



DISTRICT 1 ONLY

Leisure World Landscape Department

Request for Change – grass, tree, shrubbery – Placement or Removal

The placement or removal of grass, trees, shrubbery, or other foliage in the common areas of District 1 (new or replacement) is prohibited without the approval of the Community Manager or designee. District 1 manor owners may not themselves plant or remove; or arrange for outside services to plant or remove grass, trees, shrubbery or other foliage in the common area without written approval of the Community Manager or designee placed on file with the Landscape Department. LWCA Rules and Regulations 2-304 G.2. Approved May 4, 2018

Owner requests as follows:

District No: _____ Owner's Name: _____ Manor No: _____
Phone No: (_____) Email: _____ Date: _____

Landscape to be Removed:

_____ Living _____ Dead _____
_____ Living _____ Dead _____
_____ Living _____ Dead _____

Description of Request: (New Plantings and Replacements Must be on the Approved Tree & Plant Listing)

Agreement to pay for Replacement Plants and pay 30\$/hr. to remove Living Plants, if approved by the Landscape Department (Minimum time of labor is 1 hour; maximum is 2 hours).

Owner's initials: _____

Attachments and information required.

- (1) Lot plan showing plant with complete dimensions,
- (2) Photographs all other pertinent items necessary.



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For Department Use Only:

Received by Landscape Department (stamp):

Recommendations:

Landscape Department:

Approve (initials) _____ Modify (initials) _____ Deny (initials) _____ Date _____

Landscape Recommendation reviewed by the District:

Approve (initials) _____ Modify (initials) _____ Deny (initials) _____ Date _____

Final Approval:

Community Manager

Signature

Date

Manor Owner Notified:

Date: _____

Assigned to Landscape staff:

Date: _____

Completed:

Date: _____

Filed electronic manor file _____(initials)

Suggestions/Reason of Denial:
