



shelter bay community, inc. TM

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

For Office Use Only

Applicant is a member
in good standing

Initials

Date

Green Committee Action Request Form

☐ Greenbelt ☐ Lot ☐ View Restoration* ☐ View Creation ☐ Other

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

Mailing Address: _____

Email Address _____ Telephone #: _____

Date Lot was Purchased: _____

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.

*A member's view must be maintained every seven years from date of purchase. If not, the Request for a View Restore becomes the full financial responsibility of the Requestor. See Protective Covenants Article IV. Section 5.b., View Restoration. Affected/Impacted members must sign this application acknowledging notification of this request. If an affected/impacted member has concerns, they must contact the Committee. Additionally, signatures may be required as determined by the Committee.

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)

Applicant has read and concurs with the Instructions.

Signature: _____ Date: _____

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

Date of Purchase _____

Site inspection by Green Committee:

Date: _____

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

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

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

Green Committee Comments: _____

Monitor required: ____ (Y/N)

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

– Read & Sign Instructions on Reverse Side –

Green Committee work is executed by Shelter Bay staff with the Community Manager as acting Chairperson.

Instructions for Green Committee Action Request Form

The Green Committee would like applicants to be aware of the following items as they fill in the application:

1. The Green Committee will act on an Applicant's request within seven (7) business days. 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 or at the time of the latest view restore must be included.
3. All permit requests concerning 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, or pruned
 - c. **Green** – to be skirted (limbs removed at the base)
 - d. **White** – SSA
4. Unless located within a Shoreline and Sensitive Area or in a greenbelt, no permit is required if the branches you wish to cut are less than 4 inches in diameter or if the diameter of the tree is 6 inches or less at 5 feet above the ground level (dbh).
5. Special criteria may be required for those locations considered “SSA” (Shoreline & Sensitive Area). Additional permitting and/or restrictions may apply. Check with the Committee. Those locations include:
 - a. Projects within 200 feet of the shoreline at the mean high tide level.
 - b. Projects on a slope of 40 degrees or more or within 50 feet of the top of such a slope.
6. View restoration requests will initiate a notification to any affected members with a copy to the requestor.
7. Signatures of affected members must appear on the front of this form, indicating that they have been informed. The Green Committee may determine that there are other members who are affected in a relevant way and their signatures will also be required. If an affected member has concerns, they may contact the Committee. Their input will be considered but is not bindings.
8. If a request is approved, all affected members will be notified in writing by USPS mail and electronic email of the decision and their right to request a Committee Decision Review. If a Committee Decision Review is not filed within fifteen days (15) of Notification of the Decision, the work will proceed and the Applicant will be notified.
9. Any tree cutting should not be scheduled or performed until after the Green Committee decision and the Applicant has receipt of the approved permit. All work shall have a waiting period of thirty days (30) from the date of decision.
10. Green Committee appointed monitors may be on-site when the work is performed, at the discretion of the Committee.

Member/Applicant Responsibilities:

1. Complete the form thoroughly, attaching any sketches and photos as appropriate, and obtaining the signatures of any affected members to indicate they have been notified.
2. Be available to answer questions for the Committee.
3. Allow the Green Committee access to the lot or dwelling (for a view restore/create) in order that they may obtain the information deemed necessary to make an informed decision.
4. No work is to be scheduled or performed until after the Committee has approved the request. Have the copy of the **signed/approved** permit in your possession **before** scheduling or proceeding with the work. There is a 30-day waiting period from the date of decision for any work involving tree cutting.
5. Notify the Committee Secretary when permitted work on applicants lot has been completed.

Cooperation regarding the above items will allow the Committee to process the request in a timely manner. Incomplete applications will be returned to the Applicant.

Member/Applicant Signature

I have read the above instructions. Applicant’s Signature _____ Date: _____

Once the application is approved, it will usually be available at the Main Office for pick-up three (3) business days following notice. Some cases may take longer if further research or permits are required. Please call the Committee Secretary with any concerns or questions – 360-466-3805. Tribal permits are separate and may be required.

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

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