

ARCHITECTURAL REQUEST FORM



DNI Properties, Inc.
Managing Agent

PLEASE ALLOW 30 - 60 DAYS FOR PROCESSING

****CONSTRUCTION CANNOT BEGIN PRIOR TO BOARD/ARCHITECTURAL COMMITTEE WRITTEN APPROVAL****

Approval of this application is based only on aesthetics and types of materials used. It is the Homeowner's responsibility to secure Building Permits, Structural Approvals, Safety Inspections, and/or any other permissions/approvals required by the municipal or county authorities, if any apply. This project is subject to local regulations and restrictions of record.

Please provide the following information:

Community Name: _____
Homeowner Name: _____ Phone: _____
Property Address: _____ Email: _____
Selected Contractor: _____ Contractor Phone: _____
Nature of Improvement: _____
Estimated Start Date: _____ Estimated Completion Date*: _____

****All work must be completed within 90 days of approval***

The following items must be attached to this document and submitted, or your request may be delayed:

- A copy of your plot plan with the location of the desired improvement indicated**
- A list of materials to be used (*deck and fence requests, please complete the attached materials list form*)**
- Color of the finished product: _____**
- Drawing, rendering, or photograph from an advertisement of the completed improvement**
- Any other documents provided by the contractor/vendor – Please attach**

I hereby certify that the above information and the attached documents are accurate to the improvement which will be completed on the lot at the above indicated address. I understand that if the improvement is completed to different specifications, I may be required to remove it at the request of the Board.

Homeowner Signature: _____ **Date:** _____

Submit this request:

DNI Properties, Inc.
662 Office Parkway
Creve Coeur, MO 63141

Email: info@dniproperties.com
Questions? Call: 314-576-0700

For office use only:

Received By: _____ Addl Info Requested Date: _____
Complete Request Received Date: _____
Reviewed By CM: _____ Date: _____
Sent to Board: _____ Date: _____

Board Approval/Denial: _____ **Date:** _____

Comments/Conditions: _____

DECK AND FENCE MATERIALS LIST

(ONLY TO BE COMPLETED IF APPLYING FOR DECK OR FENCE)

Community Name: _____

Homeowner Name: _____ Phone: _____

Property Address: _____ Email: _____

Selected Contractor: _____ Contractor Phone: _____

Deck Construction: Material

Please indicate the materials you plan to use for each of the below (Example: cedar wood or grey composite):

Balusters: _____ Bandboard: _____

Decking: _____ Railing: _____

Stairs: _____ Posts: _____

Floor Joists: _____ Stringers: _____

Fence Construction: Specifications (Please refer to the governing documents for fencing restrictions info.)

Picket Size (Inches Wide): _____ Fence Material: _____

Picket Spacing (Inches Apart): _____ Picket Good Side Facing Out: Yes No

Fence Height: _____ Post Material: _____

Fence Location: (Draw on Plot Plan) Post Anchored in Concrete? Yes No

Fence to start at rear corners of the home and enclose the entirety of the rear yard? Yes No

Note: Please attach a full list of the materials to be used as compiled by your contractor/vendor.

Other Comments:
