

APPLICATION FOR TREE REMOVAL

The following items are required for the AMRC to consider a request for tree removal:

1. The “Application for Review” **Form** found in Appendix D of the Design Review Guidelines. This form is available on the SW website <http://www.swcaonline.com>
2. **Drawing** indicating the tree that the homeowner would like to remove and the surrounding area. Use this drawing to note any structural damage that has been caused by the tree. This can be a rough hand drawing and does not need to be done to scale. Its purpose is to allow the committee to identify the tree in question during a site visit, particularly when more than one tree removal is requested.
3. Homeowner statement explaining the damage caused and/or other reasons for the tree removal. This should be attached to the drawing mentioned in #2 above along with the “Application for Review” form. Include in the letter the species and size of tree that you will replace the removed tree with.
4. **Pictures** of damage caused by the tree, pictures showing the entire tree and surrounding landscaping. These pictures can be printed on regular paper instead of photo paper. Attach these to the request. This is optional, but may help the committee make its decision without scheduling a visit to your property.
5. Please clearly **mark the tree(s)** requested for removal by tying a brightly colored ribbon around the trunk of the tree(s) you wish to remove.

Timeframes:

As per the Shadow Wood Covenants (Section 4.3 (b) Procedures and Section III.E of the Design Review Guidelines)

Completed requests, i.e. those in compliance with the above five requirements, must be received by the SW office **ten (10) days** before a scheduled AMRC meeting. Items received after this deadline may be held until the following meeting.

The AMRC will respond in writing within **45 days** of receipt of the completed request.