

LANDSCAPE REQUEST FORM
RFHOA Landscaping Committee
Potomac, MD 20854

INSTRUCTION FOR FILLING OUT FORM:

1. Please note that this permission form is required for any changes on the ***common grounds***. Homeowners should fill in the pertinent information in Part A and Part B.
2. In Part A, please indicate whether proposed landscape request is to be performed by the homeowner or the association. Landscape Committee only considers landscaping requests that might impact the common areas of the River Falls Homeowners Association. Landscaping changes to areas within private property should be directed to the Covenants Committee. The Covenants Committee Request form can be found online at **www.riverfalls.org**
3. In Part B briefly describe the type of landscape improvement requested. Please be specific on the location or provide detailed drawings or photographs of the improvement required. Check the appropriate box that applies to the request.
4. Part C will be completed by the RFHOA Landscape Committee
5. Submit your complete Landscape Request Form to:

Paul Associates, Inc.
C/O Marc Maalouf
6935 Wisconsin Avenue, Suite 400
Chevy Chase, MD 20815
Fax: (301) 652-9444 ext. 5
Email: marc@paulassociatesinc.com

Requests will only be accepted by email or snail mail, not by telephone.

6. Landscape Committee will review your request and provide response back within 2 weeks.

PART A: (Applicant Information)

Owner's Name:		
Property Address: Potomac, MD 20854		
Location of Proposed Work:	Check one: <input type="checkbox"/> Performed by the homeowner <input type="checkbox"/> Performed by the association	
Email:		
Mailing Address:		
Home Phone: ()	Cell: ()	Other:
Fax Number: ()		

PART B: TYPE OF LANDSCAPE IMPROVEMENT

Description:		
<input type="checkbox"/> Maintain Existing	<input type="checkbox"/> New/Additional Improvement	
<input type="checkbox"/> Change Existing	<input type="checkbox"/> Safety, Infestation- bugs, poison ivy	
<input type="checkbox"/> Tree Trimming	<input type="checkbox"/> Plant Flowers	<input type="checkbox"/> Plant Shrubs
<input type="checkbox"/> Remove Tree	<input type="checkbox"/> Install Flower Bed	<input type="checkbox"/> Remove Shrubs
<input type="checkbox"/> Replace Tree	<input type="checkbox"/> Weed Flower Bed	<input type="checkbox"/> Cut Undergrowth
<input type="checkbox"/> Remove Stump	<input type="checkbox"/> Reseed Grass Area	<input type="checkbox"/> Fertilize

Additional info:

PART C: (Landscape Committee Use Only)

Control No. _____

Date Received: _____

Date Processed: _____

Notes/Comments: _____

Approved

Approved as Noted

Rejected

Signature: _____