

**Landscape Alteration Approval Form**

**SUBMIT FORM:**

**Electronically (e-mail):** [cp.concernform@gmail.com](mailto: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** \_\_\_\_\_

**Please enclose the following:**

- 1) “Plat Survey Drawing” from CPHA website, indicating the location of the landscape project.
- 2) A plan of the project including dimensions and materials being utilized. Plants may be identified as annuals, perennials, shrubs, trees, etc. Trees must be identified by species.

**Additional information and criteria:**

- Only homeowners may request approval.
- For simple changes please use the “Shrub, Tree, Flower and/or Garden” form available on the CPHA website.
- If the project involves adding a patio or making alterations to an existing one, it is the homeowner’s responsibility to have a plan that is compliant with the City’s hard cover surface guidelines.
- The association is not responsible for any costs related to a professional survey obtained by a homeowner to determine, for example, but not limited to, boundary lines, improvements, or any specific concerns regarding the property.

- It is the homeowner’s responsibility to call 811 for the marking of underground utility lines and to review the CPHA Rules and Regulations (e.g., Landscaping).
- A CPHA board member can assist in locating irrigation lines. The homeowner is responsible for any damage to the lines.
- 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 vines on trellises is permitted.
- Planting on common grounds, as well as the removal or trimming of trees on common grounds, is prohibited without board approval.

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**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.