

OFFICE USE ONLY

Date Received: _____
Reviewed by PM: _____
Approval: Yes / No
Date of Compliance Inspection: _____
Compliance Inspection Performed By: _____

SUBMIT COMPLETED FORMS TO:

CCHA Office at
ccha1490@sbcglobal.net

Chesapeake Commons Homeowners Association Landscape Modification Application

GENERAL INFORMATION: The Chesapeake Commons Homeowners Association requires that no additions, changes or alterations can be done to the exterior of a unit or common area grounds without first obtaining the written approval of the Property Manager/Board of Directors. This modification application must include a plan showing location of the plants in relation to the unit, plant and/or hardscape material specifications, brochures/pictures showing the nature, kind, shape, size, material and location of all items to be included in the request. The request must be submitted in writing for approval prior to installation; any installations planted without first submitting a request may be removed by the Association at the owner's expense.

Date		
Homeowner(s)		
Address		
Phone #'s	Home: _____	Cell: _____
E-mail Address		

SUBMITTAL STEPS: Applications can be sent directly to the Property Manager for review. Owners should anticipate that approval and signoff of requests may take up to 7-days to receive from the date of submission. Formal notification of the approval or disapproval of your request will be emailed to the electronic address above by the Property Manager or Board of Directors. If no e-mail is provided, notification will be hand delivered by the property manager.

By signing below, the homeowner confirms that:

1. They have read and understand the Chesapeake Commons Homeowners Association governing documents and Rules and Regulations.
2. Once approval is given, the work will be carried out only as approved. Deviations from the enclosed plan/request are not allowed and will require a supplemental submission.
3. They will be financially responsible for the removal of any unapproved installations and that no work can commence without first obtaining the written consent and approval from the Property Manager or Board of Directors.
4. Once modification work has been completed, notification must be provided to the Managing Agent so that a member of the Property Manager can review the installation to confirm compliance.
5. The homeowner is responsible to remove all debris and restore the common ground to its original condition within seven (7) days of completion.
6. Unsigned or incomplete applications will not be considered.

HOMEOWNER SIGNATURE: _____ **DATE:** _____

Application Requirements:

- Attach a sketch/photo listing the names/types and quantities of plants to be installed or removed. The sketch/photo should indicate where they are to be planted in relation to the unit.
- If being professionally installed, a copy of the vendors contract and their evidence of insurance listing Chesapeake Commons Homeowners Association, its Board of Directors, agents and assignees as additional insureds. Vendor must provide evidence of Workers Compensation coverage with minimum limits of 500/500/500.
- Samples of mulch and pictures of any hardscape materials such as stone or pavers are to be included.

Description and Scope of Work:

In the space provided below, please provide a complete description of the work to be done; feel free to attach an additional sheet if needed.



Completed application forms along with the above-listed documentation should be submitted to the CCHA Property Manager.