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**Wessex Community Association, Inc.
APPLICATION FOR APPROVAL OF EXTERIOR CHANGE
LANDSCAPING AND TREE REMOVAL**

GUIDELINES FOR LANDSCAPING CHANGES AND TREE REMOVAL

Review of final plans by the Architectural Review Committee (ARC) is required prior to any action being taken by the property owner. The appropriate forms (and any drawings, site plans, etc.) that are required need to be submitted to the ARC. Review and approval must occur before any changes or construction commences.

Major landscape changes and tree removal require prior approval. Major landscape changes include but are not limited to adding sidewalks, walls, fountains, major changes to plant material and changes in topography. These guidelines are general in nature and each request will be considered on its individual merits. Approval is based on specific needs and requirements.

Landscape Guidelines:

- Consistent with lot size
- Compatible with general scheme of the neighborhood
- Yard Art (benches, fountains, arches, stone walls, etc.) approved on a case-by-case basis; must be compatible with general scheme of the neighborhood
- Lamps & yard lights are approved on a case-by-case basis; must be compatible with general scheme of the neighborhood

Tree Removal Guidelines:

- Trees with a diameter of 9" or more shall not be removed without prior, written approval
 - Tree diameter is measured 2 feet above the base of the tree
- The ARC must review all proposed tree removal, regardless of their condition
- Tree stumps in the front yard (or side yard if viewable) should be removed as close to the ground as possible. Stump grinding or removal is required.
- All tree debris must be removed at the time of cutting
- Pruning and trimming may be done without review

Wessex is a treed community so clear cutting of trees is not allowed.

The following criteria are taken into consideration when reviewing tree removal requests:

- Crowding trees that are too close to allow proper growth
- Leaning due to damage or unnatural growth
- Dead and diseased trees
- Location, trees that are too close to houses or driveways, etc.

- All approvals are valid for six (6) months. After that time, applications must be resubmitted or an extension can be requested and approved on a case-by-case basis.

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Procedure

1. Complete the appropriate Application for Approval. The application will not be uploaded for the ARC to review until complete information is received by PPM.
2. Attach drawings and/or plans. An actual plot survey must be submitted. Please mark the location of your project on the plan and indicate distance to property lines, easements and drainage ditches (if any). You can locate your plot plan in your closing documents from the purchase of your home. If you did not receive a plot plan, then you will need to have a new survey completed.
3. List all plant material.
4. List all hardscape materials.
5. Give an accurate description of work proposed and any before and after pictures that will help describe what the final work will look like.
6. Mark all trees to be removed with plastic bag strips or survey tape.
7. The ARC may make an appointment to visit the site.
8. The ARC decide whether or not the criteria have been met, and if so, provide written authorization.

All approvals are valid for six (6) months. After that time, applications must be resubmitted or an extension can be requested and approved on a case-by-case basis.

Name of Owners: _____

Property Address: _____ Lot # _____

Mailing Address (if different from above): _____

Phone: Day _____ Evening _____ Email _____

Brief description of the planned project:

Check the items that apply to your project:

✓	Project
	Additional plant materials
	Retaining wall
	Walkway
	Landscape or outdoor lighting
	Yard Art (fountains, benches, arches, stone walls, etc.)
	Tree Removal (see below)

Tree Removal (circle which of the criteria apply):

- Crowding trees that are too close to allow proper growth
- Impacting overhead utility lines or underground piping
- Leaning due to damage or unnatural growth
- Dead and diseased trees
- Location—trees that are too close to houses or driveways, etc.

The owner requests design approval and grants permission to the Wessex ARC to enter on the property to consider the request and to inspect prior, during and/or upon completion.

Signature of Owner

Date