

Marco Island Tree Permit Process for trees planted on public property

Prepared by the Marco Island Beautification Advisory Committee

Site Plan

1. Approved Landscape Vendor submits a diagram showing locations and distances, including visible utilities, sidewalks, streets, entrances, view triangles and other infrastructure considerations using City's Water and Sewer Department's database of existing plans or GIS maps.
2. Approved Landscape Vendor abides by current tree ordinances adopted by the City and uses the document "Marco Island Tree Planting Guidelines" for guidance.
3. Trees are selected and sourced based on the "[Recommended Trees for Marco Island](#)" document developed by the BAC in conjunction with the Naples Botanical Garden.

Tree Permit

1. Approved Landscape Vendor enters permit into system; one permit per project, per street noting addresses for start and end of project location.
2. Permitting determines feasibility and issues permit.
3. Approved Landscape Vendor contacts Sunshine 811 regarding excavation and ensures tree locations and utilities are clearly marked before planting. Approved Landscape Vendor verifies the locates have been completed and the area is clear for planting.*

Tree Planting

1. Approved Landscape Vendor notifies Public Works 72 hours prior to any planting.
2. Approved Landscape Vendor submits GPS coordinates for each tree planted, tree species and caliper at planting.

Final Inspection

1. Permitting inspects tree planting to close permit.

* Utility companies, not the Vendor nor the City, are responsible for accurately locating and marking their own facilities to ensure continuity of service and safety for the community. Utilities have a process in place for identifying their own facilities, including potholing high profile utilities to verify the accuracy of their marks.