

SOUTHAMPTON PARISH LANDSCAPE CHANGE REQUEST FORM

All landscape changes need approval of the Southampton Parish Grounds Committee (SPGC). The Committee reserves the right to consult a landscape professional to review the change.

Process:

- 1) Residents must complete a Landscape Change Request Form for any landscape changes.
- 2) The form must be sent to the Property Management Company, who will forward it to the SPGC for consideration. A written response will be sent to the Resident.
- 3) A copy of the request and response will be kept on file for future reference. The forms are available in the Clubhouse and the SLSC website.

The process of approval will include consideration of the overall benefit Southampton Parish since all the homes there contribute to the landscaping maintenance fee.

GUIDELINES:

The priority will be to maintain and protect existing landscaping, not to create a future financial burden on the residents, and to maintain a unified landscape appearance. Therefore, proposals will be assessed based on the following Guidelines.

- 1) Landscape changes will be limited to areas immediately adjacent to the residence and within the maintained lawn area.
- 2) No landscape changes will be allowed outside the maintained lawn area, including the ravine and creek areas unless authorized by the committee.
- 3) Anything approved for planting that would require maintenance above what the general maintenance contract states will be the financial responsibility of the Resident.
- 4) The Resident, not the committee, is responsible at their cost for any removal and/or replacement of plantings within an approved change they had submitted. Additionally, any such plantings that die, must be removed in a timely manner by the Resident or at cost to the Resident.
- 5) Residents are encouraged to use only annuals and small perennials. The planting of trees and shrubs are not desirable unless they fit into the long-range landscaping plans.
- 6) If the Resident's plan calls for the removal or change to existing landscaping plantings, the Resident will pay for any professional work that it involves.
- 7) Residents will be responsible for costs to remove/replace any unauthorized changes.
- 8) It is recommended that the Resident call **Pennsylvania One-Call at 811** to locate utility lines before any substantial digging is done.
- 9) If landscaping changes are made without submitting a form and written approval from the SPGMC, the Resident will be subject to the Fining Procedure as approved by the SLSC Board of Directors.

By submission of this form, it is understood that the Resident will abide by the Guidelines stated above.

Chairperson of SPGC
Somerset Lake Board of Directors

Mailing address for Brandywine Valley Properties (Management Co.):
Somerset Lake Service Corp.
P.O. Box 7368
Wilmington, DE 19803

SOUTHAMPTON PARISH LANDSCAPE CHANGE REQUEST FORM

APPLICANT: Please complete the following after having read and agreed to the Guidelines on page 1 of this form.

Date submitted by applicant: _____

Name: _____ Address: _____

Daytime phone # _____ email: _____

Proposed Change: *(If additional space needed, please attach and make a note.)*

Proposed start date: _____ Proposed completion date: _____

Date received by Management Co. : _____

Date received by SPGC: _____

Comments: _____

Approved by: _____ Date: _____

Request denied: *(Please state reason and sign)*

Signatures: _____ Date: _____

Date form returned to resident: _____