

Instructions for Lot Action Request Form

The Lot Committee would like you to be aware of the following items as you fill out this application:

1. The committee meets on the 1st and 3rd Thursday of the month at 8:30 AM. If your application is complete and time allows, the committee will act on your request at the first meeting after it is submitted. At that time we will make a site inspection. You must be home on that day or you may provide a sketch clearly detailing the work to be done. If you are not home or have not submitted a sketch, your request will be reviewed at the next meeting.
2. All trees listed for requested action should be marked appropriately. Flagging tape and instructions are available in the Shelter Bay office. If you or someone else planted this tree, or if the diameter of the tree is 6 inches or less at 5 feet above the ground, no permit required.
3. Signatures of adjoining lot owners must appear on the front of this form and indicate either agreement or disagreement with the proposed work.
4. The Lot Committee may determine that there are others that may be affected in a relevant way and their signatures with either their agreement or disagreement would be required as in item 3 above.
5. If an adjoining or affected lot owner disagrees with the approved request, then the permit to do the requested work will not be issued on the day of approval. Instead, there will be a five business day delay to allow the disagreeing party time to file a written appeal with the Rules Committee. It is the Applicant's responsibility to verify that an appeal has not been filed before commencing work authorized under the permit. If there is no disagreement to your request, a signed copy of your request, either approved or disapproved, will be available for pick-up by you at the office the day following the committee's site inspection and application review. You must have this signed permit in your possession before proceeding with the work.
6. Applicant Checklist:
 - Applicant information complete: name, lot, street, mailing address, telephone, date, description of work, work performed by & date signed?
 - Adjoining or affected lot owner's signatures with agreement or disagreement indicated?

Your cooperation regarding the above items will allow us to process your request in a timely manner. Thank you for your cooperation.

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