**OTF BOARD OF DIRECTORS LANDSCAPE PERMIT APPLICATION**

**(Applications MUST be approved prior to beginning work)**

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| --- | --- | --- | --- |
| DATE OF SUBMISSION: |   | RECEIVED BY BOARD: |   |
| NAME/EMAIL: |   |
| ADDRESS: |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LOT #: |   | PHONE #: |   | [ ]  | CHECK IF PROJECT WILL REQUIRE A DUMPSTER  |
|  |  |  |  |  | ON PROPERY DURING WORK |

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| --- | --- | --- | --- | --- |
| APPROX. DATES FOR CONSTRUCTION:  | FROM: |   | TO: |   |

|  |  |
| --- | --- |
| WORK TO BE PERFORMED BY: |   |

TYPE OF LANDSCAPING IMPROVEMENT:

[ ] GRADE CHANGE

[ ] RAISED PLANTER/TREE RING

[ ] RETAINING WALL

**PLEASE ATTACH THE FOLLOWING:**

[ ] COPY OF A PLAT PLAN (AVAILABLE AT LEE’S SUMMIT CITY HALL) SHOWING THE LOCATION OF THE REQUESTED IMPROVEMENT ON THE LOT. IF REQUEST WILL REQUIRE ANY GRADING CHANGES, INCLUDE EXISTING GRADES AT THE NEAREST PROPERTY LINE AND THE PROPOSED FINISH GRADES AS APPLICABLE.

[ ] PHOTO OR SKETCH OF THE PROPOSED IMPROVEMENT, SHOWING MEASUREMENTS, INCLUDING HEIGHT IF APPLICABLE

[ ]  MATERIALS BEING USED AND COLOR SAMPLES

DESCRIPTION OF PROJECT:

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HOMEOWNER SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please drop-off completed applications in marked box at the Clubhouse (501 NE Clubhouse Dr.).

An approval or denial letter will be sent along with copy of this application within 10 days – THANK YOU!