

# Sandy Point Grounds-Landscape Change Request: SHORT FORM

Submit to the Grounds-Landscape Committee (GLC) to request a Pre-Project Meeting with GLC members, SP Property Manager, and the Homeowner. The GLC may forward some requests to the Architectural & Controls Committee (ACC) if the project's scope falls under the responsibility of both the ACC and the GLC. Contact the GLC chairperson for guidance.

During the Pre-Project Meeting, the required information and documents that the homeowner must submit with the request will be identified for the homeowner. This meeting is to discuss the project *before* the homeowner formally submits the Sandy Point Grounds-Landscape Change Request and will enable the homeowner to submit a complete request to the GLC, thus eliminating back and forth requests for missing information, documents, or plan adjustments.

## Homeowner Information

**Please check the preferred contact person and method of communication during the GLC process.**

Homeowner 1    Homeowner 2    email    text    cell phone    other phone

Address: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

(please print) (please print)  
Owner One: \_\_\_\_\_ Owner Two: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

I/We have reviewed and understand the Sandy Point Grounds Landscaping Guidelines, including the approved list of trees, shrubs, mulch, edging materials, planting distances from home and on common ground.

Owner One Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Two Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Neighbor's Acknowledgment

I/We acknowledge that my neighbor/s \_\_\_\_\_ has notified and discussed with me in detail the proposed landscaping and grounds change/s, including a diagram showing the exact location of the proposed work.

Name/s and Address: (right side) \_\_\_\_\_

Neighbor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/s and Address: (left side) \_\_\_\_\_

Neighbor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Who will do the work?** \_\_\_\_\_

**Brief Description of Work**

Describe what you want to do and attach supporting documents (including images and drawings) to clarify the requested changes. Attach additional pages if necessary. \_\_\_\_\_

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

Total Estimated Project Cost: \$ \_\_\_\_\_ \*Approximate Start Date: \_\_\_\_\_ \*End Date: \_\_\_\_\_

\*The GLC chairperson must be informed before the actual start date and immediately after the project's end date. GLC members and the Sandy Point Property Manager will periodically check on the project's progress through site visits, texts, emails, or phone calls.

**APPROVALS:**

Approved as Submitted

Approved with Conditions

Denied

Required conditions:

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

Reason for denial:

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

**GLC Signatures:**

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_