

STEPS TO APPLY FOR A BUILDING/CLEARING PERMIT:

1. Fill out the attached Request for Permit application.
2. Sign the Release of Liability.
3. Mark the pending changes on your Plot Plan or Survey
 - Building requests — include plans or drawings
(Secure a St. Tammany Parish permit if necessary)
 - Clearing requests — show location of subject trees on plot plan
4. Please return the completed application to the Greenleaves Master Association for approval by the Greenleaves Architectural Control Committee (GACC) and issuance of permit. The application can be returned by dropping off in the GMA dropbox on Greenleaves Blvd, mailing to P.O. Box 649, Mandeville, LA 70448, emailing to marylou@greenleaves.us, or by calling 985-624-4905 for pickup.

Once the application is received by the GMA, the GACC has 30 days to act on the Permit Request.

If the GACC denies the permits, you have the right to appeal either in writing or in person by contacting the GMA within 30 days at their next scheduled meeting.

The Greenleaves Architectural Control Committee strongly requests that you replant a tree to replace each one you are planning to cut down. With the numerous trees we cut down each year, and with the vast loss of trees from Hurricane Katrina & Hurricane Ida, Greenleaves Subdivision will not be able to live up to its name unless we replant our trees.

REQUEST FOR PERMIT
Greenleaves Master Association

Date of Application _____

_____ HOMEOWNER	_____ HOME PHONE	_____ WORK PHONE
_____ ADDRESS	_____ PARCEL / LOT #	

The Homeowner(s) by definition is the person whose name(s) appears on the title or deed to the property. Any person who leases, rents or is in other contracted or non-contracted financial arrangement is ineligible to seek a building or clearing permit without the approval of the homeowner(s) and their written signature/approval on the request for said permit.

I Am Applying For the Following Permit:

CLEARING/REMOVAL OF TREE(S)* Reason: DEAD OR DISEASED
 OTHER _____

(All tree stumps must be ground if visible from the street)

BUILDING

FENCE SHED PATIO POOL SPA/JACUZZI SATELLITE DISH
 COVERED PATIO/WALKWAY ROOM ENCLOSURE ROOM ADDITION
 OTHER—Please Specify: _____

MATERIAL TO BE USED _____

This permit request must also be reviewed and approved by Greenleaves Architectural Committee (GACC). The GACC has up to 30 days from receipt of review requests. All requests are reviewed as soon as possible.

PLEASE NOTE: A GACC Member may perform follow-up inspections.

Below this line is for GACC use only

Approved by: _____ Date _____
GACC Member

Comments/Recommendation for Adding Trees:

GACC Inspecting Member _____
Applicant/Homeowner _____

*Tree Replacement Policy attached

GREENLEAVES MASTER ASSOCIATION
Post Office Box 649, Mandeville, La
Mandeville, Louisiana 70470

(985) 624-4905

RELEASE OF LIABILITY

Applicant acknowledges that in submitting his plans and specifications, calculations, or work to the Board of Directors of the Greenleaves Master Association or its Architectural Control Committee, members, agents, employees or representatives, (collectively hereinafter referred to as "Committee"), pursuant to that certain Act Creating Master Deed Restrictions and Covenants by Greenleaves Development Corporation, as later modified and supplement, and adoption of those Rules and Regulations For Developers, Contractors and Home Builders according to the restrictive covenants, Rules and Regulations in effect on the day of application for the Greenleaves Subdivision to which applicant's property is subject, this submission does not constitute a verification by Committee that said plans, specifications, calculations, or work meet the requirements of the said restrictions, rules, regulations, ordinances, codes or other regulations, whether they be local, state or federal. Committee does not intend to nor will it act as the architect or construction supervisor for applicant, it at all times being the responsibility of applicant to obtain his own professional assistance. Applicant relieves and releases Committee from any liability or responsibility for the approval or disapproval of his application, and for failing to discover or point out any and all deficiencies therein. Should a third party file suit or threaten litigation over applicant's project against Committee, then applicant agrees to hold harmless and indemnify Committee from any liability or responsibility arising out of or in any way connected with the performance of Committee. Applicant has read the Rules and Regulations for Developers, Contractors and Home Builders and Schedule of Fees as Revised December 1983 and as amended, established by the committee and agrees to abide by said Rules and Regulations and Fees.

Signature of Applicant (Lot owner or his duly authorized agent only)

Date _____

TREE REPLACEMENT POLICY

If the removal of an existing tree, other than felled by a declared natural disaster, either (a) creates an area bare of any tree within a eighteen (18)-foot radius between other existing tree trunks, or (b) reduces by ten percent (10%) or more all the existing trees on an individual property, the property owners shall be required to plant evergreens, deciduous or fruit tree that is at least six (6)-foot tall for each tree removed when practical. The new tree and its general placement on the property must be agreed upon in writing by both the homeowner and the GACC as part of the permit process for removal of the former tree(s). The GACC has the right to require confirmation of the new tree planting(s) by the next fall or spring planting cycle after the removal of the former tree(s). Failure to plant and maintain a new tree could lead to a fine imposed by the GACC of \$25 per day violation.

TREE STUMPS:

All tree stumps must be ground to a level below the natural grade line, if the stump would otherwise be visible from the street. Stumps are to be removed within seven (7) days of the tree removal.