



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 Action Request Form

View Restoration* View Creation Other

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

Mailing Address: _____

Email Address _____ Telephone #: _____

Specific description of request (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, including any mitigation fees incurred: Yes No

If yes, please enter a percentage or dollar amount. _____

If this is a request for View Creation, I acknowledge that I am responsible to pay for the work necessary to create the view and any future work required to maintain that view. This responsibility carries forward to all future owners of the lot.

Applicant has read and concurs with the Instructions.

Signature: _____ Date: _____

-----**FOR COMMITTEE USE**-----
Date of Purchase _____

Site inspection by Greenbelt Committee: _____ Date: _____

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: _____

- Read & Sign Instructions on Reverse Side -

Greenbelt Committee meets the 2nd & 4th Thursday of every month at 9:00 am at the Clubhouse.

Applications must be received by **12:00 Noon on the Wednesday** before the week of the meeting in order to be on the agenda.

Instructions for Greenbelt Action Request Form

1. The Greenbelt Committee will act on an Applicant's request at the next meeting if the request is submitted by 12:00 Noon on the preceding Wednesday. At that time, a site inspection may be made, weather permitting. It is preferred that the Applicant be home on the meeting date to discuss the request.
2. The request must include either a sketch that details the work requested and/or photographs of the work area. Photos should 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. For view restoration requests photos taken at the time of purchase should be included.
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 topped
 - c. Green – to be skirted (limbs removed at the base)
 - d. White – SSA
4. A signed copy of the request either approved, amended, or disapproved, will be mailed to the requester within 5 business days following a determination by the Greenbelt Committee. If a requester disagrees with the decision they may follow the Board approved Review/Appeal process. Forms are available in the office.
5. If a request is approved all affected members will be notified in writing of the decision and of their right to request a Committee Decision Review.
6. If a Committee Decision Review is not filed with the Greenbelt Committee within 30 days of the decision the work will proceed and The Applicant will be notified. The Community Manager will schedule the work to be done and all affected members 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 and agree that Shelter Bay Community, Inc., or its Committee members or employees, are not to be held liable for 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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