

## APPLICATION CHECKLIST: *Landscape Application*

### STONEHILL VILLAGE DESIGN REVIEW BOARD

*The following checklist can assist in the preparation of your application for landscaping changes. This checklist doesn't replace or supersede the Governing Documents for Stonehill Village.*

- Review the standards in the Community Design Review Standards, the Rules & Regulations for the Community DRS, and the Neighborhood Design Review Standards for *your* Neighborhood
  - **Part 2.04** of the Rules & Regulations for the Community DRS details the required application contents (see also **Article Four** of the Community DRS)
  - **Part 3.02** of the Rules & Regulations for the Community DRS details the general standards for Landscape Features in all of Stonehill Village (see also **Article Five** of the Community DRS)
  - Note that Landscape Features are a required element of several other types of Improvements, so additional guidance may be found in the sections that discuss those specific Improvements
  - **Article Six** of the Community DRS details the construction requirements
- Complete the Post-Construction Improvement Application (*attached to the Rules & Regulations for the Community DRS as Schedule 2*)
  - The Owner must sign the Application (not the contractor)
- Obtain any permits that may be required for your project (from the Township, County, etc.). Copies of the permits must be provided to the DRB *before* you begin any work on your project, but you can wait to obtain the permits after the DRB has issued conditional approval of your application
  - Even if no permits are required for your project, don't forget to have all underground utilities marked before you dig
- Prepare a Landscape Plan (*see Part 2.04(D)(1) of the Rules & Regulations for the Community DRS for specifications*)
  - Hand-drawn Landscape Plans are acceptable
- Prepare Cut Sheets for each type of plant you wish to install as part of your project (*blank form attached to Post-Construction Improvement Application*)
  - If you need help finding the information for the Cut Sheets, try looking up the plants on websites such as the following:  
<http://www.missouribotanicalgarden.org/plantfinder/plantfindersearch.aspx>  
<https://www.siebenthaler.com/plantfinder/>
- Gather *clear* photos and samples of the existing Primary Structure, Landscaping and Accessory Structures located on your Lot, and photos and/or samples of any non-plant materials you intend to use
  - Capture all relevant angles so the DRB can clearly see how your proposed Improvement will impact the existing condition of your Lot, neighboring Lots and Common Areas
- Pay the fee for the application (*see Schedule 3 of the Rules & Regulations for the Community DRS*)
- Submit your application to the DRB using one of the methods listed on page 2 of the Post-Construction Improvement Application
- When you have received notice that your application has been approved or conditionally approved, you may begin the work – and be sure to complete it within 6 months of the approval
- When the work is complete, notify the DRB using the same method by which you submitted your application. They will then review it and issue a Certificate of Completion, so that Association records reflect the fact that your Improvement complies with the Governing Documents.

REVISED 4-10-2026

<b>Botanical name</b>	<b>Common Name</b>
Acer ginnala	Amur Maple
Acer negundo	Boxelder
Acer platanoides	Norway Maple
Acer saccharinum	Silver Maple
Ailanthus altissima	Tree of Heaven
Albizia julibrissin	Mimosa
Ampelopsis brevipedunculata	Porcelainberry
Aralia species	Aralia
Arundinaria species	Running Bamboo
Betula	Birch
Berberis	Barberry
Carya species	Hickory /Pecan
Castanea mollissima	Chinese Chestnut
Catalpa species	Catalpa
Clematis paniculata / terniflora	SweetAutumn Clematis
Cornus alba	Red Twig Dogwoods
Cornus sericea	Redoiser Dogwood
Cotoneaster species	Cotoneaster
Celtis occidentalis	Hackberry
Crataegus phaenopyrum	Washington Hawthorn
Elaeagnus species	Olive
Euonymus species	Euonymus all types
Fraxinus species	Ash
Ginkgo biloba (Non Male cultivar)	Ginkgo
Hedera helix	English Ivy
Hibanobambusa species	Running Bamboo
Ilex opaca	American Holly
Indocalamus species	Running Bamboo
Juglans species	Walnut
Juniper virginiana (seedling)	Cedar
Ligustrum species	Privet
Liquidambar	Sweetgum
Liriodendron tulipifera (Upright forms)	Fastigate Tulip poplars
Lonicera species( except sempervirens)	Honeysuckle
Maclura pomifera ( except sterile cultivar)	Osage Orange
Malus species( except for ornamental )	Apple and Crabapple
Miscanthus sinensis	Madain Grass
Morus species	Mulberry
Paulownia species	Princess Tree
Phellodendron amurense	Amur Corktree
Phyllostachys species	Running Bamboo
Pleioblastus species	Running Bamboo
Picea glauca	white spruce
Picea glauca 'Conica'	Alberta spruce
Picea glauca Densata	Black Hills spruce



**STONEHILL VILLAGE – POST-CONSTRUCTION IMPROVEMENT APPLICATION**

**I. Owner Information**

Association & Neighborhood: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Property Address & Lot #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

**II. Requested Change**

*\*If you are submitting a request for more than one improvement, each request must be submitted on a separate form so the DRB can make a determination on your requests independently (exception: landscape elements of a hardscape improvement can be on the same application)*

Type of Improvement: (check)

*\*Please review the DRB policy for landscaping, as structural improvements do require additional plans/documents to be submitted related to landscaping around the structural improvement.*

\_\_\_\_\_ Driveway/Concrete

\_\_\_\_\_ Porch

\_\_\_\_\_ Deck/Patio

\_\_\_\_\_ Satellite Antenna

\_\_\_\_\_ Pool

\_\_\_\_\_ Hot Tub / Spa

\_\_\_\_\_ Playsets/Sports Equipment

\_\_\_\_\_ Exterior Paint

\_\_\_\_\_ Fence

\_\_\_\_\_ Roof Replacement

\_\_\_\_\_ Landscaping

\_\_\_\_\_ Other: \_\_\_\_\_

**III. Specific Description of Improvement:**

Location (on property): \_\_\_\_\_

Size/Dimensions: \_\_\_\_\_

Color: \_\_\_\_\_

Materials: \_\_\_\_\_

Contractor Name & Number (if applicable): \_\_\_\_\_

Estimated Installment/Work Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

\*Start date must be at least 30 days after submitting application to allow adequate time for review

(Start)

(Completion)

**IV. Required Attachments**

DOCUMENTS BELOW **MUST** BE ATTACHED TO APPLICATION, AND THE RELEVANT APPLICATION FEE MUST BE PAID UPON SUBMISSION OF APPLICATION, IN ORDER FOR APPLICATION TO BE CONSIDERED COMPLETE. APPLICATION WILL NOT BE PROCESSED UNTIL COMPLETE.

**Applications for Landscaping Only:**

- See requirements listed in **Part 2.04** and **Part 3.02** of the Rules and Regulations for the Community Design Review Standards for Stonehill Village

**Applications for Non-Landscaping Improvements:**

- See requirements listed in **Part 2.04** and **Part 3.03** of the Rules and Regulations for the Community Design Review Standards for Stonehill Village

**V. Owner Certification**

*I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's property or HOA's common area. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement.*

*I further understand that I must obtain all licenses and/or building permits prior to applying, and I agree to meet all legal requirements for building codes.*

DATE \_\_\_\_\_ OWNER SIGNATURE \_\_\_\_\_

All Applications for ARB must be submitted online via the Vine Portal. If you have any questions please contact EMS by:

**US MAIL:**  
 Elite Management Services  
 PO Box 26366  
 Charlotte, NC 28221

**OR**

**EMAIL:**  
[ARC@emspm.com](mailto:ARC@emspm.com)

Please allow 15 days for a review after all required information is submitted. Questions, concerns, submissions and follow-ups can be sent to [ARC@emspm.com](mailto:ARC@emspm.com).

**FOR ASSOCIATION USE**

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Date Determined Complete \_\_\_\_\_ Date Approved \_\_\_\_\_

Date Disapproved \_\_\_\_\_ Letter Sent \_\_\_\_\_

Special Details or Provisions for Approval \_\_\_\_\_

Notice of Completion Received \_\_\_\_\_ Date Req. for Proof Sent: \_\_\_\_\_

Date Received \_\_\_\_\_ Cert. of Completion \_\_\_\_\_

**DRB LANDSCAPE CUT SHEET**  
*REQUIRED FOR EACH PLANT VARIETY*

COMMON NAME \_\_\_\_\_

BOTANICAL NAME \_\_\_\_\_

HARDINESS ZONE (USDA) \_\_\_\_\_  
STONEHILL IS **ZONE #5b**

MATURE HEIGHT \_\_\_\_\_

MATURE WIDTH \_\_\_\_\_  
NOTE: **PLANTS MUST BE LOCATED ONE HALF OF MATURE WIDTH, PLUS 3 FT. AWAY FROM PROPERTY LINE.**

SUN OR SHADE REQUIRED \_\_\_\_\_

ACTUAL SIZE BEING PLANTED \_\_\_\_\_

FIND YOUR ZONE BY VISITING <https://www.usna.usda.gov/science/plant-hardiness-zone-map/>  
**STONEHILL IS ZONE #5B**

\*

HERE ARE A COUPLE OF USEFUL/HELPFUL SITES:

<http://www.missouribotanicalgarden.org/plantfinder/plantfindersearch.aspx>

<https://www.siebenthaler.com/plantfinder/>

<http://www.beavercreeklandscaping.com/home/>

\*

PLEASE USE AS MANY SHEETS AS NEEDED TO COMPLETE YOUR REQUEST

**DRB NON-LANDSCAPE SPECIFICATIONS SHEET**  
*REQUIRED FOR EACH PRODUCT BEING USED*

PROJECT TYPE \_\_\_\_\_

PRODUCTS USED \_\_\_\_\_

MANUFACTURER \_\_\_\_\_

SPECIFICATIONS OF PRODUCTS \_\_\_\_\_

DIMENSIONS OF PROJECT --- HEIGHT \_\_\_\_\_ WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_

COLOR OR PHOTO EXAMPLE ENCLOSED \_\_\_\_\_