



**CITY OF WEST PARK**  
**TREE TRIMMING PROGRAM APPLICATION**

PLEASE RETURN COMPLETED APPLICATION INCLUDING ALL REQUIRED SUPPORTING DOCUMENTATION TO:

The City of West Park  
 Community & Economic Development Department  
 1965 South State Road 7  
 West Park, Florida 33023

APPLICATION NO. \_\_\_\_\_ (Office Use)

NAME OF PROPERTY OWNER/APPLICANT \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

APPLICANT PHONE NUMBER \_\_\_\_\_

NUMBER OF REQUESTED TREES TO BE TRIMMED \_\_\_\_\_

IS THE REQUESTED TREE(S) APPROACHING AN EXISTING UTILITY LINE? YES \_\_\_\_\_ NO \_\_\_\_\_

IS THE REQUESTED TREE(S) AN AUSTRALIAN PINE TREE? YES \_\_\_\_\_ NO \_\_\_\_\_

TYPE OF TREE(S) REQUIRING TRIMMING \_\_\_\_\_

ARE TREES LOCATED IN THE FRONT, SIDE OR REAR YARD \_\_\_\_\_

HAVE THE TREES REQUIRING TRIMMING BEEN MARKED WITH FLAGGING TAPE? YES \_\_\_\_\_ NO \_\_\_\_\_

IS THERE UNIMPEDED ACCESS DURING DAY FOR CITY TO INSPECT THE TREE(S)? YES \_\_\_\_\_ NO \_\_\_\_\_

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_, who being duly sworn under oath deposes and states that:

*I/we \_\_\_\_\_, request assistance through the City of West Park Tree Trimming Assistance Program to trim potentially hazardous trees on my property. I certify that I am the property owner and that the address provided above is my primary residence. I understand that all approved tree trimming services will be contracted between myself and the selected contractor and that the City of West Park is not a party to the actual contracting or performance of the tree trimming service. I understand that the Tree Trimming Assistance Program will assist in paying the cost of tree trimming not exceeding \$250.00 per tree. Following tree trimming service completion and City inspection, the applicant will be reimbursed for the full amount of the completed tree trimming service (excluding taxes). The City will also have the option to disburse final payment directly to the contractual service company completing tree trimming services. Payment to the contractor is my sole responsibility and in return for participation in this program, I agree to indemnify and hold harmless the City of West Park and its agents, officers, employees, from and against all claims, damages, losses and expenses, which may arise from or result from the tree trimming process herein described. I have reviewed and understand all policies and procedures governing the Tree Trimming Program.*

FURTHER THE AFFIANT SAYETH NAUGHT

\_\_\_\_\_  
 Property Owner/Applicant Signature(s)

\_\_\_\_\_  
 Date Signed

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_, affiant, who is either personally known to me or who presented to me the identification shown below.

\_\_\_\_\_  
 Notary Public, State of Florida

Name: \_\_\_\_\_ Personally known \_\_\_\_\_ or produced Identification \_\_\_\_\_

Identification produced: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_



# CITY OF WEST PARK

## **Tree Trimming Assistance Program**

(Program Requirements)



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## CITY OF WEST PARK

# TREE TRIMMING PROGRAM REQUIREMENTS

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The City of West Park Tree Trimming Program was established to assist eligible “low income” residents in obtaining tree trimming services to trim potentially hazardous trees encroaching existing power lines. Funding is available to West Park residents only and on a limited, first-come, first-serve basis. The maximum program award per applicant is up to \$250 per tree.

### Program Eligibility

- 1) Properties for which assistance is being requested must be located in the City of West Park;
- 2) Properties for which assistance is being requested must be owner-occupied. Residential rental units and or commercial properties are not eligible for funding assistance.
- 3) A property owner’s gross household income may not exceed the below listed Broward County maximum income levels for “low income” residents:
  - Household Size of 1 - Maximum Eligible Income Level = \$40,600
  - Household Size of 2 - Maximum Eligible Income Level = \$46,400
  - Household Size of 3 - Maximum Eligible Income Level = \$52,200
  - Household Size of 4 - Maximum Eligible Income Level = \$58,000
  - Household Size of 5 - Maximum Eligible Income Level = \$62,650
  - Household Size of 6 - Maximum Eligible Income Level = \$67,300
  - Household Size of 7 - Maximum Eligible Income Level = \$71,950
  - Household Size of 8 - Maximum Eligible Income Level = \$76,600

Source: Broward County and Florida Housing Finance Corporation

- 4) Financial assistance is available for trees encroaching or soon to be encroaching FPL or other utility power lines. The determination regarding whether a tree is encroaching or soon to be encroaching an existing power line or whether damage will be caused to the tree as a result of trimming shall be made by the professional tree trimming company based on a recommendation from a certified Landscape Arborist.
- 5) Due to the invasive nature of Australian Pine trees in the State of Florida and susceptibility to uprooting during storms, financial assistance is available for the removal Australian Pine trees in an amount not to exceed \$250 per tree. Income based programs requirements shall not apply to the removal of existing Australian Pine trees in the City of West Park.
- 6) Otherwise healthy trees requiring trimming for property development or aesthetic purposes or for trees requiring regular maintenance will **not** be considered for assistance under this program. Trees also requiring trimming to primarily remove the dead or dangerous plant material will **not** be considered for assistance under this program.
- 7) Financial assistance is also **not** available for the removal of tree stumps associated with the removal of Australian Pine trees.

### Application Submittal Requirements

- 8) West Park residents applying for assistance must submit a fully completed application to the City of West Park Community & Economic Development Department at 1965 South State Road 7, West Park, Florida 33023, (305) 989-2688, Extension 222;
- 9) In order to verify City of West Park residency, applicants must provide proof of residency in the form of a State of Florida driver’s license, a Florida identification card or other acceptable forms of proof of West Park residency.
- 10) In order to verify eligible household income, applicants must submit a copy of their most recent federal income tax return or recent pay stubs or social security payment statements for City staff review;

- 11) At least two professional tree trimming estimates must be included with each application. Estimates must be provided by landscape companies with a certified Landscape Arborist.  
Note: The contract for tree trimming services will be entered into between the property owner and the selected tree trimming service company. It is the responsibility of the property owner to request proof of insurance from the selected contractual service company. The City of West Park does not enter into contract with the selected tree trimming company. However, immediately upon completion of tree trimming services, a copy of the final invoice must be provided to the City of West Park to assist in coordinating final payment to the selected vendor.
- 12) Prior to submitting a tree trimming application, the homeowner must clearly mark the tree(s) to be trimmed with colored flagging tape. The flagging tape should be stapled or securely fastened to the tree.
- 13) All signed and notarized tree trimming applications will constitute an acknowledgement by the property owner that City of West Park personnel shall be granted exterior property access only for the purpose of inspecting the proposed tree(s) requiring tree trimming.
- 14) After submitting an application to the City of West Park, City personnel will provide an on-site inspection to determine whether the proposed tree is eligible for trimming based on requirements of the program. Photographs will be taken by City staff to formally document all tree(s) requiring trimming. Within 3-5 business days, City personnel will provide notification to the applicant indicating whether the requested tree trimming service have been approved or disapproved.
- 15) If the requested tree trimming service is determined to be eligible, the property owner will be notified in writing regarding eligibility. The applicant is then required to mark the approved tree(s) with an orange paint marking. Note: Tree trimming work must not be completed until written notice is provided to the property owner from the City of West Park.
- 16) If the requested tree trimming service is determined to be eligible, a copy a the tree trimming eligibility notification must also be provided to the selected landscape company to ensure all authorized tree trimming is completed in accordance with all requirements of the program. The applicant will also be required to enter into a grant agreement with the City to ensure that all work is completed in accordance with all requirements of the program. Note: City personnel shall contact the selected tree trimming company to confirm payment disbursement terms.

#### Following Completion of Tree Trimming Services:

- 17) Following completion of tree trimming services, is applicant is required to immediately inform the City of West Park regarding the completion of authorized tree trimming services and must additionally provide the City with a copy of the final invoice for completed trimming services;
- 18) Following receipt of notification from the property owner regarding completion of tree trimming services and receipt of a final invoice from the applicant, the City of West Park personnel will re-inspect the property to ensure that tree trimming services were completed in accordance with all tree trimming program requirements.
- 19) Following receipt of notification from the applicant regarding completed tree trimming services and submission of a final invoice, the City will within 7-10 business days, reimburse the property owner for all eligible cost relating to the authorized tree trimming services (excluding sales tax). The City is a tax exempt organization and is exempt from paying taxes. The applicant will therefore will not be reimbursed for any sales tax associated with the transaction. The City will also have the option to disburse final payment directly to the contractual service company completing tree trimming services. Note: The applicant shall also be responsible for any unauthorized work completed by the tree trimming service company including services relating to but not limited to the removal and replacement of fences, lawn repair or any other additional services provided to the applicant. Note: City reimbursements shall be limited to authorized tree trimming services The City will be responsible for assisting in coordinating check disbursement to the selected tree trimming company.

*If you have any questions or concerns regarding the City of West Tree Trimming Assistance Program, please feel free to contact the City of West Park at 954-989-2688, Extension 222.*



# CITY OF WEST PARK

## **Tree Trimming Assistance Program**

(Eligibility Assessment Checklist)



# CITY OF WEST PARK

## TREE TRIMMING NOTIFICATION OF ELIGIBILITY

**FOR OFFICE USE ONLY:** (COMPLETE APPLICATION CHECKLIST)

1. Does the application include at least 2 estimates from professional tree trimming companies? YES  NO
2. Do the tree trimming estimates provide landscape arborist certification? YES  NO
3. Do the application indicate that the proposed trees were marked with flagging tape? YES  NO
4. Has the applicant submitted most recent tax return or pay stubs verifying household income? YES  NO
5. Has a completed signed and notarized application been submitted by the applicant? YES  NO
6. Has acceptable proof of income been submitted by the applicant? YES  NO
7. Has acceptable proof of West Park residency been submitted by the applicant? YES  NO

(APPLICATION ELIGIBILITY CRITERIA)

8. Provide total amount of residents residing in household \_\_\_\_\_
9. Provide total household income amount \$ \_\_\_\_\_
10. Is total household income within the eligible "low income" program threshold? YES  NO
11. Is name on the application the same as property owner's name listed on the BPA webpage YES  NO
12. Indicate name of eligible tree trimming company(ies) \_\_\_\_\_
13. Indicate total funding amount recommended for approval \$ \_\_\_\_\_
14. Does selected tree trimming estimates contain verification of arborist certification YES  NO
15. Are the flagged tree(s) eligible FOR TRIMMING based on all program guidelines YES  NO

Based on all responses in questions 1-13 being affirmative, please indicate below whether **APPLICATION NO.** \_\_\_\_\_ has been approved or disapproved. If application has been approved, please indicate in comment section below all specific trees eligible for trimming. If application has been disapproved, please indicate reason for disapproval. If application is incomplete, please clearly indicate which items are required to be submitted by the applicant to complete the application.

APPLICATION APPROVED \_\_\_\_\_ APPLICATION DISAPPROVED \_\_\_\_\_

Reviewer Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewer's Signature

Date Reviewed

*If affirmative responses have been provided on Questions 1 thru 15, the attached tree trimming assistance application should be recommended for approval. Written notification including the attached eligibility notification form should be provided to the applicant indicating the specific trees to be trimmed; the total estimated amount of funding to be provided; and a notice to proceed with authorized tree trimming services.*