

# Trailhead Village HOA – Landscape Request Form

Last Updated: 7-14-2014

The following form must be submitted to the Landscape Review Committee for all exterior property modifications. If your project is architecturally related or includes architectural changes please also submit a design review form for approval. Before submitting this request please review the checklist below and make sure you have all of the listed items:

- Completed Landscape Review Request Form
- Any drawings, sketches, samples, or other materials that describe the project.

## Homeowner Information

Requestor Name

House Number	Street Name
	<input type="checkbox"/> Side Saddle Lane - <input type="checkbox"/> Trailhead Lane

## Project Information

This project will be completed by:  Homeowners  Outside Contractor

If outside contractor please fill out the following:

Contractor Name	Contractor Phone Number

**Project Description:**

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**I have included the following documents:**

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Please consult pages 6-8 of the 2012 Rules and Regulations (can be found on community website) for guidelines on landscaping.

The HOA is not responsible for making sure your project complies with building code. Please consult the city building department in regards to any code concerns.

- Berea Building Department : (440) 826-5812
- Email: [buildingdept@cityofberea.org](mailto:buildingdept@cityofberea.org)
- Website: <http://cityofberea.org/en-US/Permits.aspx>

It is the homeowner's responsibility and liability to make sure outside contractors are properly insured and abide by neighborhood rules.

Project approval process takes an estimated 3-4 weeks. All landscaping projects must be completed within 1 year of approval. If more time is required homeowners must inquire with the board. Please plan accordingly.

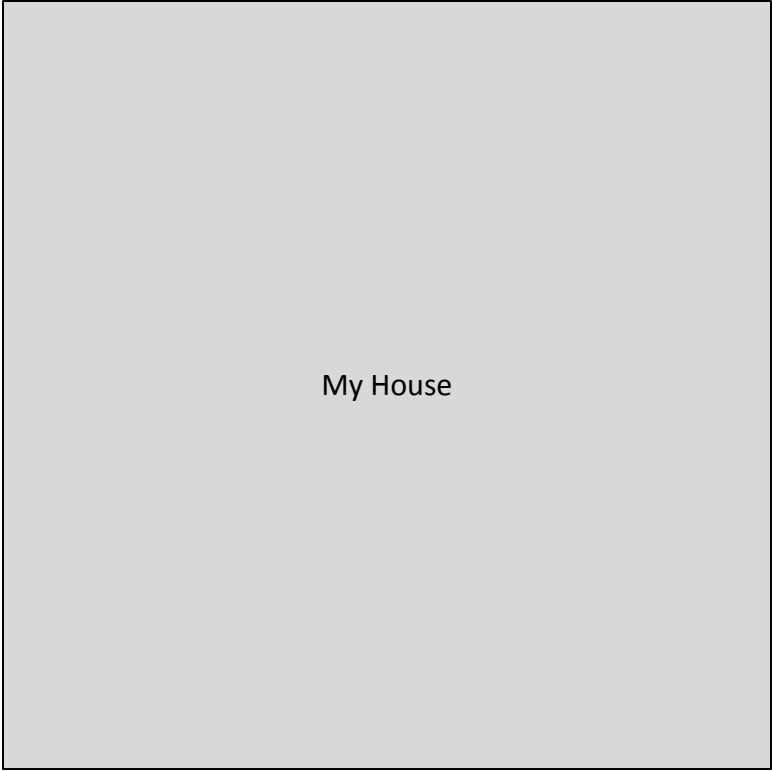
**I the homeowner (stated in this document) have read the rules and regulations prior to submitting this form and have described my project to the best of my ability.**

Signature	Print Name	Date

**Return to the Landscape Committee, consult the website for the current head of that committee.**  
**At the completion of the project homeowners must contact the committee chair to notify them the project is complete!**

**Design/Landscape Request – Site Diagram**

Please use this diagram to show the committee/board the scope of your project. Dimensions are not needed. Rough locations are acceptable.



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Street