

Landscape Review Request

Name (print): _____ Date: _____

Capes Address & Lot #: _____

Contact Phone #: _____ Email: _____

Type of Tree Care Requested – check all that apply:

Trimming

Removal

Topping

Reason for the Request:

Submission Instructions:

- Complete this form and return it to the office manager. It can be filled out electronically and printed or emailed. [Note: to ensure you are not emailing a blank document, save the blank form to your device before filling it out. After filling out the form, perform a "Save As" and save the completed form to your device with a unique file name - for example: SmithRequest4-5-19.pdf. Email that unique file to the manager.
- Please include photos of the tree(s) or bush(es) to be trimmed, removed, or topped, as well as any other information that may be pertinent. Photos may be emailed separately if you are sending them from a cellular device. The landscape in question should be clearly marked on the photo. (Most cell phones will allow users to "draw" on a photo and save.)
- The request will be reviewed as outlined in the Landscape Committee Procedures. This information is located on the Capes website: www.TheCapesHOA.org/landscape.