

KENTFIELD COMMONS HOME OWNERS ASSOCIATION

LANDSCAPE CHANGE REQUEST

For Landscape Changes at Homeowner Expense
All applications should be sent to the Association Manager.

Name: _____ Owner: Y / N Date: _____

Address: _____ Phone: _____ E Mail: _____

RENOVATION TYPE: Tree Planting Bed Lawns

Yes No N/A

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I've reviewed Landscaping Rules and Regulations and this proposal complies with the guidelines. If No or N/A, please attach an explanation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your proposal change the size or shape of the existing planting beds, or create new ones?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your proposal require any modifications to the irrigation system? If yes, attach plans.

For Trees:

I would like to add an additional tree to my front yard. (non-replacement)

Proposed Tree: _____

I've attach a site plan, showing where I'd like to plant this new tree.

I would like to replace an existing tree.

Location - The existing tree is: Completely in my yard In my yard and my neighbor's yard

Condition - My tree is: Dead Diseased Dying Other

I have attached photos showing the tree's location and condition.

The Redwood City Tree Preservation Ordinance protects all trees growing on private property with trunk sizes that exceed 38" in circumference (12" in diameter) measured between 6" and 36" above ground. My tree is ___" in circumference or ___" in diameter.

My tree is not protected by the Tree Peservation Ordinance.

My tree is protected by the Tree Preservation Ordinance and I've attached my Tree Removal Permit.

My tree is protected by the Tree Preservation Ordinance but I have not obtained a Tree Removal Permit yet. I understand any HOA approvals for tree removals are conditioned upon the homeowner recieving a Tree Removal Permit from the City. I understand that if this tree replacement is approved, I must obtain and submit a Redwood City Tree Removal Permit to the Kentfield Commons Association Manager before beginning any work.

Tree Replacement Proposed: Please select from HOA Tree list www.kentfieldcommons.com/trees.

Please note: Every tree that is removed must be replaced by another tree.

If you are replacing a tree that is within 15ft of the street, you must select a Street Tree.

My existing tree is within 15 of the street. I would like to replace it with a: _____

My tree is more than 15 ft from the street. I would like it to be replaced with a: _____

I will like to plant the new tree in the: Same Location New Location, please attach a site plan.

If you are replacing a large tree with extensive roots, please complete the Planting Beds and/or Lawns section below and attach a site plan to indicate how you will be restoring the area with lawn, shrubs, or a combination of both.

For planting beds:

My site is (circle one): Mostly sunny Mostly shady Under a Redwood

I have attached:

A Detailed Description of Work Include info about any materials to be used, edging, lighting..

A Site Plan Aerial view showing: Property lines, homes, fences, and driveways. Existing trees and plants. Dimensions of planting areas. New plants proposed, labeled a, b, c...

- Plant list** Showing: Plant Names, Color, Mature Size, Number planned
- I understand that only Fir Bark Mulch is allowed and will be using this material only.

For Lawns:

I would like to use _____ sod.

Is turf area shared with a neighbor? No Yes If yes, the whole lawn needs to be consistently updated. Please obtain signatures from neighbors.

I would like the turf boundaries to be: Same as existing Different. If different, attach a site plan.

ATTACHMENTS (REQUIRED): Please attached a detailed discription of your project, photos, site plans, plant and material lists, and any other information to complete your application.

- 1. _____
- 2. _____
- 3. _____

NEIGHBORS SIGNATURES:

I am aware of the proposed changes. I understand that if I wish to comment on this application I must contact the community manager within five (5) business days, so that my comments can be included in the review process. Comments (if any) are just one of many factors that are considered in the review process.

Neighbor's Name	Address	Financial Contribution(none or %)	Signature	Date
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Homeowner understands that:

1. Requested landscape changes, if approved, are at home owner's expense.
2. Submission of this form alone does not fulfill all requirements for approval. Further information may be required in order to make a decision. Until all information has been received, the application stands *not* approved.
3. The Committee/Board may set special conditions on their approval requiring certain modifications to the plans and completion of work.
4. Approval of this application does not relieve the applicant from obtaining any required Tree Removal Permits and Tree Pruning Permits or Building Permits from the City of Redwood City. No construction work shall commence without permits where required.
5. All landscape architectural changes must be completed within six months of approval. Plant orders often take a few weeks, please do not remove the original landscaping until you've secured permits, aprovals, and new plants.

APPLICANTS SIGNATURE:

Date

All applications should be sent to the Association Manager.

For HOA use:

Date Received: _____ By: _____ This Application is: Complete Incomplete

Procedure for Consideration of Proposed Architectural Change Request:

The Architectural Control Committee shall:

- Review the Architectural Change Request and all supporting documents to ensure they are complete and satisfactory.
- Review the CC&Rs and Association rules in the Directory to ensure compliance.
- Submit their findings and recommendations to the Board within fifteen (15) days of the Owner's submission of a properly completed Architectural Change Request and any required supporting documentation.

No proposed Architectural changes may be commenced until written approval is received by the Owner from the Board of Directors. The Owner is solely responsible for ensuring compliance with all Tree Preservation Ordinances and city building codes.

The Board and the Committee shall grant their approval only in the event that the proposed work will benefit and enhance the entire subdivided property in a manner generally consistent with the plan of the development thereof. (CC&Rs Article 18.)

The board and committee's approval or disapproval shall be in writing. In the event that the board and committee fail to approve or disapprove within thirty (30) days after the appropriate plans and specifications have been submitted to it, them, or in any event, if no such suit to enjoin such work has commenced before completion thereof, approval will be deemed given, and compliance with the terms of this article conclusively presumed. (CC&Rs Article 18.)

If a Change Request has been denied by the Board of Directors, the Owner may appear before the Board to present evidence showing the propose alteration(s) of additions(s) comply with the CC&Rs and all City building codes and regulations and that written approval has been obtained from the Owners of all nearby units. A final decision will then be made by the Board of Directors and the Owner will be notified that the request has been either approved of denied within ten (10) days of that meeting.

Landscape Committee's Recommendation to the Board of Directors

RECOMMEND RECOMMEND WITH CONDITIONS NOT RECOMMENDED

Conditions / Reasons

Committee Member Signature

Date

Board of Directors Action:

APPROVED APROVED WITH CONDITIONS NOT APPROVED

Conditions / Reasons

Authorized Signature

Date

**All landscape and architectural changes must be completed within six months of approval.
Plant orders often take a few weeks, please do not remove the original landscaping until you've secured new plants.
Please keep a copy of this for your records.**