



SEABROOK ISLAND  
Property Owners Association

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(843) 768-0061 | [www.sipoa.org](http://www.sipoa.org)

Architectural Review • [arc@sipoa.org](mailto:arc@sipoa.org)

Application # (for office use only)

## Request for Landscape/Vegetation Alteration of a Developed Lot

The following is to be completed and signed by the Property Owner. This form must be accompanied by all information as outlined in Appendix L-Tree and Natural Vegetation Preservation/Removal Policy and Appendix R-Tree Trimming/Pruning Guidelines of the SIPOA Policies and Procedures.

Property Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

### **Proposed Landscape Work & Information Required** (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Tree Pruning (description of branch & tree species)  | <input type="checkbox"/> Removal (locations & landscape plan)        |
| <input type="checkbox"/> Tree Removal (description of tree & mitigation plan) | <input type="checkbox"/> Addition (locations, plant species & sizes) |
| <input type="checkbox"/> Lighting (locations & cut sheets of fixtures)        | <input type="checkbox"/> Grading/Drainage (plan)                     |
| <input type="checkbox"/> Other (describe below)                               |  |

**Description of Work, including species and size:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Location:** (Provide graphic information such as a site plan or a sketch indicating the location of the tree(s) to be removed. Note that the ARC Administrator may require a Site Plan drawn on a Tree & Topographic Survey if the request involves a number of trees or certain types of site/grading/drainage issues.)

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**Method of Debris Disposal:**

\_\_\_\_\_ All debris to be removed from site by Contractor

\_\_\_\_\_ All/some debris to remain on site

Reason for retaining debris: \_\_\_\_\_

**Mitigation Plan:**

Mitigation is the requirement to replant trees to lessen the impact of tree removal on the environment. The mitigation plan should be attached and shall show the location (including approximate distance from the house), type, and size (i.e., 30 gallon, 6" Caliper, etc.) of the proposed tree. Please see P&P Appendix L §3-Mitigation and its Table 6-Tree Mitigation Requirements for guidance on the types and sizes of trees to be used for mitigation.

Please list plant material to be installed for mitigation and provide on a site plan or sketch the location where the material is to be installed. Note that the ARC Administrator may require a Site Plan drawn on a Tree & Topographic Survey if the request involves a number of trees or certain types of site/grading/drainage issues.

\_\_\_\_\_  
\_\_\_\_\_

**Anticipated Date of Mitigation Completion:** \_\_\_\_\_

I have read the *SIPOA Policies and Procedures* Appendix L - Tree and Natural Vegetation Preservation/Removal Policy and Appendix Q - Selective Clearing of Lots, understand it, and agree to adhere to all requirements relating to the approved work. I also agree to contact the ARC for a Final Review of the work and/or mitigation once completed. I hereby authorize ARC members and SIPOA and/or ARC agents and employees to enter upon the Property from time to time during the entire course of the project.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Architectural Review Administrator

\_\_\_\_\_  
Date

**Conditions:** \_\_\_\_\_

\_\_\_\_\_

**Review Fee:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_ **Check/Receipt #** \_\_\_\_\_

**Submitted By:** \_\_\_\_\_

Please make checks payable to SIPOA

**Final Inspection date:** \_\_\_\_\_

\_\_\_\_\_  
Final Approval by Architectural Review Administrator

\_\_\_\_\_  
Date

**Additional Work Required:** \_\_\_\_\_

\_\_\_\_\_