

Mandatory Defensible Space/Lot Clearing Procedures

1. New owners are informed of the mandatory defensible space/lot cleaning with the new owners package .Owners inquiring about submitting building plans (house, garage, shed, or RV pad) are reminded that a defensible space survey must be completed and filed with the plans.
2. Defensible space surveys (on prescribed form) can be done by the Forest Manager (FM), the Design Review Manager (DRM), or trained volunteers.
3. Upon completion of the survey, it is input onto the form electronically with a copy sent to the property owner and a copy to the Office Manager (OM).
4. The DRM will also complete a defensible space survey in connection with each lot survey.
5. Beginning May 1, 2008, each month the OM will prepare a list of all property transfers within the prior month and send to the FM.
6. The FM or a trained volunteer will prepare a defensible space survey or lot survey and electronically forward it to the OM, who will forward it to the owner with a cover letter.
7. Upon the one-year anniversary of completion of a defensible space survey and the two-year anniversary of a lot survey, the OM will inform the FM who will conduct a follow-up survey.
8. The follow-up surveys will be forwarded to the OM who will send them to the owner with a cover letter.