

## **Greentrees Village, Inc.**

### **Request for Approval of Lot Development Project**

The Architectural Control Committee (ACC) meets regularly on the first Monday and third Monday of each month.

ACC approval is required for lot clearing, excavating and all projects which increase lot coverage including paving, installation of structures, and all external construction.

Please refer to the *Land Use Rules and Regulations* for minimum setbacks, Greenbelt requirements, lot coverage, building height and other restrictions. **The ACC can not approve any requests or plans that encroaches the greenbelt area.**

**This Request must include:**

**Plot Plan:** Submit a **scale drawing**. Include clearing, and erosion plans. Note locations where retaining walls equal or exceed four feet in height. **Show location and dimensioned** outline of existing and proposed structures, pavement and retaining walls. Include **dimensions** to property lines. Location of survey pins/stakes may be required. Show **entrances, walkways and parking areas**. (Note: The front property line starts at the front property stakes, not at the edge of the street paving.)

**Construction Plans:** Include **drawings** showing type of construction, size, height and exterior appearance of proposed structures.

**Greenbelts:** The primary design feature which makes Greentrees Village a unique Planned Community is the specification of greenbelts to serve as a visual screen and to protect privacy between adjacent lots. Side and Rear setbacks are to be developed and maintained as greenbelts. Greenbelts may not be used for lot development, storage, fences, or lot access other than in an emergency. Greenbelts are determined by the setback requirements contained in the *Land Use Rules and Regulations*.

**Drainage:** Paving should be graded so that runoff goes into drywells or greenbelts. Gutters and downspouts must also run into drywell or greenbelts.

**Construction:** The applicant is responsible for determining if a Florence city permit is required for their project. Construction is subject to City of Florence approval. Building permits should be prominently displayed at the construction site. An approved set of project plans should be kept at the job site. The lot owner is responsible for providing gate access to contractors. The lot owner must advise the Greentrees Village office 24 hours in advance of the arrival of a new mobile home. The lot owner is responsible for any damage to streets or the common property.

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NAME: \_\_\_\_\_ LOT# \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

PROPOSED PROJECT:  
\_\_\_\_\_  
\_\_\_\_\_

PROPOSED START DATE: \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

WHO WILL BUILD IT? \_\_\_\_\_ Phone # \_\_\_\_\_

Have your property pins/stakes been identified? \_\_\_\_\_ YES \_\_\_\_\_ NO

I have read and understand the Rules & Regulations attached (Initials: \_\_\_\_\_)

Upon project completion I will notify the Greentrees office for final inspection and permit closures per Rules and Regulations Paragraph 34-J (Initials: \_\_\_\_\_)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Architectural Control Committee Action**

Granted \_\_\_\_\_ Denied \_\_\_\_\_ Postponed \_\_\_\_\_ Incomplete \_\_\_\_\_

ACC comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approval Stamp**

**Completion Stamp**

**ACC Committee Signatures**

\_\_\_\_\_  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_