



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 _____

Greenbelt Maintenance Permit Form

Annual Renewable Permit

Owner's Name _____ Lot # and Street _____
Email: _____ Phone: _____ Alternate phone: _____

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 Green Committee.
- ☐ I understand this Permit is subject to an Annual Green 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)

Green Committee: _____ Approved / Disapproved _____ Date: _____

Chairperson: _____

Copies: Applicant _____ Office _____ File _____

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

Greenbelt Maintenance Permit Instructions

The Green Committee must approve any Maintenance Permit in advance of any work being performed. The Green Committee is comprised of Shelter Bay staff members who will review Permit requests within seven (7) business days of receipt. A site inspection may be necessary and, if so, the applicant will be notified in advance when possible.

1. 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 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 Green Committee.
- ☐ No clear cutting of any lot, greenbelt, or common area in Shelter Bay is allowed.

Green Committee Comments: _____
