

# GENESEE

Architectural Review Committee

## OPEN SPACE TREE REMOVAL SUBMITTAL FORM

*Submittal to and approval by the ARC is required for all demolition, new construction or exterior improvements PRIOR to work commencing. You will receive the ARC response within ten (10) working days of the review. Please do not enter into any contracts, schedule work, or expend money in advance of your project until you have the written approval of the ARC. Commencement of construction is acceptance of conditions. Submission of ARC form(s) constitutes permission for ARC to access property from date of submission until **Owner's Notice of Completion** is approved. Owner acknowledges that by submitting this request Genesee Foundation has the authority to stop any work in violation of the procedures set forth in the Governing Documents, to stop any work not in compliance with the approved final submittal and to require correction and/or removal of any non-complying work at Owner's expense. The Genesee ARC is subject to the Colorado Common Interest Ownership Act open meetings laws. **You should keep a copy of this submittal for your files.***

DATE \_\_\_\_\_ FILING AND LOT \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

OWNER \_\_\_\_\_

PHONE # WHERE CAN YOU BE REACHED THE MORNING OF THE ARC MEETING? \_\_\_\_\_

DO YOU WANT THE DECISION FAXED TO YOU? O YES O NO FAX # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

OWNERS' SIGNATURE \_\_\_\_\_

NUMBER OF TREES TO BE REMOVED \_\_\_\_\_ ESTIMATED DATE OF REMOVAL \_\_\_\_\_

CONTRACTOR'S NAME AND COMPANY \_\_\_\_\_

CONTRACTOR'S TELEPHONE \_\_\_\_\_

### SUBMITTAL PROCESS

1. Submit **OPEN SPACE TREE REMOVAL FORM** to the Genesee Foundation Office including:
  - a. Drawing such as Improvement Location Certificate of Site Survey showing trees on open space and indicating relationship to lot lines, structure, roads and driveway. Also indicate firewood storage area if necessary. No more than two years worth of firewood may be retained on any Lot. Indicate method of accessing removal area.
  - b. Flag trees being considered for removal with bright colored ribbon.
  - c. Certificate of Liability Insurance (\$1,000,000 minimum General Aggregate listing Genesee Foundation as additional insured.)
  - d. Evidence of Contractors Workers' Compensation Insurance.
  - e. Plan for slash removal and to mitigate damage to open space.
2. ARC will take action on your submittal at a regular meeting within 30 days after submittal.
3. Plan must then be submitted to Genesee Foundation Board of Directors for approval.
4. When complete submit **OWNER'S NOTICE OF COMPLETION FORM** to the Genesee Foundation Office. Removal must be completed within 12 months after ARC approval.

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[arc@geneseefoundation.org](mailto:arc@geneseefoundation.org)

303.526.0284 FAX 303.526.0287

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### POSTING GUIDELINES

The posting will be for a minimum of five (5) calendar days prior to the meeting, at least three (3) days of which must be days when the Genesee Foundation Office is open.

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GENESE E FOUNDATION BOARD APPROVAL

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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