

THE
VILLAGE  **GRANDE**[®]
 AT ENGLISH MILL

Landscape Plan and Modification Application

Name _____ Date _____
 Address _____ Phone _____
 Brief description of **ALL** work to be performed _____

 Contractor _____ Phone _____

All landscape modifications, such as expansion of planting beds or patios, installing landscaping walls or backup power generators, require inspection of the underground irrigation system before the Architectural Control Committee (ACC) may approve the application. The irrigation system is owned by the Homeowners Association and *not* the individual homeowner. The layout of the underground irrigation system varies on each lot and must be identified by the Association's designated irrigation authority, Outdoor Décor LLC. **No work may be performed until Outdoor Décor issues an inspection certification and the Community Manager transmits ACC's written approval to the homeowner.** The cost of the irrigation system inspection is \$50.00, payable by check to Outdoor Décor LLC. The homeowner must also pay Outdoor Décor for changes to the irrigation system required to accommodate the requested modification. Outdoor Décor will credit the \$50.00 inspection fee if changes involve more than moving sprinkler heads. **No resident or privately-hired contractor may work on the irrigation system.**

ACC's *prior* approval of the application is required to obtain applicable Egg Harbor Township building permits. To avoid unnecessary expense, the homeowner should not apply for building permits until ACC approves the application. Copies of permits must be filed with the Community Manager before work begins.

No change or modification is permitted until the homeowner receives ACC's approval letter from the Community Manager. Work started without *prior* approval will be subject to a \$50.00 per day fine until property is in compliance. Report finished project to Community Manager. Homeowner agrees to indemnify the Association and its members from any personal injury and property loss of damage resulting from the modifications or installation of a power generator.

Note: Homeowner, not contractor, must sign and submit this application.

Homeowner Signature _____ Date _____

- Attach copy of your home site survey
- Attach detailed scale drawing of work to be performed with location and dimensions
- Attach list of material specifications, color, plant species and quantity, and all pertinent details
- Attach \$50.00 inspection fee check payable to Outdoor Décor, LLC
- Attach manufacturer's installation specifications for backup power generators
- Attach multiple projects on ONE application

Received By: _____ Date _____
 ACC Initial Review: _____ Date: _____ 2ND: _____
 Outdoor Décor Approval: _____ Date _____
 Outdoor Décor Rejection & Reason: _____ Date _____

ACC Approval: _____ Date: _____ 2ND: _____
 ACC Rejection & Reason: _____ Date _____

Letter sent by: _____ Date _____
 ACC Final Inspection to confirm compliance with app: _____ Date _____

Guidelines for Landscape Plan and Modification

Please read these guidelines carefully. Processing of application will be delayed if required data is missing or fails to meet guidelines. **Homeowner, not contractor, must sign and submit this application.** The irrigation system is owned by the Homeowners Association and *not* the individual homeowner. No resident or privately-hired contractor may work on the irrigation system. No exterior land modification shall interfere with operation of the community's irrigation system.

- Homeowner must complete and submit proper paperwork. It is worthwhile to put all projects on one application to save duplicate inspection fees.
- Applications that may affect common elements may be submitted beginning March 15th. All applications must be submitted by September 30th for consideration in that year. A full review cannot be completed outside of these dates due to the inability to inspect the irrigation system.
- All landscape work must be completed by October 31st.
- **No landscaping can occur when irrigation is turned off for the season.**
- **Outdoor Décor conducts application inspections 1st and 3rd Fridays of the month from May through October. Applications cannot be inspected November through April when irrigation system is shut off.**
- Clubs/committees must complete proper paperwork for Common Property modifications.
- Planting or construction is prohibited within 2 feet of a swale center.
- **Drawing must be to scale and must include all dimensions (See example on reverse side).**
- Site survey will not be accepted as the scaled drawing.
- Project dimensions shall be shown as outside of bed, front of block, pavers' leading edge.
- Specify material composition, wall height, paver size, colors, type/size of generator, etc.
- List all plant species, quantity of each specie and their location.
- No plants may grow outside of beds and all must be maintained by the homeowner.
- The spread of shrubs and evergreen trees *may not exceed 6 feet at maturity* and root systems may not endanger underground utilities or irrigation system. Homeowner is responsible for maintaining landscaping around the plants and preventing overgrowth.
- Walls near an irrigation head *may not be higher than 6 inches*.
- Landscape modifications, including pavers, walls, plants or backup generators, may not block sprinkler heads or impede irrigation coverage. System must be able to water original target area without using risers to elevate the head height.
- Addition of sprinkler heads to the common irrigation system is prohibited.

Specific information pertaining to Backup Power Generators

- Backup power generators are prohibited from installation on a swale.
- Backup power generators are prohibited in front of windows in order to avoid poisonous carbon monoxide exhaust gas from infiltrating the home even with the windows closed.
- Backup power generators must be installed at least 5 feet from the side of any window frame, and provide at least 3 feet of clearance on all sides for maintenance and airflow ventilation.
- Backup power generators must include a double-pole, double-throw transfer switch to protect against dangerous backfeed of electricity.
- Backup power generator application must attach manufacturer's installation specifications.
- Backup power generator requires South Jersey Gas inspection to size meter to generator's needs.
- Backup power generator requires ACC approval before requesting Township Zoning, Construction, Electrical, Plumbing and Fire permits.
- Copies of applicable Township permits must be filed with the Community Manager before work begins and Township inspection certificates filed upon completion.
- Finished projects must be reported to the Community Manager upon completion.
- Homeowner must indemnify the Association and its members from personal injury and property loss or damage resulting from the land modification or installation of a generator.
- State Law 34:5-182 prohibits dry cutting cement blocks, bricks, and masonry pavers. Use garden hose or other wet cutting method to prevent spreading dangerous silicone particles.