



Wesley Place Homeowners Association

Landscaping Request for Approval
Trees, New Flower Beds, or Bed Expansion

-- If you are simply changing plants in an existing flower bed you DO NOT need to submit this form UNLESS, you are adding or removing trees.

-- Please attach a drawing, annotated photo, or give a clear description showing the location of the planned changes and list new plants to be used.

-- Approval is required BEFORE any work is begun on landscaping changes. If approval is not granted BEFORE work is begun, the WPHA may require homeowner(s) remove the unauthorized changes and return the property to its original condition.

-- You must review ALL details on back of this form.

Name: Date: / / 20
Addr: Wesley Place Phone: () -
Email:

Description of Landscaping Change Request

By signing this request, owners understand that they must comply with the WPHA's Covenants, Conditions and Restrictions; By-laws; and the applicable supplemental requirements on the reverse side of this page. Owners will ensure that the area is clear of trash or debris every day during landscaping. No contractor vehicle access/egress on common areas without prior approval from the WPHA.

Signature of Owner(s): _____ / _____

IMPORTANT: Deliver your signed form to the clubhouse and display the flag.

WPHA Grounds Approval Section -- Do not write here.
Grounds Disposition Approved: ___ Approved with Conditions: ___ Denied: ___
Reason for Denial or Conditions for Approval
Do not write here.
Grounds Chairperson Signature: _____ Date: ___ / ___ / 20

Wesley Place Homeowners Association

Request for Landscaping Change

ACC Approval Required? Yes: ____ No: ____	
WPHA ACC Structural Approval Section -- Do not write here.	
ACC Disposition	Approved: ____ Approved with Conditions: ____ Denied: ____
Reason for Denial or Conditions for Approval	
Do not write here.	
ACC Chairperson Signature: _____	
Date: ____ / ____ / 20____	

Requirements

1. Attach a schematic (preferred), detailed description, annotated photo, or other suitable representation of the final landscaping plan.
2. All changes are normally at the OWNER'S EXPENSE. Any expectation that the Association will pay for part or all of a change, even to common ground, must be agreed to by the Board of Directors before approval is granted.
3. List the types of plants to be used in new or expanded landscaping beds.
4. New or changed landscaping should not block your neighbor's view of oncoming traffic.
5. If the owner removes a tree or shrubbery on their property they must address the stump(s) as follows:
(A) Stumps and roots which remain in grassy areas, or where mowing or foot traffic can be reasonably expected, must be ground-down or otherwise removed so that any residual is at least 12" below the surrounding ground level. The area is to be filled with good soil, raked level, and sodded or seeded with tall fescue grass.
(B) Stumps and roots which remain in existing planting beds or natural growing wooded areas are to be cut to at least ground level. The area is to be a raked as level as possible and covered with mulch.
6. New landscaping, to include the addition of borders, new flower/planting beds, or changes to existing landscaping, flower beds, walks and driveways must be consistent with the general landscaping, colors, and design in Wesley Place.
7. Requests containing a retaining wall over 1' high or other man-made structures will be reviewed by the ACC.
8. Approval may be REVOKED if the owner does not remain true to their submitted drawings and specifications submitted.
9. Denied requests may be appealed to the Board of Directors.