

Landscape Alteration Approval Form

SUBMIT FORM:

Electronically (e-mail): cp.concernform@gmail.com

Paper: place in the designated mailbox (by the front door) at [991 Yuma Lane](#)

Date _____

Name _____

Address _____

Phone # _____

E-mail address _____

- **When filling out this form please refer to the CPHA website for the RULES and REGULATIONS 2019 Version specifically the section titled “Landscaping”, pages 4-6.**

- **If any part of this project involves the construction or re-construction of a patio it is the homeowner’s responsibility to have a plan that is compliant with the City of Plymouth hard cover surface guidelines.**

- **It is the homeowner’s responsibility to call 811 for marking of all underground utilities, including telephone and cable lines. A CPHA board member can assist in locating underground irrigation lines. The homeowner is responsible for any damage to irrigation lines. All the above must be done after a project is approved, but BEFORE the project is started.**

Please enclose with this application the following items on 8 ½”x 11” paper.

- 1) “Plat Survey Drawing” from CPHA website, showing the dimensions of the lot, the property lines and the location of the landscape project.
 - 2) A scaled plan of the landscape project, with dimensions, needs to show all materials being utilized. Plants may be identified as “annuals, perennials, bulbs, shrubs, grasses or trees. Any trees must be identified by species.
 - 3) When selecting planting items, the final **mature size** of the plant must be appropriate for the location.
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All landscaping projects must meet the following criteria.

- Only property owners may apply for and receive approval for landscape alteration.
- For simple changes please use the alternate “Shrub, Tree, Flower Garden” form available on the CPHA website.
- All applications for landscaping alterations will be reviewed, approved or denied within 30 days of the application date. No work may be started prior to approval and underground marking.
- Planted trees or shrubs **AT MATURE SIZE** must not touch the building, interfere with mowing or snow removal and must not block the required two-foot emergency egress from any window.
- Fruit trees are not allowed.
- Climbing vines that attach to the building are not allowed.
- Climbing flowering vines on trellises is permitted.
- Homeowners landscape planting is allowed only on the owner’s property.
- Homeowner landscape planting on any HOA common grounds property, as well as the removal or trimming of trees on HOA common grounds property, is prohibited without board approval.

Board Member Approval _____ **Date** _____

Projected Start Date _____

Projected Completion Date _____ (within 30 days of start)

Final Board Member Sign-off _____ **Date** _____

Non-compliance with the above specifications, including a failure to obtain a City of Plymouth permit (if required) may result in removal, re-installation or painting to meet CPHA and city approval. Failure to meet that approval will risk fines being levied against the property owner in accordance with CPHA Rules and Regulations.

REV 10/24 LM