

<i>Office use only</i>	
Project #:	_____
Date Received:	_____
Reviewed By:	_____
Fee:	_____ Bond: _____

ACC TREE REMOVAL PROJECT REQUEST CHECKLIST

Note: Tree removal necessary to complete a major or minor project is shown as a part of that project. This checklist is for tree removal that is not associated with any other project. ACC approval to remove Alders, Willows, Cottonwoods, fruit and decorative/hedgerow/foundation type trees such as crabapples, dogwoods, magnolias and arborvitae is not required.

Note: It is recommended that an appointment be made with Field Operations in the BBVCC management office for guidance prior to starting this checklist. This checklist is completed by either placing a check mark (meaning yes) or N/A (meaning not applicable) next to each step and providing or attaching all requested information. Refer to Birch Bay Village Community Club (BBVCC) **Architectural Rules and Regulations (AR&R)** for specific information..

Note: The completed checklist must be received by the BBVCC management office no later than 6 working days (not including Sat., Sun., or holidays) prior to the first Tuesday of the month—**NO EXCEPTIONS**. To be considered complete and in compliance with the 6 working day requirement a checklist must first:

- Be reviewed by the BBVCC management office.
- Have all BBVCC management office review comments incorporated.
- Have all fees and bonds paid.

Owner/Agent Name: _____

Property Address: _____

Mailing Address (if different): _____

Phone #: _____ Division #: _____ Lot #: _____

Note: BBVCC encourages the keeping and maintenance of healthy trees. The ACC may require the project requestor to obtain a certified arborist report to determine the health of tree(s) requested for removal.

1. ____ Site Plan includes all structures on the lot and the following:
 - North Arrow compass bearing.
 - Corner stakes and lot lines.
 - Location and type of tree(s) being requested for removal.

Note: The ACC may require the replacement of removed trees depending on the lot and area within BBVCC. When project requestor is going to replace tree(s) approved for removal describe the size and type on the above site plan or in below letter.

2. ____ Letter to ACC explaining the reason for the tree removal request.

3. _____ Tree(s) being requested for removal are clearly marked with paint, tape, ribbon, etc. 6 working days prior to ACC meeting on the project.

I attest that the information provided on and with this checklist is complete and accurate. If errors or omissions are identified, I agree and assume responsibility to provide updates for my project documents. I understand that changes must be submitted to the ACC for approval prior to instituting such change. I understand that I am responsible to pay all costs for project document changes, delays in project completion the changes may cause and any additional fees/bonds required.

By submitting this project request, I also give permission to the BBVCC staff, Board of Directors, ACC and other individuals, as may be designated by one of the forgoing to access my property. This access is only for the limited purpose of verifying the information in the proposed project, compliance with the AR&R and monitoring of the project following project approval.

It is my responsibility to comply with AR&R in completion of this project. I understand that failure to comply with the AR&R or deviating from the approved project plan may result in the issuance of a stop work order, assessment of fines, forfeiture of bond or other penalties or legal action as the BBVCC Board of Directors determines appropriate. I also understand that I must pay all costs for unauthorized or noncompliant work and associated project delays.

Owner/ agent signature: _____ Date: _____