



Greentrees Village



1600 Rhododendron Dr. #320 Florence, OR 97439 541-997-8674 Fax: 541-997-6018

ACC Lot Development Packet

Dear Greentrees Village Owner,

The Greentrees Village Architectural Control Committee (ACC) provides the enclosed packet of information to assist you as you plan construction, alterations, or additions to your property. The ACC is mandated to assist residents in planning improvements in a manner that is compatible with the Association's Covenants, Conditions and Restrictions (CC&Rs or Declaration), Bylaws, and Rules and Regulations.

Enclosed is the information and documents required for lot development:

- Required Steps for Lot Development
- Request for Approval of Lot Development Project form
- Special Requirements for Greentrees Village Inc. Delivery and Placement of New Homes
- Example plot plan
- Graph paper

Please be advised that you must submit your completed ACC Lot Development Packet to the City of Florence for review to determine permit requirements. Once the City of Florence stamps your Request for Approval of Lot Development Project form, you can submit your packet to the ACC for approval. ACC approval is required prior to beginning any lot construction.

It is the ACC's desire to work with lot owners who wish to make alterations and improvements to their property. We are dedicated to the continued enhancement, protection, and preservation of Greentrees Village.

If you have questions regarding this packet, please contact the Manager or the Chair of the ACC Committee.

Sincerely,

Chair, Architectural Control Committee

Greentrees Village Inc.

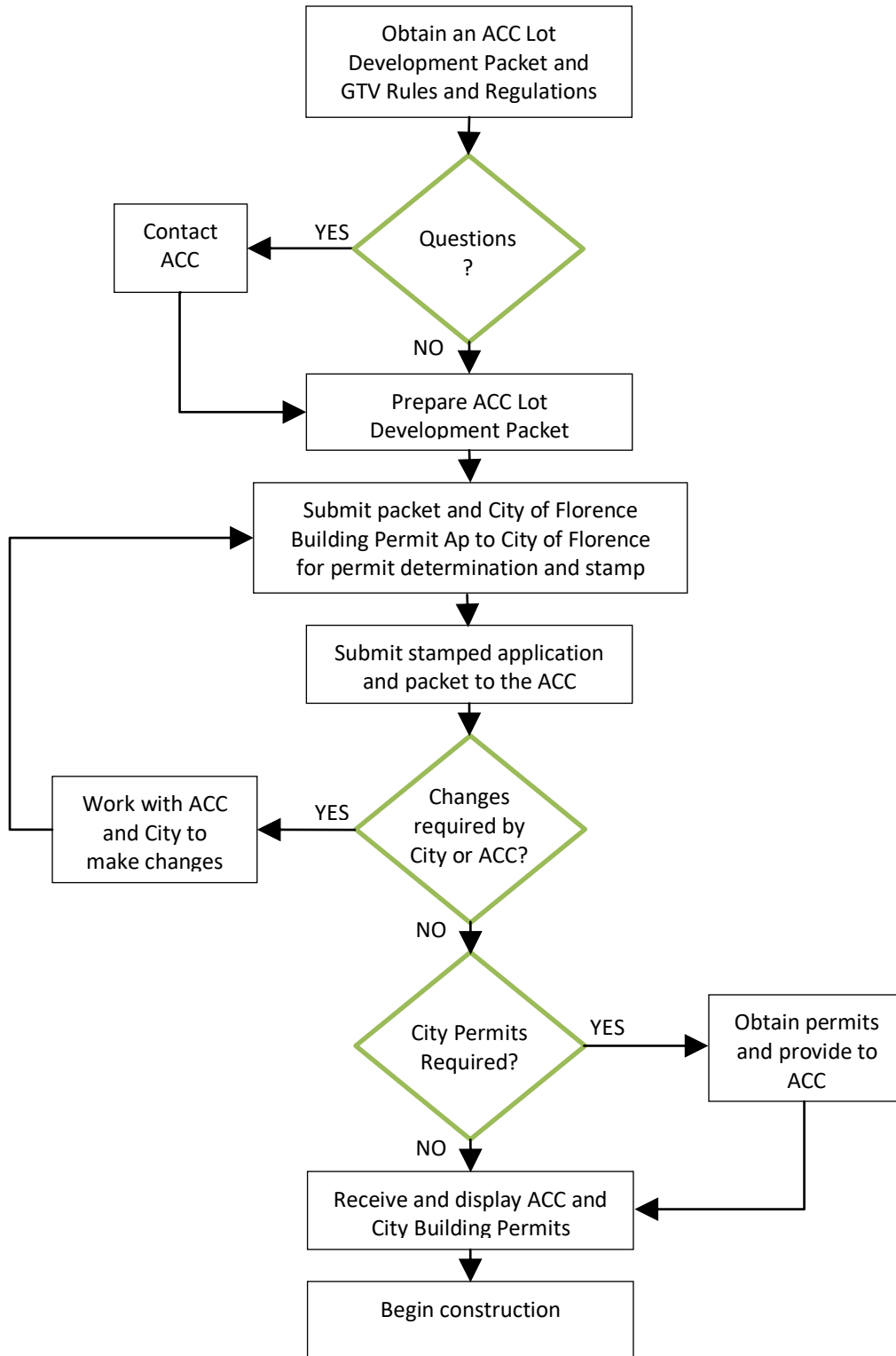
Required Steps for Lot Development

The following steps are required to perform any modifications or improvements to your Greentrees Village lot or structures.

1. Obtain a copy of the most recent Rules and Regulations from the office and review the section for Land Use Rules and Regulations to ensure any proposed modifications or improvements do not violate current rules. If there are questions about interpretation of the Land Use Rules and Regulations, please contact the ACC for clarification.
2. Obtain an ACC Lot Development Packet from the office and:
 - a. Prepare a current plot plan of the property which shows, to scale, the location of all structures and coverings, including driveways, parking areas, paths, sidewalks, and greenbelts.
 - b. Confirm your current and proposed lot coverage percentages are within the current maximums as specified in the Rules and Regulations, Table 1, Building Codes Setbacks.
 - c. Fill out the Request for Approval of Lot Development Project form indicating the proposed changes with reference to the CC&Rs and Rules and Regulations.
3. Submit your completed ACC Lot Development Packet, along with the City of Florence Building Permit Application to the City of Florence for review to determine City permit requirements.
https://www.ci.florence.or.us/sites/default/files/fileattachments/building/page/841/building_permit_app_form_modified_2022.pdf
4. Once the City of Florence stamps your City of Florence Building Permit Application, submit your packet, with the stamped application to the ACC for approval. The ACC approval process includes an inspection for any violations of Greentrees Village CC&Rs, Bylaws, and Land Use Rules and Regulations.
5. After receiving ACC approval, if a City of Florence permit is required you must obtain that permit and then provide it to the ACC to receive your Greentrees Village Building Permit before beginning construction.
6. Your Greentrees Village Building Permit and any required city building permits must be displayed so that they are visible from the street prior to start and until construction is complete. This provides visual confirmation to your neighbors that you have complied with the Rules and Regulations of Greentrees Village.
7. The owner is responsible for any inspections required by the City of Florence.
8. Upon completion of the proposed project, notify the ACC for final site inspection.
9. Any deficiencies and/or violations of Greentrees Village Land Use Rules and Regulations must be mitigated prior to the project closure.
10. Once the ACC has inspected and approved the completed project, they will close out the Greentrees Village building permit.

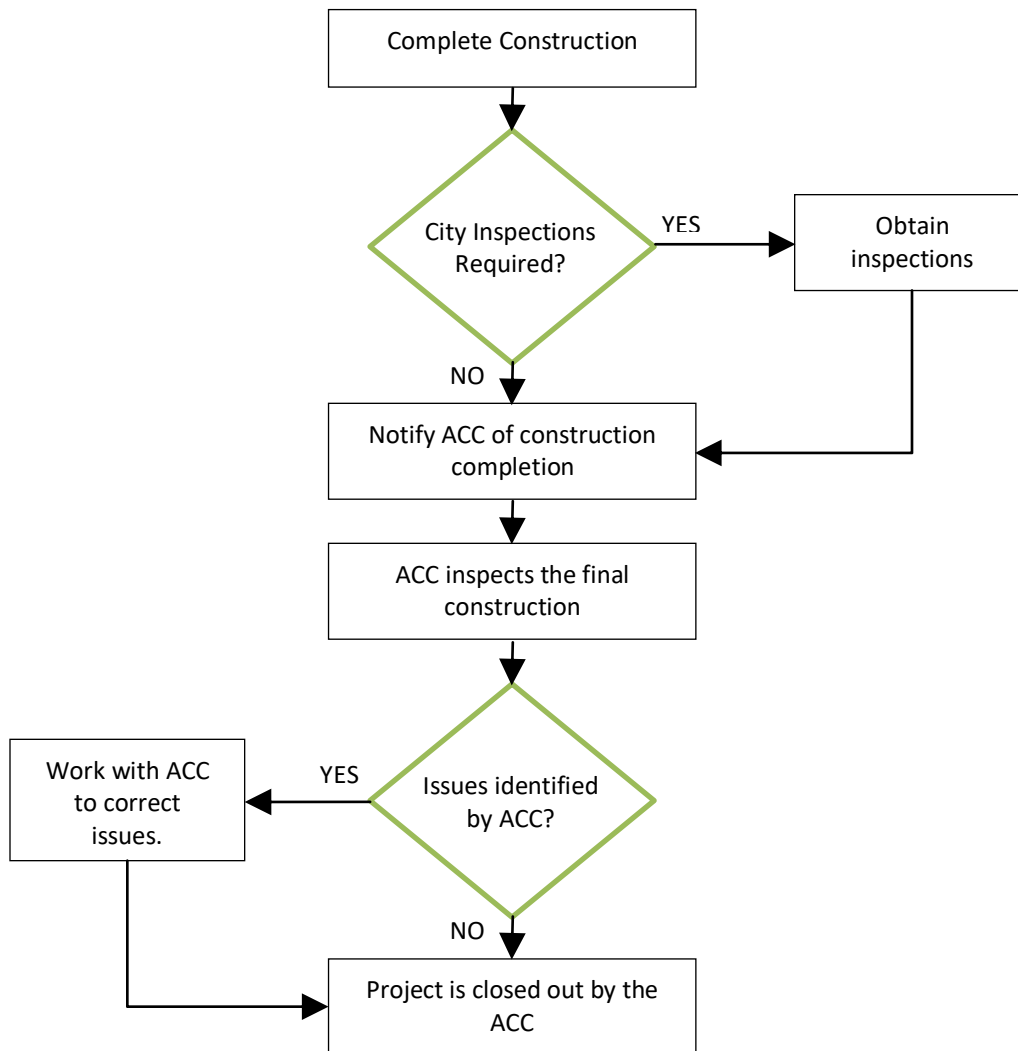
Greentrees Village, Inc.

Pre-Construction Permit Process



Greentrees Village, Inc.

Post-Construction Permit Process



Greentrees Village, Inc.

Request for Approval of Lot Development Project

ACC approval is required to perform any modifications or improvements to your Greentrees Village lot or structures.

Please refer to the Land Use Rules and Regulations section of the Greentrees Village, Inc. Rules and Regulations for minimum setbacks, greenbelt requirements, lot coverage, building height and other restrictions. The ACC cannot approve any requests or plans that encroach upon the greenbelt area.

The following information must accompany the signed Request for Approval of Lot Development Project form:

- **Plot Plan**: Submit a drawing which shows, to scale, the location of all structures and coverings, including driveways, parking areas, paths, sidewalks, and greenbelts.
 - Note the locations of retaining walls that equal or exceed four feet in height.
 - Identification of survey pins/stakes may be required. **Note:** The front property line starts at the front property stakes, not at the edge of the street paving.)
- **Construction Plans**: Include drawings showing type of construction, size, height, and exterior appearance of proposed structures. Please refer to Table 1 Building Codes Setback in the Greentrees Village, Inc. Rules and Regulations for Building Height restrictions.

Please note the following when planning your project:

Greenbelts: Greenbelts are determined by the Setback requirements contained in Table 1 Building Codes Setback in the Greentrees Village, Inc. Rules and Regulations. They are to be developed and maintained as a visual screen to protect privacy between adjacent lots. Greenbelts may not be used for lot development, storage, fences, or lot access other than in an emergency. Perimeter fencing (at the borders of the Greentrees community, not at the borders of your personal lot) is allowed with ACC approval.

Common Areas: Removal of trees from or clearing of any common area is prohibited, except by permission of the Property Committee, as delegated by the BOD, and is a fineable offense (refer to the GTV Fine Schedule). Consult the Property Committee if you have questions.

Drainage: Paving should be graded so that runoff goes into drywells or greenbelts. Gutters and downspouts must also run into drywells or greenbelts.

Permits and Construction: The applicant is responsible for submitting plans to City of Florence to determine if a permit is required for their project. Construction is subject to City of Florence and ACC approval. Building permits should be prominently displayed at the construction site. An approved set of project plans should be kept at the job site. The lot owner is responsible for providing gate access to contractors. The lot owner must advise the Greentrees Village office 24 hours in advance of the arrival of a new home. The lot owner is responsible for any damage to streets or the common property.

Request for Approval of Lot Development Project

NAME: _____ LOT# _____

MAILING ADDRESS _____

PHONE # _____ CELL # _____

PROPOSED PROJECT:

PROPOSED START DATE: _____ PROPOSED COMPLETION DATE _____

WHO WILL BUILD IT? _____ Phone # _____

Have your property pins/stakes been identified? _____ YES _____ NO

I have read and understand the Land Use Rules & Regulations (Initials: _____)

Upon project completion the Greentrees office will be notified for final inspection and permit closures. (Initials: _____)

SIGNATURE: _____ DATE: _____

Architectural Control Committee Action

Granted _____ Denied _____ Postponed _____ Incomplete _____

ACC comments:

Approval Date

Completion Date

ACC Committee Signatures

Date: _____

Date: _____

Date: _____

Greentrees Village, Inc.
Special Requirements for Delivery and Placement of New Homes

The Architectural Control Committee must review all proposed construction plans to ensure compliance with all requirements of Greentrees Village Inc., CC&Rs/Declarations, Bylaws, and Rules and Regulations. All construction plans expire six months after approval. If construction is not completed, the lot owner may request an extension. Any changes to approved construction must be reviewed and approved by the ACC.

Lot owners, by submission of their signed application and construction plans, agree to abide by the following conditions of the ACC (please initial each box to indicate you have read and understand the requirement):

- The Association Maintenance Department shall receive 24 hours' notice prior to bringing in new homes.
- Homes shall be delivered Monday through Friday between 8:00 AM to 3:00 PM and must be accompanied to the home site by a Greentrees representative.
- New homes shall be delivered in such a manner as to limit disruption of traffic. No trucks and or trailers shall be parked on the street overnight.
- Double wide homes shall be brought in one at a time to alleviate street congestions. There is no area in Greentrees that can accommodate storage of the second half while the first half is being placed. Temporary parking is available off Highway 126.
- Greentrees Maintenance shall be notified approximately thirty minutes in advance to allow staff to raise and secure the gate in the open position (if applicable).
- Damage to roads, greenbelts, etc. due to delivery and site work is the responsibility of the lot owner and shall be corrected promptly. Failure to repair the damaged area in a timely manner will result in the Association making the repair and assessing the owner for the costs. Only vehicles with rubber tracks or tires are allowed on pavement during setup.
- Prior to any digging or excavating work call the cable locating service, all cable and utility lines shall be properly located and identified.
- Greentrees Village is responsible for the installation and maintenance of the water meter, meter box, and backflow prevention device (hereafter referred to as water meter box) that connects into the primary water supply. Greentrees is in the process of placing new water meter boxes in front of every lot, if you are placing a new home and do not yet have a water meter box, please contact the ACC prior to running new water lines. If you are having difficulty finding your water meter box, please contact the Greentrees Village Maintenance Department.
- Owner/Contractors are to keep the lot construction site as neat as possible; streets are to be cleaned daily during construction.

- No advertising signs are allowed on the construction site.
- Construction work hours shall begin no earlier than 7:00 AM and end no later than 6:00 PM.
- Sand must be stabilized during construction. Blowing sand shall be controlled by fencing, mulching, or other methods that have been approved by the ACC.
- Portable restroom facilities must be provided on the construction site as long as no other services are available on the jobsite.

I/We, _____ hereby certify that I/We
are the Owners(s) of lot number _____, and by signature below hereby agree to the conditions
and fee conditions of this Resolution.

Signature_____ Date_____

Signature_____ Date_____

