

**COUNSELOR'S CLOSE COMMUNITY COMPANY (THE CLOSE)  
LANDSCAPE REVIEW COMMITTEE (LRC) APPLICATION  
EMAIL OR MAIL APPLICATION to:  
TOWN MANAGEMENT  
ATTN: KIMBERLY MILLS (KIM), COMMUNITY MANAGER  
4801 COURTHOUSE STREET, SUITE 202, WILLIAMSBURG, VA 23188  
[kimberly@townmanagement.net](mailto:kimberly@townmanagement.net)**

**OWNERS:** \_\_\_\_\_  
**COUNSELOR'S CLOSE ADDRESS:** \_\_\_\_\_  
**OWNERS ADDRESS:** \_\_\_\_\_  
**OWNERS PHONE NUMBER:** \_\_\_\_\_  
**OWNERS EMAIL ADDRESS:** \_\_\_\_\_

**REQUIREMENTS:**

**Project** - Provide a detailed description of the landscape request to include the addition, removal, and proposed new plants, including mulch.

**Survey or Drawing to Scale** - Include a copy of your survey or drawing to scale with the location of all existing plant material, removal of existing plants, and proposed plant material.

**Private Improvement of Common Areas Agreement** - All Owners must sign a Common Area Agreement for proposed landscape improvements on a Common Area which must be submitted with the landscape application.

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**ALL APPROVED APPLICATIONS WILL BE VALID FOR ONE-YEAR BASED ON THE APPROVAL DATE.  
PROJECTS NOT COMPLETED WITHIN ONE-YEAR MUST APPLY FOR AN EXTENSION IN WRITING.**

**PROJECT START DATE:** \_\_\_\_\_ **PROJECT END DATE:** \_\_\_\_\_

**Plant Removal:** Provide type, size, and location below and on the survey or drawing to scale:

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**Proposed Plants:** (Provide type, size, and location below and on the survey or drawing to scale:

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**Contractor Name and Phone Number:** (If known; not required for submittal)

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Owners Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DATE RECEIVED BY TOWN MANAGEMENT: \_\_\_\_\_

COMPLETION DATE: \_\_\_\_\_

**LRC Recommendation:** Date: \_\_\_\_\_

☐ Recommended

☐ Not Recommended

☐ Deferred (See Comments)

Comments: \_\_\_\_\_

LRC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BOARD Action:** Date: \_\_\_\_\_

☐ Recommended

☐ Not Recommended

☐ Deferred (See Comments)

Comments: \_\_\_\_\_

Board President Signature: \_\_\_\_\_ Date: \_\_\_\_\_