



## Town of Ocean Ridge

6450 North Ocean Boulevard, Ocean Ridge, FL 33435

Main (561)732-2635 • Fax (561)737-8359

Oceanridgeflorida.com • [info@oceanridgeflorida.com](mailto:info@oceanridgeflorida.com)

## Dune Trimming Permit Application

Landscaping and vegetative maintenance on dunes within the Town of Ocean Ridge must follow Florida Department of Environmental Protection (FDEP) guidelines and Town Code. These approvals must be obtained before commencing any work. Please read through the rules and regulations and fill out the application.

### Rules and Regulation:

1. Complete this application and submit it to the Town Hall for review along with photos of the dune in its current state. Incomplete applications will not be accepted. A separate application must be submitted each time applicant trims a dune, and work may not commence until a permit is received from the Town. Application can be emailed, faxed or mailed as long as annual fee has been paid.
2. Applicant must pay a non-refundable \$75.00 administrative annual fee to Town Hall. The annual fee will apply from Oct. 1- Sept. 30.
3. The project must comply with all Federal and/ or State permitting requirements. It is the responsibility of the applicant to apply for additional permits if required. If doing more than maintenance trimming, please attach open DEP Permit if not already on file at Town Hall. Permitted work is to be completed as per FDEP's active field permit.
4. **No trimming shall occur until a permit has been issued**. This application is not a permit.
5. Trimming must be performed by an individual or company that is knowledgeable of the proper techniques for trimming. Any company or persons doing the work in town is properly registered with the Town.
6. FDEP requires property owners to remove all non-native species and invasive plants from their dunes and replant native vegetation upon FDEP permit for maintenance and planting project permits.
7. Any work will be conducted pursuant to the provisions hereof shall be confined to the periods of Monday thru Friday from 8 AM to 6 PM and 8 AM to 1 PM on Saturdays (excluding federal holidays).
8. The Town may impose any lawful conditions upon the permit which are aimed at providing for the protection of dunes, banks or beaches, and land adjacent thereto.
9. After the complete application is received, it will be reviewed and either approved, approved with conditions or denied. Staff may contact you for additional information if needed.
10. An inspection of the dune may be performed by Town Staff prior to issuance of a permit.
11. A post-trim inspection is required. **Applicant is required to call Town Hall immediately after trimming to request a post-trim inspection.**

For more information, read the Town Code (Sec. 66-161) Or DEP Seagrape Trimming guidelines.



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Address/ Location of Project: \_\_\_\_\_

Expected Date of Trimming: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR INFORMATION**

Name: \_\_\_\_\_

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

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

License #: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has \$75 Annual Fee been paid?  Yes  No

Will this be a maintenance trim?  Yes  No

Is there an active DEP permit for this address on file at Town Hall?  Yes  No

Proposed Trimming that will result in reducing the plant to a height of less than 42 inches for shrubs and less than six feet for trees, or completely destroy it will need an open DEP permit to be attached to application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Town Use Only**

Check Number: \_\_\_\_\_ Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

DEP Permit on File:  Yes  No DEP Permit Expiration Date: \_\_\_\_\_