



shelter bay community, inc.

1000 Shoshone Drive • La Conner, WA 98257 • 360-466-3805

For Office Use Only	
Applicant is a member in good standing	
_____	_____
Initials	Date

Greenbelt Request Form

Applicant's Name: _____ Lot #: _____ Street: _____ Telephone #: _____

Applicant's Mailing Address: _____ Date: _____

Specific description of complaint or work (refer to the Instructions for required and suggested exhibits). Applicant may attach additional pages. _____

I would be willing to pay all or part of the expenses: Yes () No ()

Adjacent or Impacted Owners: (See Instructions)

Signature: _____ Lot #: _____ Agree: ____ (Y/N) Signature: _____ Lot #: _____ Agree: ____ (Y/N)

Signature: _____ Lot #: _____ Agree: ____ (Y/N) Signature: _____ Lot #: _____ Agree: ____ (Y/N)

Signature: _____ Lot #: _____ Agree: ____ (Y/N) Signature: _____ Lot #: _____ Agree: ____ (Y/N)

Applicant has read and signed the Application documents. Signature: _____ Date: _____

-----**FOR COMMITTEE USE**-----

Site inspection by Greenbelt Committee:

Initials: _____ Name: _____ Initials: _____ Name: _____

Initials: _____ Name: _____ Initials: _____ Name: _____

Initials: _____ Name: _____ Initials: _____ Name: _____

Greenbelt Committee Comments: _____

_____ Monitor required: _____ (Y/N)

Approved /Disapproved: Chairperson's Signature: _____ Date: _____

Date Work Performed: _____ Final Cost: _____ Permit expires: _____

Monitors Sign-In:

Name: _____ Signature: _____ Date/Time: _____

Name: _____ Signature: _____ Date/Time: _____

Distribution of Copies: File _____ Applicant _____ Manager _____ Monitors _____

- Read & Sign Instructions on Reverse Side -

Greenbelt Committee meets the 2nd and 4th Thursday of the every month at 9:00 a.m. at the Clubhouse. Applications must be in by 5:00 p.m. on the Friday before the week of the meeting in order to be placed on the Agenda. All meetings are open to the public. Discussion will be limited to those items on the Agenda.

BOD: 1/21/09

Instructions for Greenbelt Request Form

1. The Greenbelt Committee will act on an Applicant's request at the first meeting after the request is submitted. At that time, a site inspection will be made, weather permitting. It is preferred that the Applicant be home on the meeting date to discuss the request.
2. The application must include either a sketch that details the work requested and/or photographs of the work area. Photos must accompany any request for selective limbing, pruning and/or removal of trees. These photos must be clearly marked to indicate the work the Applicant is requesting.
3. All trees and shrubs listed in the request must be marked with colored tape (available in the office) as follows:
 - a. Red – tree to be removed
 - b. Yellow – tree to be trimmed, pruned, or limbs removed
 - c. Green – to be skirted (limbs removed at the base)
4. **Signatures from all impacted lot owners** (adjacent to work area or in view of work area) must appear on the front of this form and indicate either agreement or disagreement with the request. At the site inspection, the Committee may determine that other properties are also affected by the request and the signatures of those owners are required as well.
5. A signed copy of the request either approved, amended, or disapproved, will be mailed to the Applicant within 5 business days following a determination by the Greenbelt Committee. If an owner disagrees with the decision they may follow the Board approved Review/Appeal process. Copies are available in the office.
6. If an Appeal is not filed with the Rules Committee within 30 days of the decision the work will proceed. The Applicant will be notified that the work will proceed. The Community Manager will schedule the work to be done and all impacted owners will be notified.
7. Greenbelt Monitors may be on-site when the work is performed, at the discretion of the Committee.
8. Persons working in greenbelts acknowledge that Shelter Bay, Inc., or its Committees, do not accept any liability particular to the work or their actions performed.
9. A copy of the full Greenbelt Management Plan is available in the office and on the website.
10. I have read the above instructions. Applicant's Signature _____

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

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