

SINGLETREE PROPERTY OWNERS' ASSOCIATION FLAGPOLE INSTALLATION APPLICATION

IMPORTANT INFORMATION

- All requests to install a flagpole shall be reviewed by the Design Review Committee.
- There is no charge for DRC review of a flagpole installation application.
- Flagpoles are allowed in Singletree under the following guidelines:
 - The flagpole shall be no more than twenty-one (21) feet tall from finished grade.
 - The flagpole shall be a dark low to non-reflecting metal.
 - The flag shall be no more than four (4) feet by six (6) feet.
 - There shall be no lighting associated with the flagpole.
 - There shall be a maximum of one flagpole per lot, regardless if the lot has been subdivided.
 - Duplex lots shall be required to submit a Duplex Owner Written Approval Letter.
- The Design Review Committee shall review and approve the location of the flagpole on a lot.
 - No flagpole shall be approved or erected within a prescribed setback or easement.
- Email your complete application, including all submittal requirements, to Singletree's Architectural Consultant, John Perkins, at perk.jmparchitect@gmail.com.
- Singletree's Design Review Committee meets the first and third Thursday of every month. In order to be on the next meeting's agenda your complete application is due by Noon on the Thursday prior to the meeting.

PROPERTY INFORMATION

PROPERTY OWNER(S) NAME _____

STREET ADDRESS _____

FILING _____ BLOCK _____ LOT _____

PHONE _____ EMAIL _____

PROPOSED FLAGPOLE INFORMATION

Flagpole Height _____

Flagpole Material _____

Flagpole Color _____

SUBMITTAL REQUIREMENTS

- _____ Site plan showing proposed location of flagpole installation and all setbacks and easements.
- _____ Detailed flagpole installation plan.
- _____ Photo or brochure of proposed flag pole.
- _____ Duplex Owner Written Approval Letter, if required.

A \$150 Landscape Deposit shall be submitted upon DRC’s flagpole installation location approval. The Landscape Deposit shall be refunded following installation and inspection of the flagpole and adjacent landscaping by the Architectural Consultant.

DATE APPLICATION SUBMITTED _____

SIGNATURE OF OWNER _____

OFFICE USE ONLY

DATE Application Received _____

DRC Meeting Date _____