



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

**Greenbelt Maintenance Permit Form**

Limited 60 Day Permit. Good until \_\_\_\_\_  Annual Renewable Permit.

**Date:** \_\_\_\_\_

**Owner's Name** \_\_\_\_\_ **Lot # and Street** \_\_\_\_\_

Agrees to maintain the Greenbelt located at \_\_\_\_\_

Persons working in the greenbelts acknowledge that Shelter Bay Community, Inc., or its Committees, do not accept any liability for the work or actions performed. Signature on this agreement signifies the applicant has agreed to the conditions below and the guidelines on the back of this form.

Description of maintenance to be performed and boundaries of the area for which you will be responsible:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- I understand that I will cut no trees greater than four inches (4") in diameter measured at 5' above the base and that utilization of herbicides or pesticides must be pre-approved by the Greenbelt Committee.
- I understand this Permit is subject to an Annual Greenbelt Committee Review and will remain in effect unless terminated by either party. This permit will terminate on the sale or transfer of the lot.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

**Signature:** \_\_\_\_\_

**Adjacent or Impacted Lot Owners:**

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)

**Greenbelt Committee:**      **Approved / Disapproved**      **Date:** \_\_\_\_\_

**Chairperson:** \_\_\_\_\_

*Copies:* Applicant \_\_\_\_\_ Office \_\_\_\_\_ File \_\_\_\_\_

Greenbelt Committee meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of every month at 9:00 am at the Clubhouse.

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

## Greenbelt Maintenance Permit Instructions

1. The Greenbelt Committee must approve any Maintenance Permit in advance of any work being performed. The Committee meets regularly twice monthly at a date, time and place to be publicized as duly authorized. The Committee will act on an Applicant's request at the first meeting after the request is submitted if the request is submitted by 12:00 Noon on the preceding Wednesday. A site inspection may be made. It is preferred that the Applicant be available at the meeting date to discuss the request.

2. Please indicate below which Greenbelt maintenance item/s you are requesting:

- Removal of any trees less than 4 inches in diameter, measured 5-feet above the base.
- Skirting of all remaining trees up to the height that can be reached safely from the ground, but no more than 25% of the trees green foliage may be removed.
- Cleanup of all downed limbs and trees.
- Clearing of blackberries and other noxious weeds, unless on a slope area where soil erosion is a concern.
- Mowing ~ If the greenbelt contains open grassy spaces. Brush cutting and/or mowing is may be done as needed to prevent fire hazards and the encroachment of undesirable weeds and plants onto the neighbor's properties. Cutting should be done as needed to maintain grasses at a height of one foot or shorter.
- Replanting ~ Low maintenance trees, shrubs and/or grasses may be used for replanting, and such replanting requires the approval of the Greenbelt Committee.

Greenbelt Committee Comments: \_\_\_\_\_

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