

Resident Approval Process – Removing/Replacing Trees

ALL APPLICATIONS MUST BE SUBMITTED TO THE OFFICE SEVEN (7) BUSINESS DAYS PRIOR TO THE ARCHITECTURAL MEETING.

EMERGENCY EXCEPTIONS ONLY.

MEETINGS ARE HELD ON THE FIRST TUESDAY OF EVERY MONTH

1. Residents must complete an Architectural Tree Removal/Replanting Application. Approved tree list will be included with the application.
2. Applications are available at the LHSA Office or LHSA Website
3. Both sides of the Application **must** be completed.
 - a. Homeowner signature is required
 - b. Replacement species is required.
 - c. All trees must be eight (8) feet from the top of the soil.**
4. You will be contacted by the office within one (1) business week after Architectural review. Please do not contact the office.
5. Upon approval, you will be required to submit for a township permit (s). The approved Architectural Application must be included. If not included the township will not process.
6. After receiving your township permit, the permit must be brought to the office for copy to be placed in your property folder. You will then receive a LHSA window permit.
7. LHSA permit must be displayed in your front window.
8. You are required to notify the office once removal has been completed.
9. The office will update the Architectural Committee for property inspection.
10. You are required to contact both the office and township when planting has been completed. Upon completion; the LHSA window permit it to be returned to the office. The permit will be placed in your property file, reflecting completed process.