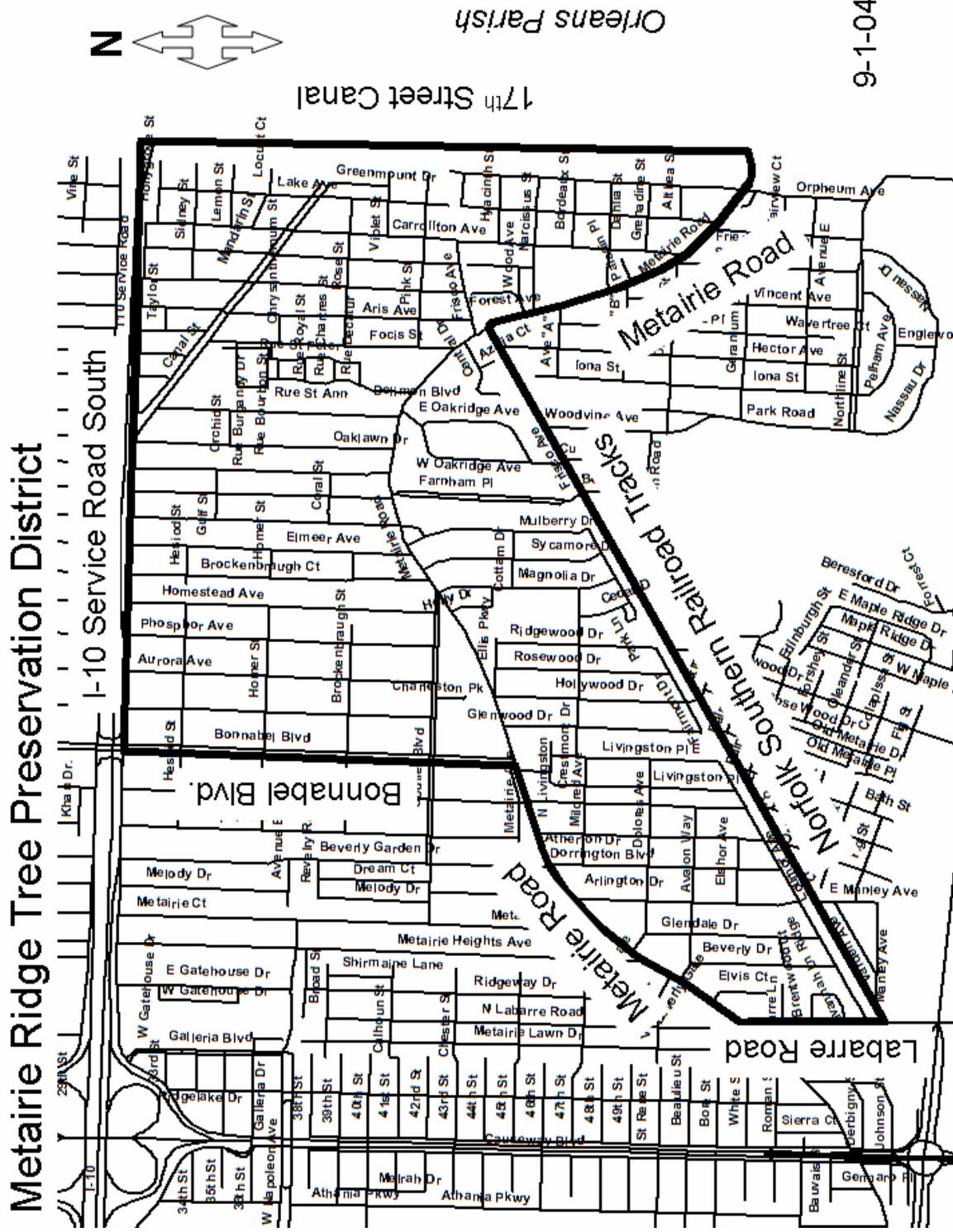
Date _____

Permit Issue Date:

Minimal Submittal Requirements for Permit

Applicant must provide 3 sets of the following:

- An affidavit by the property owner stating that he/she understands that he/she retains responsibility for the requirements of Article X.5
- An affidavit from the licensed professional including the following requirements:
 1. An affidavit signed by a state licensed landscape contractor, state licensed landscape architect, or state licensed arborist which states that the proposed minor construction activity will not impact any protected tree(s) outside the uncontested removal area or on abutting properties within ten (10) feet of the property line.
- An affidavit by the owner that any possible secondary construction activities shall not impact the RPZ of any protected tree(s) outside the uncontested area. Secondary activities may include:
 1. Parking of vehicles or equipment or storage of building materials;
 2. Mixing or dumping of building materials, chemicals or paints;
 3. Rinsing of tools or equipment;
 4. Contractor vehicles and equipment access route in and out of the property unless this access route is the existing driveway.



District Map

Minor Construction Activity application Date: _____

WHERE TO APPLY

Submittals to The Department of Inspection & Code Enforcement:

Suite 101 of the Joe S. Yenni Building from 8:00am to 4:00pm.

Phone# 736-6959.

- Requests for tree removal only;
- All submittals involving any type of construction activity or permits;
Be aware that any development proposals involving a rezoning, resubdivision, or special permitted use must be submitted to the Planning Department to begin those processes.

Submittals must be complete and contain all required information

Construction Activities that may trigger MRTPD review

- Accessory buildings;
- Addition to any structure;
- Any fence permit;
- Clearing or Filling of the lot;
- Demolition of any structure;
- Interior renovations;
- New Houses or structures;
- Paving of a driveway or any portion of the lot;
- Swimming pools, or spas;
- Tree removal;
- Trenching for Utilities;
- **Any type of construction activity that could possibly have a detrimental effect on any trees existing on the site or adjacent to the site.**

General Information