



Landscape Plan and Modification Application

Name _____
 Address _____
 Email _____

Date _____
 Phone _____

Brief description of **ALL** work to be performed _____

Contractor _____

Phone _____

Homeowner Signature: _____

Date: _____

Note: Homeowner, not contractor, must sign and submit this application.

DID YOU ATTACH?

- Attach a copy of your property's site survey
- Attach a separate, detailed, scale drawing of work to be performed with location and dimensions (not site survey) including location of existing sprinkler heads
- Attach a list of material specifications, color, plant species and quantity, and all pertinent details
- Provide a copy of contractor's certificate of insurance naming VGEM as an additional insured party

- **No change or modification is permitted until the homeowner receives the ACC's approval letter from the Community Manager.**
- **Verbal approvals are not considered a formal approval and discussions during project inspections are not deemed official unless confirmed in writing from the Community Manager.**
- **Approvals are based on the information and dimensions provided in this application; any modification to the project requires resubmission and review by the ACC.**
- **Projects started without *prior* approval will be subject to a \$50.00 per day fine until property is in compliance.**
- **Homeowner is responsible to report finished project to Community Manager within 15 days.**
- **Homeowner agrees to indemnify the Association and its members from any personal injury and property loss or damage resulting from the modifications.**

ACC Project Approval: _____

ACC Project Approval: _____

Date: _____

Date: _____

ACC Project Rejection: _____

Date: _____

ACC Post Inspection: _____

Date: _____

Guidelines for Landscape Plan and Modification

Please read these guidelines carefully. Processing of application will be delayed if required data is missing or fails to meet guidelines. The guidelines below are only an excerpt, for a complete list please refer to the ACC Rules and Regulations.

- Planting or construction is prohibited within 2 feet of a swale center.
- **Drawing *must be to scale and must include all dimensions.***
- Site survey will not be accepted as the scaled drawing.
- Project dimensions shall be shown as outside of bed, front of block, pavers' leading edge.
- Specify material composition, wall height, paver size, colors, type/size of generator, etc.
- List all plant species, quantity of each specie and their location.
- No plants may grow outside of beds and all must be maintained by the homeowner.
- The spread of shrubs and evergreen trees *may not exceed 6 feet at maturity* and root systems may not endanger underground utilities or irrigation system. Homeowner is responsible for maintaining landscaping around the plants and preventing overgrowth.
- Landscape walls may not be higher than 12 inches in height. Walls within 2 feet of either side of an irrigation head may not be higher than 6 inches.
- Landscape modifications, including pavers, walls, plants or backup generators, may not block sprinkler heads or impede irrigation coverage. System must be able to water original target area without using risers to elevate the head height.
- Sprinklers must be moved outside of planting beds if you enlarge, edge, or add vegetation.
- Addition of sprinkler heads to the common irrigation system is prohibited.

The ACC Review Process

- Application is submitted to Management Office by homeowner.
- All complete applications are provided to the ACC for review at their next meeting. The ACC meets on the second and fourth Wednesdays of the month from March through October.
- An ACC member(s) may conduct an initial site visit, and then return the application to Manager.
- Once the homeowner has received a written approval letter, work may commence.
- An ACC member(s) may conduct progress inspections during the project.
- Homeowner will inform Manager when work has been completed within 15 days.
- An ACC member will do a final site visit to ensure compliance with the detail stated on the application.